

Menlo Park Fire Protection District
170 Middlefield Rd - Menlo Park, CA 94025 - (650) 688-8425 - (650) 473-9847 fax
www.menlofire.org

Tent Permit Application

Date _____

Permit No _____
(Office Use Only)

Event Address _____

City _____

Project Name/Client _____

Date of Event _____

Type of Event _____

Date of Installation _____

Occupancy _____

Date of Removal _____

Type of Seating _____

Tent(s) Size : _____

of Exit Signs _____

Catering Yes

of Fire Extinguishers _____

No

of No Smoking Signs _____

Emergency Back-Up Lighting Yes

Heating _____

No

Applicant/Company _____

Contact _____

Phone _____

Cell _____

Applications submitted 10 business days or less prior to event date will incur an expedite service fee of \$300

Application Fee \$190 (per event) + \$150 each additional tent

Payment Accepted: Visa, Mastercard, Cash & Check (payable to Menlo Park Fire)

Please provide the following information with your completed application form:

Diagram of Proposed Set-Up & Location of: Fire Extinguishers, Exits, No Smoking Signs, Exit Signs, Heat Sources

Certificate of Flame Resistance (each tent)

Certificate of Liability Insurance