**Special Event Information Form   
Health & Safety**

Please submit completed form to Health & Safety by email: [safety@uwindsor.ca](mailto: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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