



SPECIAL EVENT REQUEST FORM

2061 3rd Street, La Verne, CA 91750

Phone: (909) 596-5991

eMail: admin@lavernefire.org

JAN-2019

All requests for Station Tours or invitations to special events within the City of La Verne will be considered on a first-come, first-served basis. The La Verne Fire Department is generally available Monday through Thursday from 10:00a.m. to 4:00p.m. If your event falls on another day of the week, we will consider your request and make every attempt to attend depending on our training schedule and emergency response obligations. All Special Event Request Forms must be submitted a minimum of three (3) weeks prior to the event date. We will contact you via email to confirm your request. Unfortunately, our participation cannot be guaranteed and may be delayed or cancelled in the event of an emergency.

ORGANIZATION:	REQUEST DATE:
TYPE OF EVENT:	EVENT DATE:
EVENT LOCATION:	EVENT START TIME:
REQUESTED BY:	EVENT DURATION:
EMAIL ADDRESS:	# OF CHILDREN ATTENDING:
PHONE NUMBER:	AGES OF CHILDREN:
MAILING ADDRESS:	# OF ADULTS ATTENDING:

CITY AGENCIES, ELECTED OFFICIALS OR DIGNITARIES ATTENDING:

ADDITIONAL INFORMATION OR SPECIAL REQUESTS:

BELOW IS FOR DEPARTMENT USE ONLY

It is the responsibility of the person to whom this event is assigned to verify/make all arrangements for appointments, equipment, etc. If no specific request has been made, the person to whom this event is assigned shall determine the most effective program. Event date or time changes must be reported to Fire Administration.

ASSIGNED TO:	MATERIALS REQUIRED:	
DATE:	QUANTITY	STICKERS
DAY:	QUANTITY	LITERATURE
TIME:	QUANTITY	REUSCI-ANNE
DURATION:	QUANTITY	OTHER
LOCATION:	QUANTITY	OTHER

SPECIAL INSTRUCTIONS:

APPROVED BY:	DATE APPROVED:
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TO WHOM THIS EVENT IS ASSIGNED: YOU MUST COMPLETE THE BELOW INFORMATION AND RETURN TO FIRE ADMIN WITHIN 24 HOURS.

ATTENDED: Yes No	STATION:	CAPTAIN:	DEPT STAFF HRS:
COMMENTS:			# OF CHILDREN:
			# OF ADULTS: