



Date Fee (\$30.00) Paid

SPECIAL EVENT APPLICATION

Name of Applicant _____

Federal I.D. No. _____ Primary Agent _____

Address _____
Street City State Zip

Business Phone () _____ Primary Agent Phone () _____

Title of Event _____

Date(s) of Event _____ Hours of Operation _____

Location of Event _____

Signature of Applicant _____

Date _____

Does this event include any of the following? (*if yes, please indicate number and describe below)

- | | | |
|---|-----------|----------|
| 1. Sale of merchandise, food or beverages | Yes _____ | No _____ |
| 2. Closing of a public street | Yes _____ | No _____ |
| 3. Erection of a tent, in excess of 150 square feet | Yes _____ | No _____ |
| 4. Erection of a tent, within a public street (requires Council Resolution) | Yes _____ | No _____ |
| 5. Installation of a stage, portable building, grandstand, or bleachers with a seating capacity of over 100 persons | Yes _____ | No _____ |
| 6. Placement of portable toilets | Yes _____ | No _____ |
| 7. Placement of temporary no parking signs in a public right-of-way | Yes _____ | No _____ |
| 8. Event exceeds seven (7) days | Yes _____ | No _____ |

*#



Name of Event: _____

Description of Special Event: _____

Estimated Number of Persons to Participate in the Special Event: _____

Description of Animals to be used in the Special Event, if any: _____

Attach the following:

- A sketch showing the area or route to be used during the special event, along with proposed structures, tents, fences, barricades, signs, banners, and restroom facilities, provisions for parking with a designation of where "No Parking" signs will be used.
- Details of how applicant proposes to provide security and traffic control, if applicable.
- Details of how the applicant will clean up the area of the special event after it has ended.
- A letter of permission signed by the current property owner.

Distribution

Public Service Director _____ Approved _____ Not Approved _____

Jackson Township Fire Chief _____ Approved _____ Not Approved _____

Chief Building and Zoning Official _____ Approved _____ Not Approved _____

Parks and Recreation Director _____ Approved _____ Not Approved _____

Special Event Provisions _____

Approved:

Date

Chief of Police

JACKSON TOWNSHIP DIVISION OF FIRE

Lt. William Dolby, Fire Prevention Officer

P. O. Box 517; Grove City, OH 43123

(614) 875-5588/Fax: (614) 875-2691

OUTDOOR EVENT – FIRE PREVENTION REQUIREMENTS

TENTS

- Exposed flames: gasoline, gas, charcoal, or other cooking devise, or any other unapproved open flame shall not be allowed inside or within 20 feet of the tent or air-supported structure unless prior approval has been obtained from the Fire Official.

NOTE: Deep fat fryers must be outside of tent line during operation.

- The Certificate of Flame Resistance on all tents shall be available for Fire Official to review.
- At least one fully charged, operational 4 A or two fully charged, operational 2 A fire extinguishers must be available inside the tent. (Larger public assembly type tents and higher hazard operations will require more extinguishers)

LPG (Liquefied Petroleum Gas)

- All LPG tanks, hoses and fittings must be UL approved and follow all guidelines of the latest National Fire Protection Association (NFPA) #58: Liquefied Petroleum Gases.
- At least one fully charged operational 40 BC extinguisher must be available at the cooking location. (You may not remove a required extinguisher from inside a tent to a cooking operation.)

CHARCOAL GRILLS

- Must have a noncombustible ash collector underneath, as no ashes are allowed to fall on the ground.
- All ashes are to be placed in a metal container with tight fitting lid (five gallon bucket, trash can, etc.)
- At least one, five-gallon bucket of water shall be kept at the grill.

When operating outdoor cooking around large crowds, all operators must recognize the urgent need to practice fire prevention at its highest level. Therefore, all participants will be expected to be in complete compliance with all rules, regulations, and safety practices, or they will not be permitted to operate at any event.

JACKSON TOWNSHIP DIVISION OF FIRE

Lt. William Dolby, Fire Prevention Officer

P. O. Box 517; Grove City, OH 43123

(614) 875-5588/Fax: (614) 875-2691

OUTDOOR EVENT – FIRE PREVENTION REQUIREMENTS (Cont'd)

No outdoor event will be allowed to operate if any fire and/or life safety problems are not resolved prior to the start of the event. NO event operations will start until the fire safety inspection has been completed and a permit has been issued.

