



CANOPY SURVEY

Date: _____

Customer Name: _____

Personal Address: _____

Cell Phone Number: _____ Email: _____

Venue/Location: _____

Event Date/Time: _____

Venue Physical Address: _____

Is this a rental property (Ex. AirBNB)? YES / NO

Requested Delivery Date/Time: _____

Requested Pickup Date/Time: _____

Special Instructions (Gate Code, Etc.)

Canopy Size: _____ Number of people under canopy: _____

What is the canopy being used for? _____

Where is the canopy going? (Grass, Deck, Parking lot, etc.): _____

Exact placement of canopy on location: Please provide an image (Google Maps) with canopy site outlined

Block & Roll Needed? (20X40 & smaller, not going on grass or gravel): YES / NO

Tent Permit Needed? YES / NO If Yes: TOWN / COUNTY

Tent permit needed (unless private residence) for:

- **Canopies larger than 30x60 or 40x45 without walls**
- **Canopies larger than 20x40 with walls or 50+ people**

Need site plan: (Where the canopy will be placed- Google Maps works well)

- Show 20ft wide fire lane and 20ft from other structures, lot lines, building lines, vehicles, internal combustion engines

Need floor plan: (For help, please visit www.allseated.com to plan layouts)

- Layout of tables, chairs, furniture, platforms, equipment
- Location of exits if canopy has walls
- Location of fire extinguishers
- Location of no smoking signs
- Location of occupant load sign

*Plans should indicate if the canopy will have walls.

Location of any buried/underground lines or septic nearby: _____

Please attach any diagrams or layouts drawn from measuring location

Weather / Evacuation Planning:

- Tents are not safe shelters in emergency situations.
- An Emergency Evacuation Plan should be made prior to event
- Tents should be evacuated when any of the following hazards exists:
 - Damaging Winds- The tent could collapse and injure occupants; the tent cannot protect occupants from flying debris.
 - Fire or Explosion- The tent cannot protect occupants from excessive heat, flames or flying debris.
 - Lightning- Lightning poses a risk of electrocution, electric shock or fire.
 - Hail or Sleet- Excessive weight could cause the tent to collapse and injure occupants.
 - Excessive Rainfall- Saturation of ground with water may compromise securement. The tent could collapse and injure occupants.
 - Flash Flooding- Saturation of ground with water may compromise securement. The tent could collapse and injure occupants.
 - Snow Accumulation- Excessive weight could cause the tent to collapse and injure occupants.
 - Ice Storm- Excessive weight could cause the tent to collapse and injure occupants.
 - Gas Leak- Atmospheric conditions may not be suitable for occupants.
 - Earth Movement (tremor, landslide, etc.)- Ground conditions may not be suitable for occupants and may compromise the tent's securement.

*This is not an all-inclusive list. In developing emergency evacuation plans, rental customers should determine any and all emergency conditions that could arise during their events.

* Please find additional Canopy Evacuation Plan Checklist to prepare for your event.

Customer Signature

Date