

Special Event Permit Form Sample for Schools

Download our **special event permit form sample** designed specifically for schools to ensure a smooth approval process. This template helps administrators organize key details and comply with local regulations for hosting events. Simplify planning and secure permits efficiently with this comprehensive form.

[Click here to download the special event permit form template \(PDF\)](#)

School Information

School Name:

School Address:

Contact Person:

Contact Phone:

Contact Email:

Event Details

Event Name:

Event Date:

Event Time:

e.g., 1:00 PM - 4:00 PM

Event Location/Area:

Expected Number of Attendees:

Purpose of the Event:

Additional Event Information

Special Requirements (AV, Security, etc.):

Will Food/Beverages Be Served?

Will Outside Vendors Be Present?

Proof of Insurance Attached?

Approval

School Administrator Signature:

Date:

Note: Please attach any necessary supporting documents (insurance, vendor contracts, event plans) and submit this form to the school administration office. All permit approvals are subject to local regulations and school policy.