

# General Singapore Event Regulations

## Event Licensing & Safety Requirements

Republic of Singapore

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## 1. Overview of Singapore Event Regulations

### 1.1 Regulatory Framework

Singapore maintains comprehensive event regulations to ensure public safety, environmental protection, and community harmony. Multiple government agencies oversee different aspects of event management:

#### Primary Regulatory Bodies:

- Singapore Police Force (SPF)**: Public entertainment licensing, public order, security
- Singapore Civil Defence Force (SCDF)**: Fire safety, building safety, emergency response
- National Environment Agency (NEA)**: Noise control, environmental protection, cleanliness
- National Parks Board (NParks)**: Park venue usage, environmental impact
- Infocomm Media Development Authority (IMDA)**: Arts entertainment content regulation

### 1.2 Event Categories & Requirements

## **Category A: Small Private Events** (Under 50 people)

- Minimal licensing requirements
- Basic safety compliance
- Venue-specific approvals only

## **Category B: Medium Public Events** (50-500 people)

- Public Entertainment License required
- Fire safety plan mandatory
- Sound level monitoring required

## **Category C: Large Public Events** (500-5,000 people)

- Multiple permits required
- Comprehensive safety planning
- Police notification mandatory
- Professional security required

## **Category D: Mass Events** (Over 5,000 people)

- Full government coordination
- Advanced planning timeline (6+ months)
- Emergency services coordination
- Crowd management plan mandatory

## **1.3 Permit Integration**

Singapore operates an integrated permit system where certain approvals automatically trigger requirements for additional permits:

### **Linked Permits:**

- Public Entertainment License → Fire Safety Requirements
- Outdoor Event Permit → NEA Noise Compliance
- Large Event Notification → Police Security Assessment
- Venue Hire → Applicable Licensing Requirements

## **2. Public Entertainment Licenses**

### **2.1 Public Entertainment License (PEL) Requirements**

**Administered by:** Singapore Police Force (SPF)

**Legal Basis:** Public Entertainments Act (Cap. 257)

#### **Definition of Public Entertainment:**

Any entertainment in a place accessible to the public, whether free or paid admission, including:

- Live music, singing, dancing performances
- Circuses and amusement centers
- Film exhibitions and screenings
- Magic shows and theatrical performances
- Organized competitions and games
- DJ performances and recorded music transmission

## **2.2 When PEL is Required**

#### **Mandatory for:**

- Any ticketed entertainment event
- Live performances in bars, restaurants, clubs
- Outdoor concerts and festivals
- Performance arts in public venues
- Entertainment with amplified sound
- Events expecting public attendance (not private gatherings)

#### **Location-Based Requirements:**

- **Indoor venues:** PEL required regardless of size
- **Outdoor public spaces:** PEL required for all entertainment activities
- **Private properties:** PEL required if public can access (even by invitation)

## **2.3 PEL Application Process**

#### **Application Timeline:**

- **Minimum:** 2 weeks before event
- **Recommended:** 4-6 weeks for complex events
- **Processing time:** 7-14 working days

#### **Required Documentation:**

- Completed PEL application form
- Detailed event program and schedule
- Venue layout plan and safety measures
- Proof of public liability insurance

- Fire Safety Certificate (if applicable)
- List of performers and crew

#### **Application Fees:**

- **Single event:** SGD \$70-\$200 (based on venue size and duration)
- **Annual license:** SGD \$500-\$2,000 (for regular entertainment venues)
- **Expedited processing:** Additional 50% fee for applications within 2 weeks

## **2.4 PEL Exemptions**

#### **Exempted Activities** (if specific conditions met):

- Hotel/shopping center performances with max 2 loudspeakers
- Fashion shows in enclosed venues
- Bridal shows
- Art exhibitions without live performances
- Educational performances in schools
- Religious ceremonies (limited scope)

#### **Exemption Conditions:**

- Maximum 2 loudspeakers, positioned downward-facing
- No vulgar or obscene content
- Organizer present throughout event
- Police notification 7 days in advance
- Compliance with all other relevant regulations