The fire safety inspection will be required for all businesses, organizations and/or persons operating at any festival or outdoor event, within Jackson Township, including within the City of Grove City, for:

- *All tents erected*
F-2001.2 *Permit Fee: Up to 300 Sq. Ft. – No Fee*
Over 300 Sq. Ft. - \$100.00

- *LP Gases Use/Storage*
F-3601.2 (propane) *Permit Fee: 1,000-2,000 gal. - \$75.00*
2,001-10,000 gal. - \$125.00
10,001-30,000 gal –\$ 250.00

Currently there is no additional fee for the inspection if the operator has completed and submitted all permit applications and permit fees to the Jackson Township Fire Prevention Bureau at least 14 days prior to the opening of the event. If permit applications are not submitted at least 14 days prior to the scheduled opening of the event, a special inspection fee of \$50.00 will be charged for the inspection. *(All fees may be waived for non-profit agencies. Permit application and inspection are still required.)*

NO OPERATIONS INVOLVING TENTS OR LP GASSES WILL BE ALLOWED TO OPERATE IF THE PROPER PERMITS ARE NOT SUBMITTED AT LEAST 72 HOURS IN ADVANCE OF THE SCHEDULED EVENT OPENING.

Attached are the permit application forms to be completed for operations that will occur at any event.

INSTRUCTIONS: Please complete the permit application and a site plan (showing tent location, in relation to other buildings, on property) and attach fees in the form of a check or money order made payable to "*Clerk-Jackson Township*" and send to:

Jackson Township Division of Fire
Attn: Fire Prevention Bureau
P.O. Box 517
Grove City, Ohio 43123

JACKSON TOWNSHIP DIVISION OF FIRE

Lt. William Dolby, Fire Prevention Officer

P. O. Box 517; Grove City, OH 43123

(614) 875-5588/Fax: (614) 875-2691

RETURN THE PERMIT APPLICATION 14 DAYS PRIOR TO THE
SCHEDULED START DATE OF THE EVENT
OUTDOOR EVENT PERMIT APPLICATION/FIRE SAFETY INSPECTION REQUEST

NAME OF EVENT: _____

EVENT LOCATION: _____

EVENT DATE(S): _____ TIME(S): _____

NAME OF ORGANIZATION: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PERSON: _____ PHONE: _____

LIST QUANTITIES AND/OR SIZES OF THE FOLLOWING ITEMS TO BE USED AT THE ABOVE LISTED EVENT (if applicable):

LPG GRILLS: _____ LPG BOTTLES IN BOOTH: _____

SIZE OF LPG BOTTLES TO BE USED: _____

DOES LPG INSTALLATION(S) MEET ALL REQUIREMENTS OF NFPA #58? _____

CHARCOAL GRILLS: _____ OTHER GRILLS: _____

DEEP FRYERS: _____ TYPE: _____

DO YOU HAVE PROPER SIZE FIRE EXTINGUISHER? _____
(One 40 BC Minimum at cooking site)

TENT SIZE: _____ TENT USED FOR: _____

TENT ERECTION DATE: _____ TIME: _____

COMPANY/PERSON ERECTING TENT: _____

WILL COPY OF FLAME RESISTANCE CERTIFICATE BE ON SITE? _____

SIGNATURE OF RESPONSIBLE PERSON: _____

PRINT NAME: _____ TITLE: _____

DATE: _____ PHONE: _____

JACKSON TOWNSHIP DIVISION OF FIRE

Lt. William Dolby, Fire Prevention Officer

P. O. Box 517; Grove City, OH 43123

(614) 875-5588/Fax: (614) 875-2691

REQUEST TO OPERATE LIQUEFIED PETROLEUM GAS (LPG) EQUIPMENT AT SPECIAL EVENTS AND FESTIVALS, OUTDOORS

I certify that all LPG equipment I will be using at:

(Event name & location)

is in compliance with all of the following listed requirements:

1. All equipment, including appliances and valves, meet the standard of any of the listed testing agencies recognized by the Jackson Township Fire Prevention Bureau.
2. Installation of LPG equipment complies with the latest NFPA #58; Liquefied Petroleum Gas Standards.
3. A fire extinguisher of not less than 40 BC rating is provided, and it meets the latest NFPA #10; Portable Fire Extinguisher, requirements, including the following:
 - A) All cylinders must be secured in position of operation by steel chain or cable.
 - B) Cylinder in use shall have safety ring on it.
 - C) Cylinder NOT in use shall have safety cap in place.
 - D) If hose is used, use hose continuously marked "LP GAS PROPANE, 350 PSI WORKING PRESSURE".
4. Maximum LPG storage and use shall be 200 pounds per concession location. Additional storage with approval of Fire Official. Provide practical and effective means of anchoring LPG tanks at each concession site.
5. Adequate and proper ventilation is provided for enclosed areas of LPG storage.
6. The entire system has been tested for leaks at operating pressure and none are found.
7. All cylinders must be suitable for continued use according to ASME or DOT testing dates stamped on the cylinder.

NAME OF BUSINESS: _____ PHONE: _____

SIGNATURE OF RESPONSIBLE PERSON: _____

PRINT NAME: _____ DATE: _____