

Administration Office
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## **Intent to Use a Temporary Tent Form**

<b>Event information</b>			
Purpose			
Location			
Total number attending			
Date tent to be erected			
Event date			
Date tent is to be dismantled			
Tent rental company informa	tion		
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) dr Engineer Stamp	rawings require an Ontario		
Maximum Occupant Load			
Side walls to be used		Yes □	No □
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 □ No □
Fire Watch *Required if more than 150 attendees If yes, complete below	Yes □ No □
Individual responsible for Fire Watch	
Name	
Email	
Phone number	
Sanitary facilities information	
For more details on sanitary facility requirements see Sect Guide	ion 3 of the Tent
Will temporary sanitary facilities be provided? If yes, complete below	Yes □ No □
Company providing sanitary facilities	
Number of portable toilets to be rented	
Total number of washrooms to be provided (including rented and existing)	

Other information		
Will parking be available on site? If no, complete below	Yes □	No □
Describe where parking will be available:		
*Emergency access routes must be kept open at all times		
Will there be a food preparation area? If yes, complete below	Yes □	No □
Distance from food preparation area to tent (m2 or ft2)		
Is another structure required for food preparation?	Yes □	No □
Notes:		