



Application For Use of Lit Candle(s) in a Stage Performance

Part I: To Manager

Venue: _____

I hereby represent _____ (company), and request permission to use a lit candle / candles as part of our performance(s) in the above named venue.

I understand that the use of lit candles has a certain degree of fire risk. We have rehearsed the scene(s) with such effect and have the manpower to safely manage such action. We will monitor the lighting of the candle(s) and the action closely, and extinguish the candle(s) immediately after the action is completed.

The Company accepts all risk and responsibility for any venue damage or cleaning arising from such action(s).

Performance Date(s) : _____ Day(s) _____ Mth(s) _____ Yr(s)

Event : _____

Act / Scene	Action Time	No. of Candles, Holder & Fixing Method (Please submit drawing or photo)	Description of Action & Any Particular Safety Measure

*** Where more than one action is required, please submit separate action forms under a single application**

- | | | | |
|--|-------------------------------------|--|---|
| Where will candle(s) be lit? | <input type="checkbox"/> Offstage | <input type="checkbox"/> Onstage (as part of Action) | |
| How will candle(s) be lit? | <input type="checkbox"/> Match | <input type="checkbox"/> Lighter | <input type="checkbox"/> Other _____ |
| Who will light the candle(s)? | <input type="checkbox"/> Technician | <input type="checkbox"/> Actor | |
| Will candle(s) be moved while lit? | <input type="checkbox"/> No | <input type="checkbox"/> Yes | - Stage floor plan indicating the lit candle path is attached |
| Where will candle(s) be extinguished? | <input type="checkbox"/> Offstage | <input type="checkbox"/> Onstage (as part of Action) | |
| How will candle(s) be extinguished? | <input type="checkbox"/> Snuffer | <input type="checkbox"/> Blown | <input type="checkbox"/> Other _____ |
| Will scenery be fire proofed? | <input type="checkbox"/> No | <input type="checkbox"/> Yes | |
| Will extra fire extinguishers be provided? | <input type="checkbox"/> No | <input type="checkbox"/> Yes | - Number of extinguishers: _____ |

N.B. Fireproofing is required where the candle(s) is/are 1.00m or closer to any scenery or drape.

Has this same production and effect been presented before? No Yes, Venue/Date: _____

Signature : _____

Date : _____

Name : _____

Post : _____

Contact No. : _____

Company Chop : _____

Notes :

1. Permission must be sought in advance from the Venue Manager for any use of lit candles.
2. The Venue Manager reserves all rights to request the applicant to perform appropriate flame proofing treatment before granting permission.
3. All candles must be fixed into a suitable holder (see practice notes), to avoid any dripping damage on the venue stage floor/ carpet.
4. No rough action is to take place in close proximity to the lit candle(s).
5. Scenery in close proximity (1.00m or less) of a lit fixed or moving candle should be suitably fireproofed.
6. An actor carrying a lit candle should only do so if their costume and/or wig are fireproofed.
7. Any actor coming into close proximity (1.00m or less) of a lit candle(s), no matter in a fixed location or carried by another should have their wig and/or costume fireproofed.

Part II : To Applicant

Date : _____

To : _____
(Applicant/ Company)

Fax No : _____

Your application for use of lit candle(s) in your performance of _____ on _____ (date), in _____ venue) is approved / disapproved in principal with / without fireproof treatment, subject to demonstration in rehearsal.

You are required to follow all the above stated information completed on your part. Please be reminded that you undertake all risk and responsibility for any venue damage, or cleaning arising from such action(s).

Venue Manager