



# EVENT APPLICATION

## City of Clewiston

115 W. Ventura Ave.  
Clewiston, FL 33440

Telephone: (863) 983-1484  
Fax : (863) 983-4055

*INSTRUCTIONS: Applicant to submit Event Application and required fee to the City of Clewiston no less than four weeks before the event.*

Date of Event:		Applicant's Name:		Event:							
Mailing Address:		City:		State/Zip Code:							
Telephone No.		Email Address:		Fax No.							
Representative to Contact:			Telephone No:								
Site/Facility for Event:		Time Event Starts:		a.m.	p.m.	Will Street be Closed?		Yes	No		
Estimated No. of Attendance:		Time Event Ends:		a.m.	p.m.	Beginning Time:		a.m.	p.m.		
						Ending Time:		a.m.	p.m.		
Description of Event:											
Will Food be Served?		Yes	No	Will Alcohol be Served?*		Yes	No	Are Dumpsters Needed?		Yes	No
Is Electricity Needed?		Yes	No	Minimum of (2) officers required* Officers x \$35/\$50 =		\$	Mandatory Cleaning Fee (Determined by type of Event):		\$		
Any other City Service/Equipment Needed? If Yes, explain:				Yes	No	City Supervisors Needed?		Yes	No		
						Supervisors @\$20 per hour =		\$			
The premises shall not be used for any illegal, improper, or immoral purpose. Renter will promptly and fully observe and comply with requirements, rules, laws, and ordinances of all lawfully constituted governmental authorities in any manner affecting the premises herein and hereby rented. Two weeks cancellation notice is required. Facility and/or site plan to be attached to form.											

Applicant's Signature:	Date:
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**Fees (to be completed by City representative):**

Bldg/Site Rental:	Cleaning:	Security:	Supervisors:	Other:	Subtotal:	25% Deposit if applicable	<b>TOTAL:</b>
\$	\$	\$	\$	\$	\$	\$	\$

Remarks:

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Date submitted to the City:	Date considered by City:	Approved?
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Remarks:

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**Clewiston Fire Department  
East Hendry County**

**121 Central Avenue, Clewiston, FL 33440**

**Phone (863) 983-1500**

**Fax (863) 983-1430**

**Plan Submittal Requirements for Special Events**

*Upon application for a special event permit, a site plan is required. All required distances shall be indicated on the site plan. Permits shall be obtained and all requirements completed prior to a fire inspection.*

**1-Temporary tents and membrane structures must comply with the individual occupancy requirements for which the tent is being used (Example: mercantile, assembly, industrial, etc.)**

**2-All plans must include the following general items:**

- Dates and hours of the event or usage period (must be located on the site plan or the floor plan)
- “Certificate of Fire Resistance” for the structure
- “Certificate of Fire Resistance” or flame spread documentation for all draperies, curtains, decorations, stage scenery, etc.
- Provide a notarized affidavit indicating that the wiring will comply with NFPA 70 and the name and license number of the electrician installing any electrical wiring in the tent.

**3-All plans must include a separate FLOOR PLAN showing all, but not limited to, the following items:**

- Locations of required number of exits, and exit capacity (width) based on occupant loads calculated by square footage.
- Dimensions of required aisles and seating row widths shall be accordance with the provisions of aisles and shall not be less than 44 inches in width. Seating row widths shall not be less than 12 inches. Rows shall be increased by 0.3 inch for every additional seat beyond 14, but the width need not be more than 22 inches. When more than 200 loose seats or folding chairs are used they shall be bonded together in groups of three or more.
- Locations of battery back-up exit signs. Exception: Non-illuminated exit signs may be used for events held during daylight hours only.
- Locations of emergency lighting fixtures. Exception: Emergency lighting can be omitted for events held during daylight hours only.
- Seating arrangements for table and chairs with distances between tables (if seating arrangements are provided).
- Location of bleacher/grandstand and their details (if bleachers are provided).

- Stage plan (including mobile stages) and location of egress points, including stair details, ramp details, handrail and guardrail details, etc. (if stage is provided).
- Location of fire extinguishers (1 for each 400 sq.ft. up to 1200 sq.ft., then one for each 1000 sq.ft. thereafter).
- Location of "NO SMOKING" signs

**4-All plans must include a separate SITE PLAN including the following:**

- Location of the tent in relation to all buildings or structures, roads, parking areas, storage containers, etc. (Minimum 20' separation required).
- Location of generator if applicable (minimum 20' from tent).
- Fire extinguishers are to have a minimum rating of 2A:10BC and be permanently mounted on a support member.

**5-All plans submitted for SPARKLER SALES must also include the following:**

- State sparkler certificate.
- Copy of state ID of applicant.

**6-All cooking operations under a tent or membrane structure must comply with NFPA 1, chapter 50.**

- Open or Exposed Flame– Open Flame or other devices emitting flame, fire or heat or any flammable or combustible liquid, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy or membrane structures while open to the public unless approved by the fire department official.
- If approved by fire department official, cooking and heating equipment shall be vented to the outside air by approved means. Cooking and heating equipment shall not be located within 10 feet of an exit or combustible material. Outdoor cooking that produces sparks or grease-laden vapors shall be at least 20 feet from tents, canopies, and membrane structures. The warming of previously prepared food is not considered to be cooking and is exempt from these requirements.
- **Class K Portable Fire Extinguishers** - Concession stands or vendors with cooking operations that include deep fat fryers shall provide a Class K wet chemical extinguisher. A minimum 2A:10BC fire extinguisher shall also be provided.

