



# Columbia Fire Department

www.columbiasc.net/fire

## FIRE PREVENTION BUREAU

1612 Bull Street Columbia, SC Phone: (803) 545-3701 Fax: (803) 401-8839

### SPECIAL EVENTS APPLICATION

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP : \_\_\_\_\_

APPLICANT PHONE NUMBERS: (BUSINESS) \_\_\_\_\_

(CELL) \_\_\_\_\_ FAX: \_\_\_\_\_ Email: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_ EVENT CONTACT: \_\_\_\_\_

EVENT ADDRESS \_\_\_\_\_

EVENT HOURS OF OPERATION: \_\_\_\_\_ EVENT DATES: \_\_\_\_\_

#### **Food & Beverage:**

Catered on-site/off-site  Barbeques/Grills  Deep Fryers  Ranges  Woks

**Tents** (over 400 square feet): Number of Tent(s): \_\_\_\_\_ Do tent(s) have sidewalls? Yes No

**Note: Copy of the fire retardant certification is required for cooking tents**

**Booths:** Number of booth(s): \_\_\_\_\_ **Street closings:** Yes \_\_\_ No \_\_\_

Will there be cooking in the booths? Yes \_\_\_ No \_\_\_ (Cooking tents shall be separated from other tents by 20 ft. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed with 20 ft of a tent. LP-gas/propane tanks shall be secured and located outside the tent)

**Portable Generators:** Will there be any portable generators at your event? Yes \_\_\_ No \_\_\_

**Please note: If there are any portable generators on site the assigned Fire Marshal(s) are required to be there for the entire event.** This does not apply to the industrial/commercial generators.

#### **CONDITIONALS OF APPROVAL**

All applications (if applicable) shall be submitted a minimum 10 business days in advance of the beginning date of the display or event.

- **A pre-event inspection is required prior to the display or event.**

**I CERTIFY THAT ALL INFORMATION SUBMITTED IS CORRECT. I AGREE TO COMPLY WITH ALL LOCAL REGULATIONS RELATED TO FIRE PREVENTION, AND THE INTERNATIONAL FIRE CODE. I HEREBY AUTHORIZE REPRESENTATIVE OF FIRE PREVENTION TO ENTER UPON THE ABOVE-MENTIONED EVENT PREMISES FOR INSPECTION PURPOSES.**

APPLICANT'S PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

.....**Official Use Only**.....

Number of *Fire Marshal Assigned*: \_\_\_\_\_ Standby fee: \$ \_\_\_\_\_

Name (s) of Fire Marshal Assigned: \_\_\_\_\_