



Administration Office
Mailing address
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Intent to Use a Temporary Tent Form

Event information

Purpose	
Location	
Total number attending	
Date tent to be erected	
Event date	
Date tent is to be dismantled	

Tent rental company information

Company name	
Address	
Phone	
Contact name	

Tent information

Number of tents	
Size of tent(s) (m2 or ft2)	
*Tent(s) over 225 m2 (2421 ft2) drawings require an Ontario Engineer Stamp	
Maximum Occupant Load	
Side walls to be used	Yes <input type="checkbox"/> No <input type="checkbox"/>
Estimated Rental Value	\$

Fire Safety information

For more details on fire safety requirements see Section 5 of the Tent Guide

Number of exits from tent	
Number of fire extinguishers in tent	
Type and size of fire extinguishers *Extinguishers must not be expired	
Open flames to be used during event (e.g., tealights, bonfire, propane heater, sparklers, barbeque)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fire Watch *Required if more than 150 attendees If yes, complete below	Yes <input type="checkbox"/> No <input type="checkbox"/>

Individual responsible for Fire Watch

Name	
Email	
Phone number	

Sanitary facilities information

For more details on sanitary facility requirements see Section 3 of the Tent Guide

Will temporary sanitary facilities be provided? If yes, complete below	Yes <input type="checkbox"/> No <input type="checkbox"/>
Company providing sanitary facilities	
Number of portable toilets to be rented	
Total number of washrooms to be provided (including rented and existing)	

