



# FIRE AND EMERGENCY SERVICES

TELEPHONE: (519) 436-3270 FAX: (519) 352-8620

## SPECIAL EVENTS REQUIREMENTS

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

If any of the below are checked or present at the event, the corresponding items **MUST** be complied with.

- Closure or partial closure of a roadway, alley, or parking lot.
- Parade or mobile event along a roadway.
  - Access routes for emergency vehicles must be maintained at all times. (18 feet minimum)
  - Barricades must be staffed at all times to allow access to emergency vehicles.
- Tent and/or Air Supported Structure(s):
  - Tent must meet CAN-ULC-S109 "Flame test – resistant fabric and flame".
  - If a tent fire safety plan is required due to size or side walls, the plan must be on site and available upon request.
  - Multiple tents or multiple groups of tents must maintain a fire break of at least 3 metres between each tent.
  - Cooking must not take place under a tent or any portion of a tent.
- Cooking and the Utilization of Cooking Appliances:
  - All cooking appliances must conform to all applicable and pertinent regulations.
  - All mobile food vendors' equipment and appliances must conform to all applicable and pertinent regulations.
  - Fuel containers must be kept upright and in a secure manner to prevent tipping.
  - All cooking appliances must have available at least 1 - 5lbs ULC rated ABC or BC fire extinguisher.
- Liquor Licenced Areas:
  - The attached **Appendix A** must be fully completed.
  - If item(s) do not apply, ensure N/A is indicated in the spaces that are not applicable to your application.
  - The appendix must be completed for every event where alcohol is present, inclusive of outdoor Municipal spaces, parks, pavilions and Municipal buildings.
  - Failure to provide an accurate and fully completed Appendix A could result in your application being delayed or denied by the Fire Service.
  - If approved, the occupancy limit allowed will be indicated on Appendix A.
  - The occupancy limit indicated must not be violated.
  - The occupancy limit provided on the liquor license application must not be exceeded.



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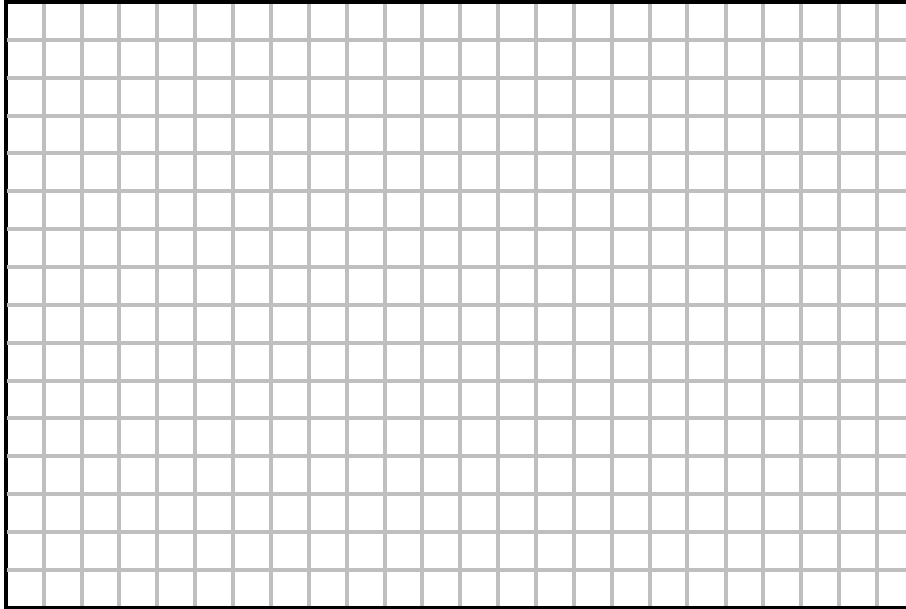
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### APPENDIX A

Ensure the diagram shows the entire layout of the event area serving alcohol, inclusive of fence, entrance, exit, emergency exits, tent area, bar area and seating location.



### Required Items

An Entrance, Exit and Emergency Exit is provided.

Width of Entrance \_\_\_\_\_ ft

Width of Exit \_\_\_\_\_ ft

Width of Emergency Exit \_\_\_\_\_ ft

Total Area of Area Serving Alcohol \_\_\_\_\_ sq m.

Total Area Consumed by Serving Area \_\_\_\_\_ sq m.

Type of Seating \_\_\_\_\_

Type of Fencing \_\_\_\_\_

Height of Fencing \_\_\_\_\_

Grounding Rods Provided \_\_\_\_\_

### Administrative Use Only:

Occupancy is not to exceed \_\_\_\_\_

Minimum width of openings.

Entrance \_\_\_\_\_

Exit \_\_\_\_\_

Emergency Exit \_\_\_\_\_

Additional Exits Required: Y / N

# \_\_\_\_\_ additional

Minimum Width \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fire Inspector Signature (if required): \_\_\_\_\_

Date: \_\_\_\_\_