

OFFICE OF THE FIRE MARSHAL *Monroe, Connecticut*



Fire Marshal
William B. Davin
203-452-2807 office

www.monroect.org

7 Fan Hill Road
Monroe, CT 06468
203-452-2961 fax

Event Registration Form

Name of organization : _____

Contact person: _____ **Phone :** _____

Event location : _____

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

Date (s) : _____

Times (s) : _____

Type of event (reception, recital, etc.) : _____

Expected occupancy load : _____

Special uses :

Cooking : _____

Location : _____

Displays : _____

Types: Combustible _____ **Non-Combustible** _____

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