



TOWN OF UNION

Special Event & Assemblies Permit
Code Enforcement and Building Permits
3111 E. Main Street
Endwell, NY 13760
Phone: 607-786-2920 Fax: 607-786-2320
Eric Dean: 607-786-2922 Email: edean@townofunion.com

The Uniform Fire Prevention Code of New York State allows the Town of Union to determine if indoor and outdoor gatherings have an adverse impact on public safety. The objective of having a Public Safety Plan is to mitigate potential hazards to the public. This plan, documentation and insurances should be turned in for a review by a Code Enforcement Official in the Town of Union at least 2 weeks before the event. An inspection should then be scheduled to take place before the event is open to the public.

Additional Documentation

- Schedule of events/ detailed timeline of scheduled event
- Site Plan - layout of area for event (tents, table & chairs, seating, standing, food location, exits, lighting location, generators, roads, parking etc. (THIS IS ALSO NEEDED FOR OCCUPANCY LOAD FACTORS))
- Assignments and contact list for person during the event
- Emergency communications (radio/phone)
- Policy and emergency procedures (based upon risks)
- Weather—if bad weather is to occur during event.
- Demobilization Plan with Traffic or pedestrian egress from site; and Venue cleanup/ sanitation removal

I. Main Event Information

Address: _____

Name of Event: _____

Date of Event: _____

Owner of Property	Name	Title	Phone
	Address	Email	
Main contact	Name	Title	Phone
	Address	Email	
Head Vendor	Name	Title	Phone
	Address	Email	
Insurances: Disability DB120.1 _____ Workers Compensation _____ Certificate of Exemption CE200 _____			
Other	Name	Title	Phone
	Address	Email	
Insurances: Disability DB120.1 _____ Workers Compensation _____ Certificate of Exemption CE200 _____			

Type of Event Sporting Festival Live Performances/ Music/ Concert Political Rally Speaker
 Motion Picture/ Movie Night Other (_____)

Expected Attendance (# of people expected): _____

Structure(s) for Event: Temporary Structure (tent) Indoor Air Filled Other (_____)

Displays check that apply – some may need additional permits): Up Lights Spot lighting Light board
 Sound board Cable trip hazards Pyrotechnics (permit needed)



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II. Emergency Contact Information: Risk/ Hazard Analysis

****Phone numbers are for planning purposes please do not give 911 as a contact number****

Police	Name	Title	Phone
	Address	Email	
Crowd Rush; Lost or missing person/ child; Unattended packages; Crowd dispersal			
Fire	Name	Title	Phone
	Address	Email	
Medical Emergency	Name	Title	Phone
	Address	Email	
Food related; First aid; Heat/cold exposures; Trauma; Overdoses			

Number of Law Enforcement present at event: _____

Number of Fire Watch Personnel: _____

Fire/Emergency Medical Services on site: _____

Mass Gatherings over 4999 persons will require additional permits

III. Occupancy Load Factors

On the Site Plan/ Plot Plan of the event have specified:

- Standing room
- Tables and Chairs
- Serving Food
- Square feet of structures
- Stages
- Sitting with chairs (lawn blankets)
- Cooking of food *check requirement distances*
- Bar(s)
- Exits (from fenced areas and structures)
- Traffic- Emergency ingress and egress/ Parking/Deliveries...
- Bathrooms (number of portable water closets)

**** Please be sure to include how many people can sit at a table or how many chairs will be set up****

****Measurements of structures and grounds & exit widths****

IV. Portable Fire Extinguishers

Square feet of area occupied by event: _____

How many of each type will be on site

Water _____ Type ABC _____ Type K _____

(Extinguishers need to be mounted to a fixed surface)



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V. Mobile Food Preparation Vehicles Information

Vendor	Name	Title	Phone
	Address	Email	
Insurances: Disability DB120.1 ____ Workers Compensation ____ Certificate of Exemption CE200 ____			

Type of Vehicle Motorized ____ Trailer ____ Other _____ Last Inspection Date _____ .
 Motor Vehicle Licensed No. _____ Plate Number _____ .
 Exhaust Hoods Type 1 ____ Type 2 ____ Other _____ Last Inspection Date _____ .
 Fire Protection Equipment Type: _____ Last Inspection Date _____ .
 Fire extinguishers Class K ____ ABC ____ Water ____ Other _____
 Cooking Gas Type Liquid Propane LP ____ CNG System ____ Other _____
 Broome County Health Department Food Permit # _____ Vehicle Inspection _____ .

VI. Public Safety Information

Fire watch personnel. the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved by code officer.

Duty times. Fire watch personnel shall remain on duty while places requiring a fire watch are open to the public, or when an activity requiring a fire watch is being conducted.

Duties. On-duty fire watch personnel shall have the following responsibilities:

1. Keep diligent watch for fires, obstructions to means of egress and other hazards
2. Take prompt measures for remediation of hazards and extinguishment of fires that occur
3. Take prompt measures to assist in the evacuation of the public from the structures.

Public safety plan for gatherings. This indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of or prescribe a public safety plan that provides an approved level of public safety and addresses the following items:

1. Emergency vehicle ingress and egress.
2. Fire protection.
3. Emergency egress or escape routes.
4. Emergency medical services.
5. Public assembly areas.
6. The directing of both attendees and vehicles, including the parking of vehicles.
7. Vendor and food concession distribution.
8. The need for the presence of law enforcement.
9. The need for fire and emergency medical services personnel.

Crowd managers for gatherings exceeding 1,000 people.

Number of crowd managers.

The minimum number of crowd managers shall be established at a ratio of one crowd manager for every 250 persons.

Training. Training for crowd managers shall be approved.



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Duties. The duties of crowd managers shall include, but not be limited to:

1. Conduct an inspection of the area of responsibility and identify and address any egress barriers.
2. Conduct an inspection of the area of responsibility to identify and mitigate any fire hazards.
3. Verify compliance with all permit conditions, including those governing pyrotechnics and other special effects.
4. Direct and assist the event attendees in evacuation during an emergency.
5. Assist emergency response personnel where requested.
6. Other duties required by the fire code official.
7. Other duties as specified in the fire safety plan.

VII. Tents and Canopies

****Tents or canopies will require a separate form. Please ask the Code Office for additional paperwork.****

VIII. Fireworks

Fireworks shall not be used within 100 feet (30 480 mm) of tents, canopies or membrane structures.

****A Permit is required for any event having pyrotechnics. Please ask the Code Office for additional paperwork.**

PLANNED BY: _____ Date: _____
 Owner Partner General Manager Occupant Worker Other

CODE OFFICER: _____ Date: _____