## **3. Amplified Music Permits**

### **3.1 NEA Sound Regulations**

**Administered by:** National Environment Agency (NEA)

**Legal Basis:** Environmental Protection and Management Act

#### **Sound Level Limits:**

<b>Time Period</b>	<b>Residential Areas</b>	<b>Commercial Areas</b>	<b>Factory Areas</b>
<b>Day</b> (7am-7pm)	65 dBA	70 dBA	75 dBA
<b>Evening</b> (7pm-11pm)	60 dBA	65 dBA	70 dBA
<b>Night</b> (11pm-7am)	55 dBA	60 dBA	65 dBA

**Noise-Sensitive Premises** (hospitals, schools): 5 dBA lower than above limits

## 3.2 Music Licensing Requirements

**COMPASS (Composers and Authors Society of Singapore):**

- **Required for:** Playing copyrighted music at events
- **Covers:** Composer and lyricist royalties
- **Application:** Online through COMPASS website
- **Fees:** Based on event size, duration, and venue capacity

**MRSS (Music Rights Society Singapore):**

- **Required for:** Broadcasting recorded music
- **Covers:** Record label and performer rights
- **Combined licenses:** Available with COMPASS for comprehensive coverage

## 3.3 Outdoor Event Sound Requirements

**Park Events** (NParks venues):

- **No amplified sound:** Between 10:00 PM - 9:00 AM
- **Maximum volume:** Must not cause nuisance to other park users
- **Equipment restrictions:** Maximum 2 loudspeakers without special approval
- **Sound direction:** Speakers must face away from residential areas

**Public Space Events:**

- **Sound impact assessment:** Required for events over 500 attendees
- **Neighbor notification:** Recommended for residential area events
- **Sound technician:** Professional sound management required for large events

## 3.4 Sound Equipment Regulations

**Professional Requirements:**

- **Certified operators:** Sound technicians must be qualified for large events
- **Equipment standards:** All sound equipment must meet Singapore electrical safety standards
- **Monitoring systems:** Real-time sound monitoring required for events over 1,000 attendees
- **Immediate compliance:** Sound levels must be adjusted immediately upon authority request

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## 4. Outdoor Event Weather Protocols

## 4.1 Weather Monitoring Requirements

### National Environment Agency (NEA) Weather Services:

- **Daily monitoring:** Check NEA weather forecasts and warnings
- **Lightning detection:** Real-time lightning alert systems recommended
- **Heat stress monitoring:** Track heat index during outdoor events

### Weather Warning Levels:

- **Amber:** Moderate weather conditions, continue with caution
- **Red:** Severe weather, event modification recommended
- **Black:** Extreme conditions, event suspension/evacuation required

## 4.2 Lightning Safety Protocols

### Mandatory Procedures:

- **30-30 Rule:** Suspend outdoor activities when thunder follows lightning by 30 seconds or less
- **Shelter requirements:** Adequate covered areas for all attendees
- **Resume timing:** Wait 30 minutes after last lightning/thunder
- **High-risk activities:** Water sports, elevated structures require enhanced protocols

### Equipment Safety:

- **Temporary structures:** Must be properly grounded and anchored
- **Electrical equipment:** ELCB protection mandatory for outdoor electrical systems
- **Metal structures:** Lightning protection systems required for large installations

## 4.3 Rain Contingency Planning

### Venue Requirements:

- **Covered areas:** Minimum 50% covered capacity for outdoor events over 2 hours
- **Weather protection:** Tents, marquees, or adjacent indoor spaces
- **Ground conditions:** Non-slip surfaces, proper drainage consideration
- **Equipment protection:** Waterproof covers for electrical equipment

### Event Modification Protocols:

- **Partial postponement:** Move portions of event to covered areas
- **Complete postponement:** Reschedule entire event (refund/rebooking policies apply)
- **Indoor alternatives:** Backup indoor venues should be identified in advance

## 4.4 Heat Management

### High Temperature Protocols (Above 32°C):

- **Hydration stations:** Free water stations every 50 meters
- **Shade requirements:** Minimum 30% shaded areas for seated events
- **Medical preparedness:** Enhanced first aid for heat-related incidents
- **Activity modification:** Reduce intensity of physical activities

