



Turners Falls Fire District Assembly Event Permit Application

Applicant Information

Date of Application:	
Applicant Name:	Applicant Cell:
Applicant Email:	
Applicant Mailing Address:	

Event Information

Event Name:	
Event Location/ Address:	
Property/Business Owner Name:	Property/ Business Owner Cell:
Organizer Name:	Organizer Cell:
Organization Name:	
Event Sponsor Name:	Event Sponsor Cell:

Event Description

Event Type:

☐ Small Outdoor/Indoor Event Under 500 people

☐ Large Outdoor/Indoor Event Over 500 people

Date(s) of Event:	Anticipated Attendance (Peak):
Event Start Time:	Event End Time:
Setup Date:	Setup Time:
Total Number of Vendors:	Total Number of Hot Food Vendors:
Number of Tents:	Number of Tents larger than 10x10:
Medical Plan (Please Attach):	Medical Staff on Scene:

Event Description / Activities (public attendance areas, activities, and fire/life safety impacts):

Permit Type & Event Classification

This application is intended for fire code review of a temporary assembly / special event. Permits may be required for special events and regulated activities.

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|--|---|
| ☐ Indoor Event | ☐ Open Flames/Flame Effects |
| ☐ Outdoor Event | ☐ Pyrotechnics/Fireworks |
| ☐ Street/Right-of-Way Event | ☐ Amusement/Carnival Devices |
| ☐ Temporary Stage/Platforms | ☐ Parade/Run/Walk |
| ☐ Tents/Canopies | ☐ Other : |
| ☐ Cooking/Food Vendors | |

Venue / Assembly Space Information

Venue Type/Use:	Use Description:
Event Area (sf/acres):	LP-Gas/Fuel/Haz-Mat On Site: ☐ Yes ☐ No
Fire Lanes Required / Marked? ☐ Yes ☐ No	☐ Yes ☐ No

Documentation Required Before Approval

- Completion of an approved Emergency Action Plan (EAP)
- Completion of Crowd Manager training from www.crowdmanagers.com
- A Scaled site plan including:
 - Name of all streets, Event boundaries
 - Stage locations
 - Tent/Canopies/Structures (size & type), including flame resistance documentation and separation distances
 - Cooking/food vendor plan, including cooking methods and separation distances
 - LP-Gas/Fuel Plan (cylinders, generators, refueling, storage), including quantities and locations
 - Electrical distribution plan (temporary power, cords, generators, lighting)
 - Fire apparatus access
 - Exit Paths, Emergency ingress & egress for emergency vehicles
 - Command Post location (if required)
 - Fencing & Barricades
 - Fire extinguisher locations, Fire hydrant locations
 - Fire watch plan if required (staffing, patrol routes, communications, extinguishers)
 - Generator & Fuel storage locations
 - First Aid location, AED location
 - Special effects / open flames/flame effects/pyrotechnics documentation and operator permit
 - Parking
 - Any additional documents required by the fire code official

Insurance

Proof of insurance

Notes

- Event operations shall not begin until permit approval is received and any required inspection is completed.
- Inspections and/or fees apply per the TFFD fee schedule; additional permits may be required (tents, cooking, LP-gas, pyrotechnics, etc.).
- Approved plans and required documentation shall be maintained on site and made available for inspection during the event.
- **The fire official may require fire watch staffing, additional extinguishers, medical staffing, or other safeguards based on event conditions.**

Certification & Signature

Applicant Name (print):	Date:
Applicant Signature:	Date:
Owner Authorization (if different):	Date: