

Date received _____ Request taken by _____

Organization name _____

Contact name _____ Contact number _____

Email address _____

Number of attendees

Adults _____

Children _____

Age Range (for children only) _____

Please choose two preferred dates and times

First preferred choice
Second preferred choice

Event date _____

Event date _____

 Event time 0930 or 1030

 Event time 0900 or 1030

 1400 or 1500

 1400 or 1500

Platoon no. _____

Platoon no. _____

Please note the following:

- All tour participants to check-in at the front desk in the Administration building, Station 6. Chaperone to provide a list of children's names participating in the tour.
- Station tours that include children under the age of 16 will have a maximum of 20 children with a chaperone-to-child ratio no less than 1:5.
- Children's tours limited to groups that have an educational component.
- Station tours comprised solely of adults will be limited to 20 individuals.
- All tours are subject to availability of resources and may be cancelled at any time during the tour.
- Cancelled tours will be rescheduled.

Office Use Only

Status

Pending request to Platoon Chief	<input type="checkbox"/>	Date		By	
Confirmed * by Platoon Chief	<input type="checkbox"/>	Date		By	
Confirmation sent to contact name	<input type="checkbox"/>	Date		By	
Completed	<input type="checkbox"/>	Date		By	

Entered into calendars	PC <input type="checkbox"/>	A/PC <input type="checkbox"/>	Station <input type="checkbox"/>	Public Relations <input type="checkbox"/>
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*Note: If there is no response from the PC by the designated date, it will be assumed approval has been granted.

Collection and use of personal information

 Personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used to manage and administer Station Tour Requests. If you have questions regarding the collection, use or disclosure of this information contact the Fire Station 6 Administration, Emergency Services, Strathcona County at 780-467-5216.