### Vulnerable Population Protection:

- **Elderly and children:** Priority access to shaded/cooled areas
  - **Medical conditions:** Special consideration for attendees with health conditions
  - **Staff rotation:** Frequent breaks for outdoor event staff
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## 5. Safety Requirements by Event Size

### 5.1 Small Events (Under 200 People)

#### Basic Safety Requirements:

- **Emergency exits:** Minimum 2 exits for indoor venues
- **Fire extinguishers:** Standard venue equipment adequate
- **First aid:** Basic first aid kit and trained person recommended
- **Emergency plan:** Simple evacuation plan for indoor venues

#### Staffing Requirements:

- **Event coordinator:** 1 person responsible for safety
- **Crowd monitoring:** Visual monitoring adequate
- **Emergency contact:** Mobile phone contact with emergency services

### 5.2 Medium Events (200-1,000 People)

#### Enhanced Safety Requirements:

- **Fire safety plan:** Written plan submitted to SCDF if required
- **Emergency exits:** Width and number per SCDF regulations
- **Security personnel:** 1 security officer per 100 attendees (recommended)
- **First aid station:** Dedicated first aid area with trained personnel

#### Planning Requirements:

- **Risk assessment:** Written assessment of potential hazards
- **Emergency procedures:** Detailed evacuation and emergency response plan
- **Staff briefing:** All staff trained on emergency procedures
- **Communication:** PA system for emergency announcements

## 5.3 Large Events (1,000–5,000 People)

### Comprehensive Safety Requirements:

- **Professional security:** Licensed security company required
- **Medical support:** Paramedic or registered nurse on-site
- **Fire safety inspection:** SCDF inspection may be required
- **Crowd barriers:** Professional crowd control barriers and signage

### Advanced Planning:

- **Safety coordinator:** Dedicated safety manager for event duration
- **Emergency services liaison:** Direct communication with police/fire/ambulance
- **Multiple zones:** Compartmentalized areas with separate evacuation routes
- **Real-time monitoring:** CCTV and communication systems

## 5.4 Mass Events (Over 5,000 People)

### Government Coordination Required:

- **Police notification:** Mandatory notification under Public Order Act
- **Multi-agency planning:** Coordination with police, SCDF, NEA, healthcare
- **Professional management:** Event management company with mass event experience
- **Emergency services presence:** On-site emergency services required

### Comprehensive Safety Systems:

- **Command center:** Centralized coordination facility
- **Multiple medical stations:** Professional medical teams and equipment
- **Advanced crowd management:** Professional crowd flow analysis and control
- **Contingency planning:** Multiple backup plans for various scenarios

## 5.5 SCDF Occupancy Load Requirements

### Assembly Occupancy Load Factors:

Venue Type	Square Meters per Person
Dance floors, standing areas	0.5 m <sup>2</sup> /person

Venue Type	Square Meters per Person
<b>Auditoriums, fixed seating</b>	0.5 m <sup>2</sup> /person
<b>Waiting areas</b>	3 m <sup>2</sup> /person
<b>Exhibition spaces</b>	3 m <sup>2</sup> /person
<b>Outdoor assembly areas</b>	1 m <sup>2</sup> /person

#### Exit Requirements:

Occupants	Minimum Doors	Minimum Corridor Width
<b>51-200</b>	2	1.20m
<b>201-500</b>	2	1.25m
<b>501-1,000</b>	3	1.25m
<b>Over 1,000</b>	4	1.25m

## 6. Fire Safety & SCDF Requirements

### 6.1 Fire Safety Certification

#### When Required:

- Indoor events over 200 people
- Temporary structures over 100 sqm
- Events with pyrotechnics or special effects
- Venues with modified layout or additional equipment

#### Application Process:

- **Timeline:** Submit 21 days before event
- **Documentation:** Detailed layout plans, equipment specifications
- **Inspection:** SCDF may conduct site inspection
- **Validity:** Certificate valid for specific event dates only

### 6.2 Fire Safety Requirements

#### General Requirements:

- **Fire extinguishers:** 1 per 20 meters in exhibition areas
- **Emergency exits:** Must remain unobstructed at all times

- **Exit signage:** Illuminated exit signs required
- **Fire-retardant materials:** All drapes, decorations must be certified

