

**CITY OF HOLLYWOOD  
FIRE-RESCUE & BEACH SAFETY DEPARTMENT  
DIVISION OF FIRE PREVENTION AND LIFE SAFETY**

**APPLICATION FOR:  
“INDOOR LARGE ASSEMBLY EVENT, EXHIBIT AND TRADE SHOW PERMIT”**

Date of Application: \_\_\_\_\_

1. Application for a permit must be filed at least fifteen (15) days prior to the designated permit period.
2. A separate permit application is required for each large assembly event, exhibit and /or trade show. Permits shall be non-transferable.
3. Final approval for any permit is subject to an on-site inspection by the Fire Official or designee.
4. The permit issued must be posted or accessible at the place of assembly, exhibit and/or trade show.
5. The Fire official or designee shall have the right to deny or revoke any permit, at anytime, for any unsafe conditions or act, or non-compliance with any provisions of the applicable codes.
6. The use of LP-Gas cylinders is prohibited.
7. A **separate permit is required for fireworks, pyrotechnics and open flame devices** other than those approved for cooking or other specialized purposes.

Name of person, business, company, corporation or enterprise applying for a permit:

\_\_\_\_\_

Address:

\_\_\_\_\_

Contact Person:

Telephone number: \_\_\_\_\_ Fax number:

\_\_\_\_\_

Describe the event, exhibit or trade-show that you are applying for a permit for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates for which permit is requested (starting date and ending date):

\_\_\_\_\_  
\_\_\_\_\_

Hours of operation of the large-assembly event, exhibit and/or trade show:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Name(s) of person(s) responsible for the management and supervision of event:

\_\_\_\_\_

\_\_\_\_\_

Will portable cooking equipment be used? Yes [ ] No [ ]

If yes describe:

\_\_\_\_\_

\_\_\_\_\_

13 June, 2002

Maximum number of people in attendance at any one time:

\_\_\_\_\_

(Check the box that most clearly applies.)

Greater than 500 but less than 700 persons [ ]

Greater than 700 but less than 1,000 persons [ ]

Greater than 1,000 persons [ ]

**A Standby Fire Watch will be required when the number of people in attendance exceeds 700 persons and/or when activities increase the need for additional life safety such as fireworks displays before a proximate audience and similar activities. Any activity that can affect the fire alarm or fire control system will require a Fire Watch.**

A floor plan or diagram of the seating, exhibit booths and similar items showing all pertinent details, including exits and exit access must accompany the permit application.

(Note: All exhibit booths, displays and decorations must comply with the Life Safety Code as to combustibility and construction. Proof of flame resistance is required for compliance with NFPA 1-8.1.2.3)

Will there be any use or storage of flammable/combustible liquids, compressed gases or other hazardous materials? If yes, please describe:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Witness to Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**(Application must be notarized)**

**Mail, Fax or hand deliver to:**

Hollywood Fire Rescue Department  
Division of Fire Prevention & Life Safety  
2741 Stirling Road  
Hollywood, Florida 33312

Phone: (954) 967-4404

Fax: (954) 967-4585

13 June, 2002