

# Temporary Structure Policy for Community Festivals

Date: [Insert Date]

To: [Insert Recipient Name]

Address: [Insert Recipient Address]

**Dear [Recipient Name],**

We are pleased to inform you about our Temporary Structure Policy for community festivals taking place in [Community/Location Name]. This policy aims to ensure the safety and enjoyment of all participants and attendees.

## **Policy Overview:**

- All temporary structures, including tents, stages, and booths, must comply with local safety regulations.
- Permits are required for all structures, to be submitted at least [insert time frame] prior to the event.
- Inspections will be conducted before the event to ensure compliance with safety standards.

## **Responsibilities:**

Event organizers are responsible for:

- Ensuring all vendors and participants are aware of the structural requirements.
- Setting up structures in designated areas as per the site plan.
- Addressing any safety concerns that may arise during the event.

## **Contact Information:**

If you have any questions or need further clarification regarding this policy, please feel free to contact:

[Insert contact person's name]

Phone: [Insert phone number]

Email: [Insert email address]

Thank you for your attention to this important matter. We look forward to a successful and safe community festival.

**Sincerely,**

[Your Name]

[Your Title]

[Your Organization]