

## Expanded Premises Permit/Picnic License Worksheet

Licensee: \_\_\_\_\_

Will there be amplified sound? \_\_\_\_\_

Sound/Band Hours: \_\_\_\_\_

Event Day – Name of Person in Charge: \_\_\_\_\_

Posted/Established Capacity (of current regular licensed premise): \_\_\_\_\_

Maximum capacity is based on licensee self-imposed limit, net square feet and use, egress capacity, total toilet count (existing & portable), or City imposed limit relating to public health, safety, and welfare, whichever is most restrictive.

Self-Imposed Maximum Capacity for entire venue, if any: \_\_\_\_\_

General Shape of Expanded/Picnic Area:    Circle    Rectangle    Triangle    Other Polygon

Gross Square Feet of Expanded/Picnic Area: \_\_\_\_\_

Committed Square Feet (stage, serving, toilets, tables, vendors):    -    \_\_\_\_\_

Net Square Feet of Expanded/Picnic Area (Gross minus Committed):    =    \_\_\_\_\_

How were the dimensions determined? \_\_\_\_\_

Total Egress Width to a Public Way: \_\_\_\_\_

(0.2 inches per person, a minimum of two opposing exits, or as approved)

Number of permanent toilet fixtures available: \_\_\_\_\_

Proposed Number of temporary toilets, if any:    +    \_\_\_\_\_

Total Number of toilets:    =    \_\_\_\_\_

(Ratio of 1 to 100, or 1 to 50 for Alcohol Focused Events, or as approved)

Number of Staff (excluding security and performers): \_\_\_\_\_

Number of Security:    +    \_\_\_\_\_

Number of Sworn (Non Middleton) Officers:    +    \_\_\_\_\_

Number of Middleton Officers:    +    \_\_\_\_\_

Total Staff    =    \_\_\_\_\_

Expected Total Staff to Patron Ratio:    1/\_\_\_\_\_

Expected Supervisor to Staff Ratio:    1/\_\_\_\_\_

Number of Crowd Managers/Supervisors/Facilitators: M\_\_\_\_\_ S\_\_\_\_\_ F\_\_\_\_\_

(A minimum of one **crowd manager** is required whenever the assembly occupancy is reasonably expected to be 250 or more. A crowd manager should have the experience and expertise to design, implement and supervise facility security, crowd management, and emergency preparation activities. Where the occupant load exceeds 250, additional crowd assembly facilitators (CAF) shall be provided at a ratio of 1 CAF for every 250 occupants, unless otherwise approved. CAF's may include staff, security and officers. A CAF should have received sufficient briefing or training to have a conceptual understanding of what to do, if not a specific assignment, in the event of a fire, severe weather, crowd incidents, serious act of violence, hazardous materials, transportation mishap, and power loss.)

On Site Parking Stalls: \_\_\_\_\_ On Street Parking (six block/.33 miles): \_\_\_\_\_

Authorized Off Street-Off Site Parking Stalls: \_\_\_\_\_ Locations: \_\_\_\_\_

Will You Have or Need Any of the Following:

Check all that apply

- Temporary Wiring (Electrical Permit & Installation by a Licensed Electrician is required.)
- Extension Cords (Must be Inspected by the Fire Department)
- Gas Grill, Charcoal Grill, Electric Grill, Fryer, Warmers, Heaters \_\_\_\_\_
- Fire Extinguishers in Expanded/Picnic Area: # \_\_\_\_\_ Type: \_\_\_\_\_
- Tent or Temporary Structure in excess of 120 Square Feet: \_\_\_\_\_
- Pending Building, Fire, or Electrical Code Violation: \_\_\_\_\_
- FDC (Fire Dept Connection) - Location: \_\_\_\_\_
- Designation of Temporary No Parking: \_\_\_\_\_
- Street Closures: \_\_\_\_\_
- Signs/Barricades: \_\_\_\_\_
- Traffic Control Officers: \_\_\_\_\_
- Park Use Permit
- Outdoor Amplified Sound Permit
- Street Use/Street Closure/Parade Permit
- County Highway Permit/State Highway Lane Closure Authorization
- Fireworks/Pyrotechnic Permit