



# Wellington Fire Protection District

## APPLICATION FOR SPECIAL EVENTS & TENTS

Application Date \_\_\_\_\_ Event Date(s) \_\_\_\_\_

Event Name \_\_\_\_\_

Event Location \_\_\_\_\_ Sponsor \_\_\_\_\_

Onsite Emergency Contact \_\_\_\_\_ Telephone \_\_\_\_\_

Responsible Party \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

This application is for a permit to conduct a special event as required by Chapter 1, Section 105 of the International Fire Code. Special events include, but are not limited to: outdoor assembly event where planned attendance exceeds 50 persons; carnivals and/or fairs; liquid or gas fueled vehicles in assembly buildings; places of assembly; hazardous procedures (including open flames) within assembly occupancies; and/or multiple tents/canopies with a combined area in excess of 200 square feet for tents and/or 400 square feet for canopies.

### Permit Requirements:

- Completed application with a description of the event. The description shall include activities to be conducted, starting and ending times for the event, and date(s) of the event.
- A plot plan for the event.
- Permit fees will be based off the Fee Schedule.
- An inspection of the site, prior to start of the event, by a Wellington Fire Department Inspector.

Tents/Canopies (if applicable):

# \_\_\_\_\_ Dimensions \_\_\_\_\_ x \_\_\_\_\_ Square Feet \_\_\_\_\_

# \_\_\_\_\_ Dimensions \_\_\_\_\_ x \_\_\_\_\_ Square Feet \_\_\_\_\_

Total Square Feet \_\_\_\_\_

Description of event: \_\_\_\_\_

Hours of operation: \_\_\_\_\_

**ATTENTION!** Starting the event without a posted permit or before inspection may result in additional fees or a delay in the event. An inspection should be scheduled after receiving approved plans and may require 48-hour notice. Permit application, permit card, and any special certification requirements must be available during the event.

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Applicant Signature

Please indicate the layout of any tents/canopies, including exits/paths of egress, stages, fueled vehicles/equipment, etc. Please note proximity to roads, rivers/streams, parking lots, and other structures. Show the proposed layout of tables, chairs, heaters, generators, propane tanks, etc., as they apply.