#### **Temporary Structures:**

- **Materials:** Class 1 or 2 surface flame spread rating required
- **Covered booths:** Ball-type fire extinguisher per 12 sqm covered area
- **Booth spacing:** Minimum 3m separation between booth rows
- **Maximum booth size:** 15m length × 3m width without special approval

### **6.3 Electrical Safety**

#### **Licensed Electrical Worker (LEW) Requirements:**

- **Temporary installations:** LEW certification required for electrical work over 13 amps
- **Safety devices:** ELCB (Earth Leakage Circuit Breaker) mandatory
- **Inspection:** Pre-event electrical inspection required
- **Documentation:** Electrical safety certificates must be available on-site

#### **Generator Safety:**

- **SCDF approval:** Required for portable generators
- **Safety equipment:** Fire extinguishers, drainage trays, fencing required
- **Ventilation:** Adequate ventilation to prevent carbon monoxide buildup
- **Qualified operator:** Licensed operator required for generator operation

### **6.4 Pyrotechnics and Special Effects**

#### **Permit Requirements:**

- **SCDF explosives permit:** Required for all pyrotechnics
- **Professional operator:** Licensed pyrotechnician mandatory
- **Safety zones:** Minimum safety distances from audience and structures
- **Insurance:** Enhanced insurance coverage required

#### **Prohibited Items:**

- **Open flames:** Generally prohibited in indoor venues
- **Smoke machines:** May be restricted based on venue fire detection systems
- **Fireworks:** Outdoor use only with special permits and safety zones

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## **7. Noise Regulations & Compliance**

## 7.1 Measurement and Monitoring

### Sound Level Measurement:

- **Measurement points:** At venue boundaries and nearest residential areas
- **Equipment:** Calibrated sound level meters (Type 1 or Type 2)
- **Frequency:** Continuous monitoring for events over 4 hours
- **Documentation:** Sound level logs may be required for permit compliance

### Professional Monitoring:

- **Qualified technicians:** Professional sound measurement for large events
- **Real-time adjustments:** Immediate response to sound level violations
- **Reporting:** Post-event sound level reports for regulatory compliance

## 7.2 Enforcement and Penalties

### NEA Enforcement:

- **On-site inspections:** NEA officers may inspect during events
- **Immediate compliance:** Sound levels must be reduced immediately upon request
- **Violation penalties:** Fines up to SGD \$5,000 for first offense
- **Repeat violations:** Progressive penalties and permit suspension

### Community Complaints:

- **Complaint hotline:** NEA Call Centre +65 6225 5632
- **Response time:** Within 2 hours for noise complaints
- **Resolution:** Immediate corrective action required

## 7.3 Mitigation Strategies

### Sound Control Measures:

- **Directional speakers:** Point speakers away from residential areas
- **Sound barriers:** Temporary barriers to reduce sound transmission
- **Volume limiting:** Digital limiters to prevent exceeding permitted levels
- **Time restrictions:** Scheduling loud activities during permitted hours only

### Neighbor Relations:

- **Advance notification:** Inform nearby residents about upcoming events
- **Contact information:** Provide organizer contact for immediate concerns
- **Good neighbor practices:** Regular sound level checks and prompt response to concerns

# 8. Insurance & Liability Requirements

## 8.1 Public Liability Insurance - Mandatory

### Minimum Coverage Requirements:

- **Bodily injury:** SGD \$1,000,000 per occurrence
- **Property damage:** SGD \$500,000 per occurrence
- **Product liability:** SGD \$500,000 per occurrence (if applicable)
- **Policy period:** Must cover entire event period including setup/breakdown

### Additional Insured Requirements:

- **Venue owners:** Must be named as additional insured
- **Government agencies:** May require additional insured status
- **Contractors:** All contractors must have their own coverage
- **Cross-liability:** Coverage between co-insureds required

## 8.2 Event-Specific Insurance

### Event Cancellation Insurance:

- **Weather coverage:** Protection against weather-related cancellations
- **Communicable disease:** Coverage for pandemic-related cancellations
- **Venue unavailability:** Protection if venue becomes unavailable
- **Key person:** Coverage if key performers/speakers unable to attend

