



CLEMENTON FIRE MARSHAL'S OFFICE

SPECIAL EVENT APPLICATION

NOTE: USE THE TAB BUTTON TO MOVE THE CURSOR

The Borough of Clementon Bureau of Fire Safety is dedicated to the safety of all citizens and to the efficiency of well-planned and executed events. As a host of public functions, you are also well aware that safety must remain foremost in your efforts. We look forward to working with you to ensure safety for your patrons, customers and employees. We believe communication is the key to successful relationships, and hope that the following information, which addresses our common goal of public safety through permits and floor plan approvals, is one component of that communication.

Event Coordinators Responsibilities

Collects signed applications and payment from vendors and makes appointment with the Fire Marshal's office – a minimum of 2 weeks before the vent – to pull permits for event.

Distribute and collect necessary information (permits, etc.) to event vendors.

Relays all enclosed information to any and all personnel involved with the event.

Site Plan Approval/Emergency Vehicle Access – Specifically for events that close streets must allow for access of emergency vehicles from adjacent alleys and/or through the streets of the event site.

Listed below are examples of on-site requirements. A final determination of your exact requirements will be explained to you through this process:

- **Appropriate number and type of fire extinguishers** with inspection tag or purchase receipt from within the last 12 months.
- **Combustible wall covering may not exceed 10% of any wall or egress path.** An exception is that in a protected (sprinklered) auditorium, the covering may not exceed 50%.
- **No cooking is permitted under any tents.**
- **Extension cords shall be outdoor rated and must not be laying in an area where water may accumulate or pose a tripping hazard.**
- **All booths, tents, and canopies must be of approved material and be flame resistant and must have a certificate of flame resistance to accompany permit application.**
- **No fuel may be refilled during the event while the public is present.**
- **No smoking in any tent, canopy, or adjacent area where hay, straw, sawdust, or other combustible materials are stored.** "No Smoking" signs shall be conspicuously posted.
- **Only cylinders that are hooked-up for use shall be allowed at each station.**
- **All temporary wiring needs a permit from the Borough Building Department. 856-783-0284.**
- **All equipment shall have U.L. approval.**
- **All amusement rides shall have NJ approval.**
- **Fire permits must be on-site and in possession of the vendor.**

This form must be completed and signed by a representative of the business participating in a special event. It will be returned to the event organizer upon approval. A Borough of Clementon Bureau of Fire Safety Permit will not be issued if this form is not completed, signed, and returned.

Business Name:	
Business Address:	
Business Representative:	
Business Phone:	Business Fax:
E-Mail:	
Event Name:	
Event Description:	
Event Date(s):	Time:
Event Place:	
Number of attendees expected:	

A NARRATIVE EXPLAINING THE DETAILS ABOUT THE EVENT MUST BE SUBMITTED. IN THE NARRATIVE YOU MUST EXPLAIN IN DETAIL ANY SPECIAL EQUIPMENT YOU WILL BE USING. BELOW ARE A FEW OTHER THINGS YOU MAY NEED TO INCLUDE IN YOUR NARRATIVE.

Will you be using any tents, canopies or membrane structures?

- If so:
- How many tents will you be using?
 - What is the size or the dimensions of your tent(s)?
 - How are the tents going to be secured in place?
 - Is the tent(s) Flame Retardant, and if so, you must submit flame retardant certification with proper ID number for the tent being used.
 - On your diagram, you must show where your tent will be located. You must show where the exits will be located.
 - Are there any special devices being used under the tent (any cooking devices)?
 - How many people will occupy the tent?
 - If located in a parking lot, show on your diagram where vehicle barrier protection will be located around the tent.

Will you be using any special props, scenery, and/or decorations in your event?

- If so:
- What are your props, scenery, and/or decorations going to be made out of?
 - How big, or what are the dimensions of the props, scenery, and/or decorations you will be using?
 - Are they flame retardant? Or have they been treated to be flame retardant?
 - o If treated, please submit chemical spec sheet along with manufacturer specifications on how to properly apply the chemical.

Will you be serving food?

- If so:
- what type of devised will you be using to cook and/or serve food?
 - On your diagram, please show the location where these devices will be.
 - If using outside vendors, what vendors will you be using?
 - Show where your vendor(s) will be located on your diagram.
 - Explain what devices your vendor will be using.


Will you be using any amusements, rides and/or inflatable structures or play areas?

- If so:
- Describe in detail what you will be using
 - What vendor or amusement company will you be using?
 - Do they have their NJ State Amusement licenses and permits?
 - What is their license number and permit number?
 - Have the amusement or inflatable structure or play area been approved by the State of NJ?

Will you be using any open flames, pyrotechnics, and/or flame producing devices?

- If so:
- List and describe what you will be using? (fireworks, candles, heaters, bon-fires, etc.)
 - Submit a copy of Manufacturers owner’s manual for all appliances being used.
 - Expand in great detail how these devices will be used.
 - Show in detail on your diagram where these devices will be used.

Please use the area below to draw a diagram of the event. In your diagram show locations of al special devices, chairs, tables, exits, property lines, fire lanes, access to fire protection devices, fire extinguisher locations, parking, stages, tents, displays, props, vendor locations, and any other items that are being used in your event. Feel free to attach multiple diagrams to this application pending on the size of the event and various locations within the building or on the property.



I HAVE READ AND UNDERSTAND THE BOROUGH OF CLEMENTON BUREAU OF FIRE SAFETY SPECIAL EVENT VENDOR REQUIREMENTS. I ALSO UNDERSTAND THAT A PRE-EVENT INSPECTION MAY BE REQUIRED AND THAT IF I DO NOT COMPLY WITH THE NEW JERSEY FIRE CODE AND SPECIAL EVENT REQUIREMENTS, MY PERMIT MAY BE REVOKED WITHOUT REFUND.

Signature of Applicant:	
Printed name of Applicant:	
Phone number of Applicant:	
E-mail address of Applicant:	

THE BELOW BOXES ARE FOR PTO ORGANIZATIONS ONLY

Signature of Principal:			
Printed name of Principal:			
PTO contact #1 name:		Cell #:	
PTO contact #2 name:		Cell #:	
PTO contact #3 name:		Cell #:	

Please be sure to print this form for your records.

This form may be e-mailed to j.zuggi@clementon-nj.com or faxed to 856-783-3419.

BUREAU OF FIRE SAFETY USE ONLY BELOW THIS LINE

Reviewed by: _____ Date: ___/___/20__

Meeting date: ___/___/20__ Meeting time: ___:___, Location: _____

Application for a School PTO: Y N Principal Approval: Y N

Does applicant or business owe any outstanding fees? Y N

Is the application: Approved Denied Approved by: _____

Reason for Denial: _____

Permits required:

Type 1: \$54.00: _____

Type 2: \$214.00: _____

Type 3: \$427.00: _____

Type 4: \$641.00: _____

Special notes: _____

