



# FAIRGROUNDS EVENT QUESTIONNAIRE

## Fire Marshal's Office

70 W. Hedding Street, East Wing, 7th Fl., San Jose CA 95110-1705

Phone (408) 993-4616

<http://firemarshal.sccgov.org>

Submit this form to the Fire Marshal's Office; 70 W. Hedding St., East Wing, 7<sup>th</sup> floor, San Jose.

The following information is required in order to process your application: *Type or fill out legibly in pen only.*

**EVENT LOCATION:** SANTA CLARA COUNTY FAIRGROUNDS, 344 TULLY RD., SAN JOSE CA 95111

- Pavilion Hall     Fiesta Hall     Gateway Hall     Town Hall     Cafeteria
- Boardroom     Expo Hall     Fair Family Park     Grounds (*give approx location under "Other"*)
- Other \_\_\_\_\_

**EVENT TYPE:** (*circle one*)    **Event Name:** \_\_\_\_\_

- Indoor Concerts/Public Assemblies    Retail Sales    Rodeos    Parties    Trade Shows
- Other: \_\_\_\_\_

### CONTACT INFORMATION:

|                        |                 |                   |
|------------------------|-----------------|-------------------|
| Contact Person: _____  | Position: _____ | Phone: _____      |
| E-Mail Address: _____  |                 | Fax #: _____      |
| Contact Person: _____  | Position: _____ | Phone: _____      |
| E-Mail Address: _____  |                 | Fax #: _____      |
| On-site Contact: _____ | Position: _____ | Cell Phone: _____ |

### EVENT INFORMATION:

Date(s) of Event: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Total number of people anticipated: \_\_\_\_\_ Maximum number of people at one time: \_\_\_\_\_

Will there be Tents/Canopies?  NO     YES    Date of installation: \_\_\_\_\_ Removal: \_\_\_\_\_

Number and size of vendor booths: \_\_\_\_\_

Outdoor Heaters?  NO     YES (*Type & amount of fuel on site:* \_\_\_\_\_)

### POWER & COOKING:

Source of Power:  Electricity     Generator (*type & amount of fuel on site:* \_\_\_\_\_)

Number of Booths: Cooking \_\_\_\_\_ Non-Cooking \_\_\_\_\_ (*Indicate cooking/non-cooking on site plan*)

Cooking Method:  Deep fat frying     BBQs     Open flame     Other \_\_\_\_\_

### ENTERTAINMENT:

Type of Entertainment: \_\_\_\_\_

DJ or live band?  NO     YES    Stages/platform(s)?  NO     YES

Fireworks/Special Effects?  NO     YES *Show location on site plan (NOTE: Separate permit required)*

**FOR INFORMATION ON REQUIREMENTS:** See the appropriate Fire Marshal Standard with details on the requirements for your event available on our website: <http://firemarshal.sccgov.org>

**CFMO SE-1** Tents/Canopies      **CFMO SE-2** Carnivals & Fairs      **CFMO SE-4** Haunted Houses

Fee/Amount Paid: \_\_\_\_\_ Register Invoice#: \_\_\_\_\_

Date Paid: \_\_\_\_\_ **PLAN CHECK NO.:** \_\_\_\_\_