

# Location Permit Checklist

**REVIEW GATE**

Requirements vary by venue and authority. Record the approving person, permit number, limits and expiry.

PROJECT / EVENT \_\_\_\_\_

PRODUCTION DATE(S) \_\_\_\_\_

VENUE / PROPERTY \_\_\_\_\_

ADDRESS / JURISDICTION \_\_\_\_\_

VENUE CONTACT \_\_\_\_\_

AUTHORITY CONTACT \_\_\_\_\_

## APPROVALS AND PERMIT RECORD

☐ Property / venue permission

☐ Film / event permit

☐ Fire marshal review

☐ Occupancy / egress plan

☐ Temporary power / generator

☐ Tent / temporary structure

☐ Pyrotechnics / flame effects

☐ Laser variance / operator

☐ Drone / aviation authorization

☐ Street / sidewalk closure

☐ Parking / loading authorization

☐ Noise / curfew variance

☐ Alcohol / food service

☐ Music / performance license

☐ Insurance certificate

☐ Additional insured endorsement

| APPROVAL / PERMIT | ISSUER / CONTACT | NUMBER / LINK | STATUS | EXPIRY / LIMITS |
|-------------------|------------------|---------------|--------|-----------------|
|                   |                  |               |        |                 |
|                   |                  |               |        |                 |
|                   |                  |               |        |                 |
|                   |                  |               |        |                 |
|                   |                  |               |        |                 |

RESTRICTIONS, CURFEW, RESTORATION AND PROHIBITED ACTIVITY \_\_\_\_\_

PRODUCTION MANAGER \_\_\_\_\_

VENUE ACKNOWLEDGEMENT \_\_\_\_\_