



Community Event Request Form

Instructions:

- Submit form at least three (3) weeks prior to your event.
- Participation is subject to crew availability and emergency response needs.
- Fire Prevention Month (October) has high demand; submit requests early.

Event Details:

Event Name: _____

Date: _____ Time: _____ to _____ (Include AM/PM)

Location: _____

Estimated Attendance: _____ people

Brief Description:

Requested Fire/Rescue Participation (check all that apply):

- Fire Truck Visit Firefighter Meet & Greet Fire Prevention & Safety Education
 Hands-on Demonstrations (Fire Extinguisher, CPR, etc.) Other:

Event Organizer Contact Information

Name: _____ Organization/Neighborhood: _____

Phone: _____ Email: _____

Additional Notes or Special Requests:

Acknowledgment:

I understand that participation is subject to availability and emergency calls.

Date: _____

Submit Your Request by email: fire@otsegomn.gov

or Drop Off at City Hall at 13400 90th Street NE or call (763) 441-4414.