



Think Inside the Triangle™

# SUPPLEMENTAL REQUIREMENT EVENT MAP

Facility Rental & Event Permit  
SUPPLEMENTAL DOC ID#

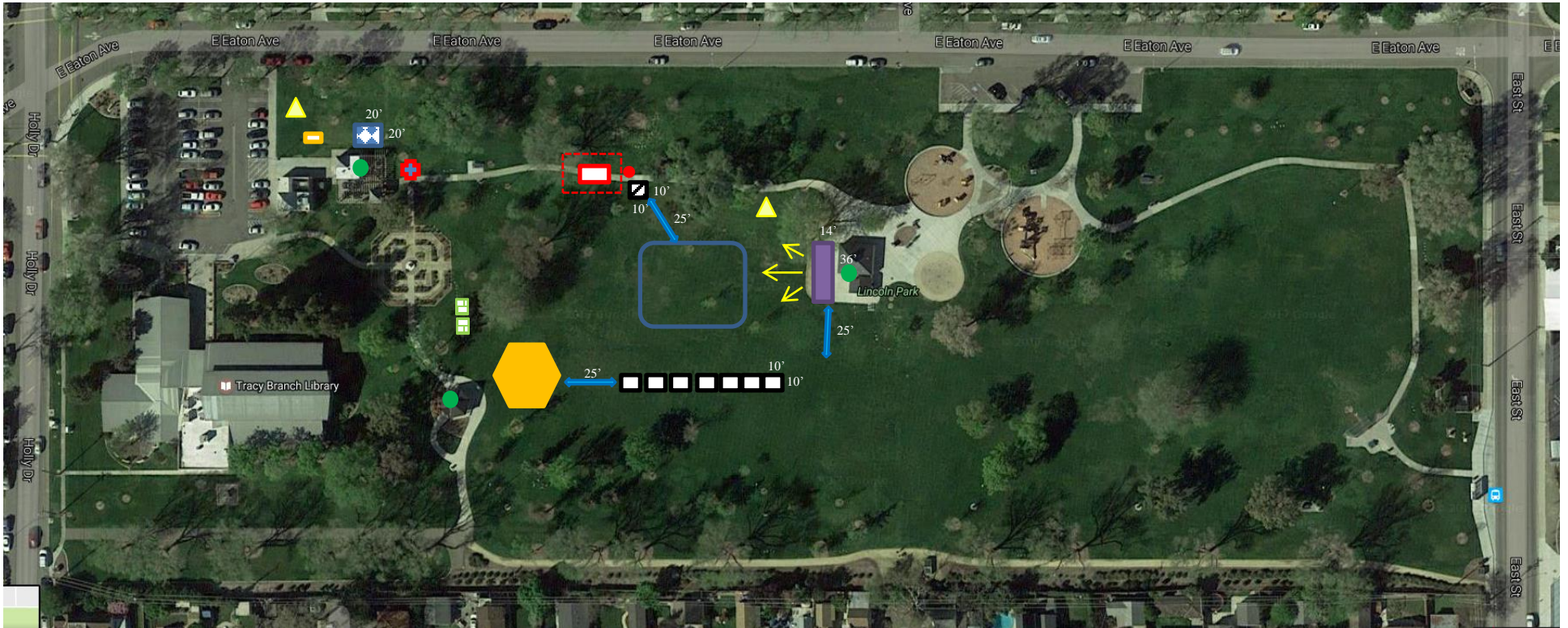
# 10

	Required	Shown on Map?	N/A	Shown on Map?	N/A
<p><b>Event Map Instructions</b></p> <p>The Event Map is required for all outdoor events, except simple picnics that are limited to just the shade structure.</p> <p>You may draw your own map, or use one of ours. We have pre-made maps for the following:</p> <ul style="list-style-type: none"> <li>• Downtown Map</li> <li>• Standardized Parade Map</li> <li>• Civic Center Plaza</li> <li>• Lincoln Park</li> </ul> <p>On your map, indicate the location of any structures, facilities, landmarks, and of all event items.</p> <p>In the boxes to the right, you <b>must</b> check each item to indicate whether or not they have been included on your map.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Cooking Booths</u>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>All Seating Arrangements</u>	<input type="checkbox"/>
	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Non-Cooking Booths</u>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Amplified Sound Power</u>	<input type="checkbox"/>	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>All Food and Beverage</u>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Direction of Sound</u>	<input type="checkbox"/>	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Tents/Canopies (List Size)</u>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Live Music or DJ</u>	<input type="checkbox"/>	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>BBQs</u>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Electrical Power Sources</u>	<input type="checkbox"/>	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Stages / Platforms</u>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Electrical Generators</u>	<input type="checkbox"/>	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>All Temporary Structures</u>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Hazardous Fuels</u>	<input type="checkbox"/>	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>All Enclosures or Fencing</u>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Open Flames</u>	<input type="checkbox"/>	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Emergency Access</u> (Show distances between all)	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Fire Extinguishers (Portable)</u> (Show locations / Type Ratings)	<input type="checkbox"/>	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Parking / Extra Parking</u>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Portable Toilets</u>	<input type="checkbox"/>	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Roadways and Streets</u>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Comfort / First Aid Stations</u>	<input type="checkbox"/>	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Street Closures</u>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Signs and Decorations</u>	<input type="checkbox"/>	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Children's Activity Areas</u>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Other: _____</u>	<input type="checkbox"/>	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Carnival Area</u>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Other: _____</u>	<input type="checkbox"/>	

