

Date

Gean Olin, Plans Review Assistant Manager
Orange County Fire Rescue Department - Office of the Fire Marshal
109 E. Church Street, Lower Level
Orlando, Florida 32801-3319

SUBJECT: Tent/Membrane Structure – Occupant Loads

Dear Assistant Manager Olin:

We are hosting an event in the tent/membrane structure located on our property in the very near future.

Event Name: _____

Facility Name: _____

Location: _____

Dates and Times: _____

Based on previous years, and/or number of rooms reserved and the anticipated number of attendees, the occupant load of the event is not expected to exceed _____.

We agree to post an occupant load sign indicating that no more than _____ occupants are to occupy the tent/membrane structure, located at our facility, at any given time.

Sincerely,

Responsible Individual's Name _____

Responsible Individual's Position _____