LOUISIANA DEPARTMENT OF PUBLIC SAFETY

PUBLIC SAFETY SERVICES

OFFICE OF STATE FIRE MARSHAL

EVENT SCHEDULE / ITINERARY FORM

(This form is to be completed for each event)

NOTE: This form MUST be accompanied by an insurance certificate indicating compliance with La. R.S. 40:40:1484.6.

Any operator who gives written or electronic notification to the Office of State Fire Marshal (OSFM) of his intent to commence operation of the amusement ride or attraction less than five (5) days prior to commencing operation shall be fined two-hundred and fifty dollars ($250.00) per ride or attraction.

Furthermore, if after the notification, the operator changes his schedule of locations or dates, he shall immediately notify OSFM of the change. An operator shall pay a fine of two-hundred and fifty dollars ($250.00) for any change in schedule or location or date that occurs less than five (5) days prior to the commencement of operation of the amusement ride or attraction.

NAME OF LICENSED FIRM:	**OSFM LICENSE NO:**

CONTACT NAME:	**CONTACT PHONE NUMBER:**

NAME OF EVENT	EVENT ADDRESS	SET-UP DATE	EVENT DATE	NUMBER OF RIDES

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FOR ADDITIONAL DEVICES, COPY THIS PAGE AND COMPLETE