### Equipment Insurance:

- **Hired equipment:** Coverage for rented AV, staging, and technical equipment
- **Exhibitor property:** Insurance for exhibition displays and materials
- **Transit coverage:** Protection during transportation and setup

## 8.3 Professional Indemnity

### When Required:

- **Event management companies:** Professional liability coverage
- **Technical service providers:** Errors and omissions coverage
- **Catering services:** Food safety and professional liability
- **Security services:** Professional liability and fidelity coverage

#### **Coverage Amounts:**

- **Event management:** SGD \$500,000 - \$2,000,000 depending on event size
- **Technical services:** SGD \$300,000 - \$1,000,000
- **Catering:** SGD \$500,000 plus product liability
- **Security:** SGD \$1,000,000 plus fidelity bond

## **8.4 Insurance Documentation**

#### **Required Documents:**

- **Certificate of Insurance:** Current certificates for all required coverages
- **Policy declarations:** Detailed coverage summaries
- **Endorsements:** Additional insured and waiver of subrogation endorsements
- **Claims history:** Recent claims history may be requested

#### **Submission Timeline:**

- **Venue bookings:** Insurance certificates required before booking confirmation
  - **Permit applications:** Insurance documentation must accompany permit applications
  - **Updates:** Any changes to insurance must be communicated immediately
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## **9. Application Processes & Timelines**

### **9.1 Integrated Planning Timeline**

#### **6 Months Before Event:**

- Initial venue booking and major permit identification
- Preliminary safety planning and risk assessment
- Insurance procurement and initial coverage setup
- Major contractor and vendor selection

#### **3 Months Before Event:**

- **Public Entertainment License application**
- **Fire Safety Plan submission** (if required)
- **NEA notifications** for sound and environmental impact
- **Police notification** for large events (over 5,000 people)

#### **1 Month Before Event:**

- **Final permit approvals** and conditions compliance

- **Insurance certificates** submission to all relevant parties
- **Safety plan finalization** and staff training
- **Emergency services coordination** and contact establishment

#### 1 Week Before Event:

- **Final inspections** and approvals
- **Staff briefings** and safety training completion
- **Equipment testing** and safety system checks
- **Emergency contact confirmation** and communication test

## 9.2 Online Application Systems

#### GoBusiness Licensing Portal:

- **Single platform:** Apply for multiple licenses through one portal
- **Application tracking:** Real-time status updates and processing timeline
- **Document upload:** Digital submission of required documents
- **Payment processing:** Online fee payment and receipt generation

#### Agency-Specific Portals:

- **NEA Online Services:** Environmental permits and noise notifications
- **NParks OneService:** Park venue bookings and permits
- **SCDF Online Services:** Fire safety applications and certificates
- **SPF Online Services:** Public entertainment and security-related permits

## 9.3 Professional Services

#### Event Management Companies:

- **Permit coordination:** Professional handling of multiple permit applications
- **Regulatory compliance:** Expert knowledge of current requirements
- **Agency liaison:** Direct relationships with regulatory agencies
- **Risk management:** Professional risk assessment and mitigation planning

#### Legal and Compliance Services:

- **Regulatory advice:** Legal compliance review and guidance
- **Permit appeals:** Professional representation for permit challenges
- **Contract review:** Insurance and liability clause analysis
- **Compliance monitoring:** Ongoing regulatory compliance management

# **10. Contact Directory**

## **10.1 Primary Regulatory Agencies**

### **Singapore Police Force (SPF)**

#### **Public Entertainment Licensing Unit**

Phone: +65 6391 0000

Email: [spf\\_licensing@spf.gov.sg](mailto:spf_licensing@spf.gov.sg)

Online: [www.gobusiness.gov.sg](http://www.gobusiness.gov.sg) (search "Public Entertainment Licence")

Office Hours: Monday-Friday, 8:30 AM - 5:30 PM

### **Singapore Civil Defence Force (SCDF)**

#### **Fire Safety Department**

Phone: +65 6848 1488

Email: [scdf\\_fssd@scdf.gov.sg](mailto:scdf_fssd@scdf.gov.sg)

Online: [www.scdf.gov.sg](http://www.scdf.gov.sg)

