



**MEDFORD FIRE-RESCUE  
FIRE & LIFE SAFETY DIVISION**

www.medfordfirerescue.org

200 S. Ivy St., Room #180  
Medford, OR 97501  
Telephone (541) 774-2300  
FAX (541) 774-2514

**PLACES OF ASSEMBLY EVENT PERMIT APPLICATION**

(Required where >100 occupants are expected)

**APPLICATION #:** \_\_\_\_\_  
(Issued by Fire Department)

Name of Applicant: \_\_\_\_\_  
*Please Print*

Address: \_\_\_\_\_  
*Address City Zip*

Telephone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Person in Charge of Event: \_\_\_\_\_

Telephone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Site Address: \_\_\_\_\_

Date(s) and Time(s) of Use: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Expected Capacity (# of Occupants): \_\_\_\_\_

- When checked, crowd managers are required where there will be more than 1,000 occupants. The ratio is a minimum of one crowd manager to every 250 persons.
- When checked, a detailed seating/use plan is required for events that include setup of chairs only, tables and chairs, stages, displays, exhibits, or any other setup that requires egress planning.

Other Pertinent Information: \_\_\_\_\_

Issued By: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Fire Code Official)*

Possible required related permits include tent, vehicle display, and open flames/candles.

**This permit is issued and accepted under the conditions that all events shall be in full compliance with applicable codes, standards, statutes, and ordinances.**

**LIABILITY: THIS PERMIT DOES NOT RELIEVE THE PERMITTEE FROM CRIMINAL OR CIVIL LIABILITY FOR DAMAGES ARISING FROM EVENTS OCCURING UNDER HIS/HER CONTROL. VIOLATIONS OF THE REQUIREMENTS MAY RESULT IN THE ISSUANCE OF A CITATION OR CIVIL PENALTY.**

*I have read and understand the above and agree to the conditions.*

Permittee or Permittee's Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Signature)*

**PERMIT INVALID WITHOUT SIGNATURE AND FIRE DEPARTMENT SIGN-OFF**