**Special Event Information Form
Health & Safety**

Please submit completed form to Health & Safety by email: safety@uwindsor.ca, fax: 519-971-3671, or interoffice mail.

\*At a minimum, forms should be submitted 4 weeks prior to the event to allow time for approvals\*

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| **Event Information** |
| **Event Name:**      |
| **Event Date(s) and Time(s):**      |
| **Location of Event (Building, Room #, Area):**      |

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| **Contact Information** |
| **Event Contact Name (Organizer):**      | **Department:**      |
| **Phone Extension:**      | **Other contact information (email, mobile, etc.):**      |
| **Estimated # of Event Staff:**      | **# of Supervisory Staff:**      |
| **Alternate Contact Name:**      | **Alternate Contact Information:**      |

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| **Event Description *(Please provide a summary of the event activities):*** |
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| **Estimated # of Event Attendees:**       | **Event Attendees:**[ ] Students [ ] Staff [ ] General Public [ ] Other:       |

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| **Event Details** |  |  |
| ***Event Floor Plan***  Please provide a floor plan of the event. Floor plan attached? ***Please note:*** * Aisle widths must be indicated on floor plan.
* For chair set-ups in rooms with occupancies of 200 or greater, chairs must be ganged together.
 | [ ] YES [ ] NO [ ] N/A |
| ***Fire Safety Plan*** An Event Fire Safety Plan must be developed, outlining roles and responsibilities of all event staff. Please provide training sign-off sheets for event staff and volunteers. | [ ] YES [ ] NO [ ] N/A |
| ***Tents*** Will a tent be used for this event?***If yes, please note:*** * additional WFD Special Events documents must be completed
* All tents or group of tents having an area of 60 square metres (645 sq. ft.) or more must have a building permit prior to putting up the tent.
* An area at least three metres (~10 feet) surrounding the tent must be kept clear of all materials or vegetation that will support and allow fire extension.
 | [ ] YES [ ] NO [ ] N/A |
| ***Flame Proofing Certificate*** All tents, pipe and drape, curtains, etc. must present proof of a recognized flame retardant standard upon inspection (NFPA 701, CAN/ULC S109). Certificate attached?  | [ ] YES [ ] NO [ ] N/A |
| ***Fire Extinguishers***Portable fire extinguishers are available in the event location? Please refer to WFD Special Events Policy for further details. | [ ] YES [ ] NO [ ] N/A |
| ***Electrical Safety Authority*** Will electrical equipment (temporary or otherwise) be installed for this event? ***If yes, please note:***Under the provisions of the Ontario Electrical Safety Code, any additional electrical equipment installed for this event must have an inspection by ESA. Please refer to WFD Special Events Policy. | [ ] YES [ ] NO [ ] N/A |
| ***Fireworks/Pyrotechnics***Fireworks/pyrotechnics must be approved by Windsor Fire. Please refer to WFD Special Events Policy for permit requirements. | [ ] YES [ ] NO [ ] N/A |
| ***Technical Standards & Safety Authority Requirements***Organizers must comply with the requirements of TSSA for operation of amusement devices (ie. inflatable/bounce devices), appliances and fuel. Please refer to WFD Special Events Policy. | [ ] YES [ ] NO [ ] N/A |
| ***Conferences and Accommodation***Does the event include accommodations at University residences? | [ ] YES [ ] NO [ ] N/A |
| ***Refreshments*** Will the event include refreshments / concessions? | [ ]  Food & Beverage[ ]  Alcohol [ ] N/A |
| ***Security*** Will security personnel be used for this event? | [ ] YES [ ] NO [ ] N/A |
| ***Other:***Please list any other relevant event details:      |

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| **Signature** |  |  |
| **Form Completed by:**      | **Date Submitted to H&S:**       |

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| **Health & Safety Office Use** |  |  |
| **Date sent to WFD:**      | **Date of WFD Inspection (if applicable):**       |
| **Inspection issues noted:** | **Action:** |
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