

## A2. Drawing Submission Requirements

### A2.8. Event proposal submissions

**A2.8.1.** Event organizers proposals and drawings shall comply with the **Table A.2.6.** for the event approval.

**Table A2.6.: Event Proposal Submissions**

ITEM	REQUIREMENTS
<b>1. EVENT PROPOSAL LETTER</b>	<ul style="list-style-type: none"> <li>i. Event organizers shall prepare a NOC request letter stating the following. <ul style="list-style-type: none"> <li>a. Nature of the event and activities.</li> <li>b. Location of the event</li> <li>c. The date and duration of the event</li> <li>d. Number of people attending the event</li> <li>e. Involvement of cooking, cooking gas, flame shows, pyrotechnics, laser shows, flammable materials etc.</li> </ul> </li> </ul>
<b>2. EVENT PROPOSAL DRAWINGS AND LAYOUTS</b>	<ul style="list-style-type: none"> <li>i. Event organizers shall prepare event proposal layouts and drawings on <b>A2 size, COLOURED</b> hardcopy as follows. See <b>Figure A.2.6.</b> <ul style="list-style-type: none"> <li>a. A satellite image, highlighting the location of the event-1 page.</li> <li>b. Master plan showing the layout of the event, showing road approaches, fencing, gates, area etc. 1 page.</li> <li>c. A detailed event layout plan—2 pages MAXIMUM, showing the following <ul style="list-style-type: none"> <li>c.1. Actual event area with dimensions.</li> <li>c.2. Seating arrangements if any, with chairs and tables.</li> <li>c.3. Grandstand arrangements if any, with isles and sections.</li> <li>c.4. Number of exits, exit gates, exit doors with dimensions and exit signs.</li> <li>c.5. Stage if any, with dimensions and elevations.</li> <li>c.6. Locations of fire extinguishers.</li> <li>c.7. Locations of food and beverages stands, kiosks and food trucks.</li> <li>c.8. Locations of cooking arrangements, location of cooking gas, BBQ etc.</li> <li>c.9. Locations of first aid kits.</li> <li>c.10. Locations of portable power generators.</li> <li>c.11. Locations of Police, Ambulance and Civil Defence vehicles.</li> <li>c.12. Locations of 'Assembly Points'.</li> </ul> </li> <li>d. Where the venue has fire fighting and fire detection systems available, same shall be shown –1 page</li> </ul> </li> </ul>
<b>3. ADDITIONAL DOCUMENTS</b>	<ul style="list-style-type: none"> <li>i. Event proposals shall be attached with additional documents as follows. <ul style="list-style-type: none"> <li>a. For cooking gas usage, Civil Defence approval for LPG installations.</li> <li>b. For flammable gas usage, Civil Defence approval for LPG/Flammable gas installations.</li> <li>c. For tents and membrane structures event décor and installations, material test certificates for tent fabrics, membranes, etc.</li> <li>d. For flame shows and pyrotechnics, equipment test certificates and operator qualifications and certifications.</li> </ul> </li> </ul>