



TOWN OF BROOKFIELD
Office of the Fire Marshal

Event Registration Form

An event registration form must be completed by an application in connection with any event to be held at Brookfield schools or municipal or other public buildings – indoors or outdoors.

The form must be submitted immediately upon scheduling the use of any said venues and must be dropped off at this office, faxed or mailed.

A floor plan or layout is required showing locations of activities, booths, displays and etc..

The applicant must arrange for an inspection and approval by the Fire Marshal prior to opening of the event. Please call this office Monday through Friday, 8:00am to 4:00pm.

Thank you for your cooperation.

Note:

It may be necessary to obtain permits from the Building Department if electrical work is required for lighting of displays, receptacles for appliances, etc., and/or if a check with the building official – also located in this building – regarding your particular needs.



TOWN OF BROOKFIELD
Office of the Fire Marshal

Event Registration Form

Name of organization: _____

Contact Person: _____ Phone: _____

Event Location: _____

Area to be used (gym, cafeteria, auditoriums, etc.): _____

Date (s): _____

Time (s): _____

Type of event (plays, dance performance, basketball game, reception, crafts, etc.): _____

Expected occupancy load: _____

Special uses:

Cooking / Food Sales: _____

Location: _____

Displays: _____

Type: Combustible: _____ Non-Combustible: _____

Submit a floor plan showing proposed location of activity, exits, etc. (If no displays or changes in building, floor plan is not required.)