Office Hours: Monday-Friday, 8:30 AM - 5:30 PM

### **National Environment Agency (NEA)**

#### **Environmental Protection Division**

Phone: +65 6225 5632 (Call Centre, 24 hours)

Email: [NEA\\_QSM@nea.gov.sg](mailto:NEA_QSM@nea.gov.sg)

Online: [www.nea.gov.sg](http://www.nea.gov.sg)

Office Hours: Monday-Friday, 8:30 AM - 5:30 PM

### **National Parks Board (NParks)**

#### **Park Connector & Venue Management**

Phone: +65 1800 471 7300

Email: [nparks\\_online@nparks.gov.sg](mailto:nparks_online@nparks.gov.sg)

Online: [www.nparks.gov.sg](http://www.nparks.gov.sg)

Office Hours: Monday-Sunday, 7:00 AM - 7:00 PM

## **10.2 Licensing Support Services**

### **Infocomm Media Development Authority (IMDA)**

#### **Content Regulation Department**

Phone: +65 6211 2888

Email: [info@imda.gov.sg](mailto:info@imda.gov.sg)

Online: [www.imda.gov.sg](http://www.imda.gov.sg)

### **Ministry of Trade and Industry (MTI)**

#### **GoBusiness Licensing Support**

Phone: +65 6274 6576

Email: [gobiz@mti.gov.sg](mailto:gobiz@mti.gov.sg)

Online: [www.gobusiness.gov.sg](http://www.gobusiness.gov.sg)

## 10.3 Music Licensing Organizations

### **COMPASS (Composers and Authors Society of Singapore)**

Phone: +65 6336 2422

Email: [info@compass.org.sg](mailto:info@compass.org.sg)

Online: [www.compass.org.sg](http://www.compass.org.sg)

Office Hours: Monday-Friday, 9:00 AM - 5:30 PM

### **MRSS (Music Rights Society Singapore)**

Phone: +65 6338 8187

Email: [enquiry@mrss.com.sg](mailto:enquiry@mrss.com.sg)

Online: [www.mrss.com.sg](http://www.mrss.com.sg)

Office Hours: Monday-Friday, 9:00 AM - 5:30 PM

## 10.4 Professional Associations

### **Association of Singapore Event Organisers & Suppliers (ASEOS)**

Phone: +65 6346 9132

Email: [secretariat@aseos.org.sg](mailto:secretariat@aseos.org.sg)

Online: [www.aseos.org.sg](http://www.aseos.org.sg)

### **Singapore Association of Convention & Exhibition Organisers & Suppliers (SACEOS)**

Phone: +65 6233 6666

Email: [info@saceos.org.sg](mailto:info@saceos.org.sg)

Online: [www.saceos.org.sg](http://www.saceos.org.sg)

## 10.5 Emergency Services

**Police Emergency:** 999

**Fire & Ambulance Emergency:** 995

**Non-Emergency Police Hotline:** 1800-255-0000

**NEA Environmental Complaints:** +65 6225 5632

## 10.6 Insurance Providers

### **QBE Insurance (Singapore) Pte Ltd**

Phone: +65 6224 6633

Email: [info.sg@qbe.com](mailto:info.sg@qbe.com)

Specialty: Event liability insurance

### **NTUC Income Insurance Co-operative Limited**

Phone: +65 6788 1777

Email: [cs@income.com.sg](mailto:cs@income.com.sg)

Specialty: Event liability insurance

### **Great Eastern General Insurance (Singapore) Pte Ltd**

Phone: +65 6248 2888

Email: [wecare@greateasterngeneral.com](mailto:wecare@greateasterngeneral.com)

Specialty: Comprehensive business insurance

## **10.7 Professional Services**

### **Event Industry Consultants:**

- Regulatory compliance consulting
- Permit application services
- Insurance brokerage and consultation
- Risk management and safety planning

### **Legal Services:**

- Entertainment law specialists
- Regulatory compliance attorneys
- Insurance and liability law
- Contract review and negotiation

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**Important Notice:** Singapore regulations change frequently. Always verify current requirements with the relevant government agencies before planning any event. This document provides general guidance and does not constitute legal advice.

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