



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.