Form Updated on 10/8/09

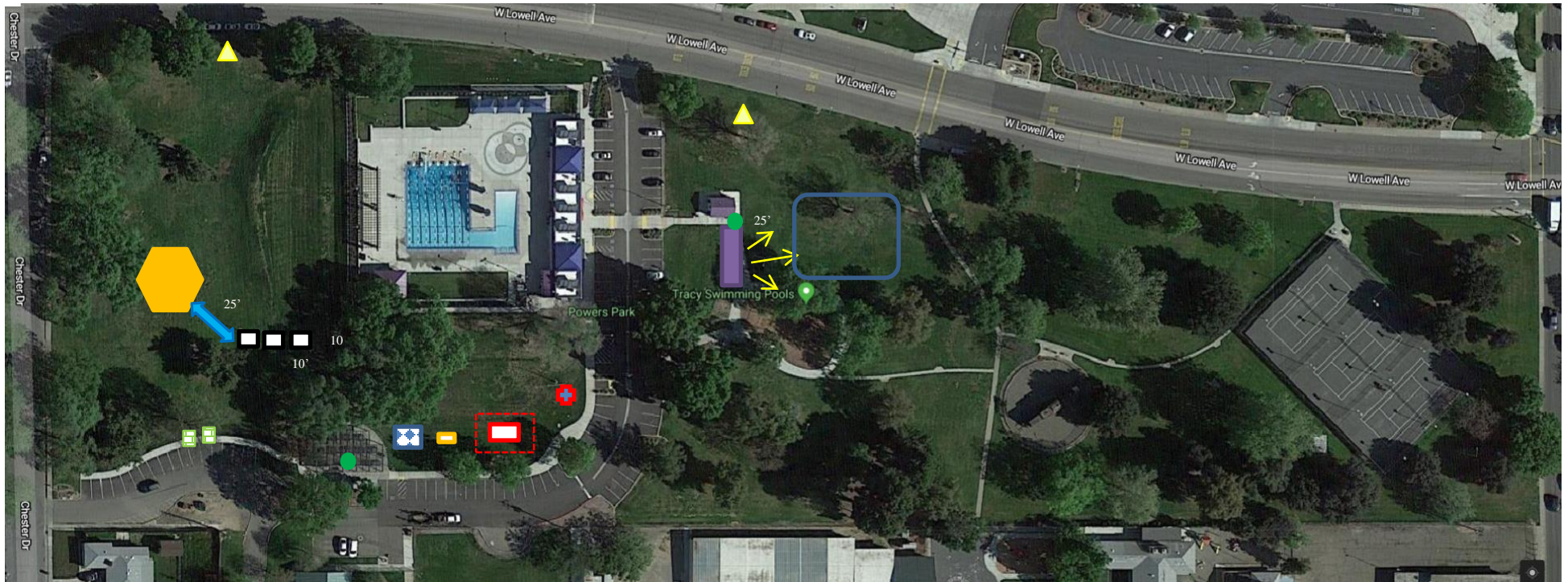
<b>Internal Use</b>	<b>Triggers for this Supplemental:</b> [ L O T U V W ]	<b>Potentially Required Supplementals:</b> #01 Street Closures Permit    #02 Tents/Canopies    #04 Generator/Elect. #11 Notice to Property Owners    #03 Stage    #05 Business License	<b>Must be Routed to:</b> PW / PD / FD/ KJ
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# Sample Event Map Lincoln Park



	Stage - 36' x 14'		Direction of sound		Cooking Booths
	Canopies 10' x 10' (7 in a row max)		Activity Area		Seating
	Electrical Power Source		Fire Extinguisher		Generator
	Bounce House 20' x 20' x 20'		First Aid Station		25 foot fire break /emergency access
	Tent		Barricade / fence		Portable toilets
	Signs				

Sample Event Map  
 Dr. Powers Park  
 900 W. Lowell Avenue



	Stage - 36' x 14'		Direction of sound		Cooking Booths
	Canopies 10' x 10' (7 in a row max)		Activity Area		Seating
	Electrical Power Source		Fire Extinguisher		Generator
	Bounce House 20' x 20' x 20'		First Aid Station		25 foot fire break /emergency access
	Tent		Barricade / fence		Portable toilets
	Signs				