

# **Event Permit Checklist & Process**

## **For Seamless Event Planning & Compliance**

*A guide by À la Modon Events*

### **1. Identify Necessary Permits**

- ☐ Venue Permit – If the event is held in a park, public space, or historic site
- ☐ Noise Permit – Required for amplified music, DJs, or live bands
- ☐ Liquor License – If alcohol will be served or sold
- ☐ Food & Health Permits – For catering, food trucks, or food stations
- ☐ Fire Department Permit – If using open flames, fireworks, or pyrotechnics
- ☐ Street Closure Permit – For parades, festivals, or events blocking traffic
- ☐ Tent/Structure Permit – If setting up large tents, stages, or temporary installations
- ☐ Signage & Banner Permits – If putting up promotional signage in public areas

### **2. Research Local Regulations**

- ☐ Check with the local government website or permit office.
- ☐ Note submission deadlines (some require applications 30-90 days in advance).
- ☐ Identify additional insurance requirements.

### **3. Submit Permit Applications**

- ☐ Event details (date, time, location, expected attendance)
- ☐ Floor plans/layouts (for structures, seating, emergency exits)
- ☐ Proof of insurance (liability coverage)
- ☐ Vendor details (caterers, alcohol providers, security)
- ☐ Public safety measures (fire extinguishers, barricades, emergency contacts)

### **4. Follow Up & Address Any Requests**

- ☐ Confirm receipt with the permitting office
- ☐ Address additional document requests promptly

☐ Pay required fees

## 5. Obtain Final Approvals & Keep Documentation Handy

☐ Keep digital and printed copies on-site during the event

☐ Ensure vendors and staff are aware of any compliance rules


☐ Have a contingency plan in case of permit-related issues


## 6. Post-Event Compliance & Clean-Up


☐ Ensure compliance with noise curfews and venue rules

☐ Submit any required reports if applicable

## How À la Modon Events Can Handle Permits for Clients

 **Full-Service Permit Assistance** – Handling all applications & approvals

 **Permit Consultation** – Guiding clients on necessary permits & how to obtain them

 **Vendor Coordination** – Ensuring caterers, alcohol providers, and vendors meet local requirements

à la Modon Events – *Turn Rich Stories into Thoughtful Experiences*

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