



## Environmental Health & Safety

### Application for Event Permit

Required for all events expecting attendance of more than 50 people

Name of Event \_\_\_\_\_

Short Description of Event \_\_\_\_\_

Name of Department/Sponsor \_\_\_\_\_

Address of Department/Sponsor \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Date and Time of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Maximum Occupancy of Venue: \_\_\_\_\_

Date and Time of Planning Meeting \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Applicant

Send to Environmental Health & Safety Dept., 120 Physical Plant (or fax to 744-7148), before 1<sup>st</sup> Planning Meeting or no later than 14 days prior to the event.

#### FOR OFFICE USE ONLY

\_\_\_\_\_ Date Approved

\_\_\_\_\_ OSU Code Official