



**Application For Use of Lit Candle(s) / Incense(s) / Real Flame Torch(es)
in a Stage Performance**

Part I: To Manager

Venue: _____

According to Hong Kong Ordinance Cap 132F 《Civil Centres Regulation》, I hereby represent _____ (company), and request permission to use lit candle(s) / incense(s) / real flame torch(es) (*please delete the inappropriate) as part of our performance(s) in the above named venue.

I understand that the use of the above item 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 item(s) and the action closely, and extinguish the item(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) **No. of Perf.:** _____

Event Name : _____

Act / Scene	Action Time	No. of Candles / incenses / real flame torches, 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) / incense(s) / real flame torch(es) be lit? Offstage Onstage (as part of Action)
- How will candle(s) / incense(s) / real flame torch(es) be lit? Match Lighter Other _____
- Who will light the candle(s) / incense(s) / real flame torch(es)? Technician Actor
- Will candle(s) / incense(s) / real flame torch(es) be moved while lit? No Yes - Stage floor plan indicating the lit candle path is attached
- Where will candle(s) / incense(s) / real flame torch(es) be extinguished? Offstage Onstage (as part of Action)
- How will candle(s) / incense(s) / real flame torch(es) be extinguished? Snuffer Blown Other _____
- Will scenery be fire proofed? No Yes
- Will extra fire extinguishers be provided? No 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 :

- Permission must be sought in advance from the Venue Manager for any use of lit candles.
- The Venue Manager reserves all rights to request the applicant to perform appropriate flame proofing treatment before granting permission.
- All candles / incense(s) / real flame torch(es) must be fixed into a suitable holder (see practice notes), to avoid any dripping damage on the venue stage floor/ carpet.
- No rough action is to take place in close proximity to the lit candle(s) / incense(s) / real flame torch(es).
- Scenery in close proximity (1.00m or less) of a lit fixed or moving candle / incense / real flame torch should be suitably fireproofed.
- An actor carrying a lit candle / incense / real flame torch should only do so if their costume and/or wig are fireproofed.
- Any actor coming into close proximity (1.00m or less) of a lit candle(s) / incense(s) / real flame torch(es), 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) / incense(s) / real flame torch(es) (*please delete the inappropriate) in your performance of _____ on _____(date), in _____ venue) is approved in principal with / without fireproof treatment request, 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