**7- All Generators and power sources-** Generators and other internal combustion power sources shall be separated from tents, canopies, and temporary membrane structures by a minimum of 20 feet.

**8-Fire Watch-**

- All temporary assembly tents with an occupant load of greater than 300 may be required to provide Fire Watch for the duration of the event.
- All permits will be reviewed and may require a fire watch based on information from application and site visit, if appropriate.

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**GENERAL INFORMATION SHEET**  
**REGARDING SPECIAL EVENTS, CARNIVALS AND FAIRS**

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**Special Event:** An event whether indoors or outdoors, that is held on public property or streets, non-profit organization property or non-residential private property that can reasonably be expected to cause a public gathering that is not part of the normal course of business at the location.

**Carnival:** A mobile enterprise principally devoted to offering amusement or entertainment to the public in, upon or by means of portable amusement rides or devices or temporary structures in any number or combination, whether or not associated with other structures or forms of public attraction.

**Fair:** An enterprise principally devoted to the exhibition of products of agriculture or industry in connection with the operation of amusement rides or devices, or concession booths.

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- A permit is required from the Fire Department to conduct a carnival or fair. *NFPA 1: 1.12*
- A permit is required from the Fire Department for all tents over 200 square feet or canopies over 400 square feet in size, which are used on the premises. *NFPA 1: 1.12*
- A permit is required from the Fire Department to conduct a parade. *NFPA 1: 1.12*
- Tents and canopies described above are to be in compliance with *NFPA 1, Chapter 25*.
- Size and location of the carnival or fair may require fire apparatus access roads. *NFPA 1: 10.16.2*
- Fire extinguishers shall have a minimum rating of 2-A:10-B:C. Maximum travel distance to a portable fire extinguisher shall not exceed 75 feet. All fire extinguishers shall be serviced and tagged according to the State Fire Code. *NFPA 1: 10.16.5 & 10.16.10.4*
- Electrical equipment and installation shall comply with the Electrical Code, and subject to approval by the Building Department. *NFPA 1: 10.16.7*
- Concession stands utilized for cooking shall have a minimum of 10 feet of clearance on two sides and shall not be located within 10 feet of amusement rides or devices. *NFPA 1: 10.16.8*

- A "K" rated dry chemical fire extinguisher shall be provided where deep-fat fryers are used. *NFPA 1: 13.6.6.7.1*
- Internal combustion power sources shall have fuel tanks of adequate capacity to permit uninterrupted operation during normal operating hours. Refueling shall be conducted only when the ride is not in use. *NFPA 1: 10.16.10.1 & 10.16.10.2*
- Internal combustion power sources shall be isolated from contact with the public by either physical guards, fencing or an enclosure. A minimum of one fire extinguisher with a rating of not less than 2-A:10-B:C shall be provided. *NFPA 1: 10.16.10.3 & 10.16.10.4* (This is in addition to the normally required fire extinguishers.)
- For reviewing stands, grandstands, bleachers and folding and telescoping seating see *NFPA 1, Chapter 25*.

*The items listed are general information only. Codes are subject to change. Additional requirements may apply.*

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**FIRE SAFETY PERMIT APPLICATION**

A Fire Safety Permit is required for any gathering that takes place on public or private property, an event whether indoors or outdoors, that is held on public property or streets, non-profit organization property or non-residential private property that can reasonably be expected to cause a public gathering that is not part of the normal course of business at the location.

The Fire Safety permit application form must be completed and submitted not less than thirty (30) days in advance of the event.

**REQUIREMENTS:**

1. Completed application and non-refundable permit fee of \$50.00.
2. Site plan of the event showing all temporary installations in relation to the surroundings. The site plan must show a detailed diagram of the event including the location of concession booths, portable toilets, dumpsters, public, emergency and accessible routes, parking, banners and signs, location of tents, stages, entertainment and orientation of loudspeakers, locations for electricity and water, and other relevant information.
3. If your event includes construction, electrical, plumbing or mechanical work, then the work must receive a final inspection prior to the commencement of the event. If the inspection must be completed after 3:00 p.m. Monday through Friday, over a weekend, or on a National Holiday, then the cost of each inspection will be \$60.00 per hour per inspector (minimum 2 hours, if available). Please note that the specific contractor for the applicable inspection must be on-site at time of inspection. If not, the inspection will be cancelled.

**The person or designee in charge of the event must be present at the event and remain at the location for the entire duration of the event.**

# FIRE SAFETY PERMIT APPLICATION

Title of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_ per day

Times of Event: \_\_\_\_\_ to \_\_\_\_\_ Set-up: \_\_\_\_\_ Breakdown: \_\_\_\_\_

Event Location: \_\_\_\_\_  
(Attach Site Diagram: Set-up sketch, staging items, food vendors, parking area, security, etc.)

## SPECIFIC TYPE OF EVENT (Check all that apply):

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Athletic Event | <input type="checkbox"/> Business Event | <input type="checkbox"/> Celebrations    | <input type="checkbox"/> Community Event  |
| <input type="checkbox"/> Concert/Band   | <input type="checkbox"/> Fair/Carnival  | <input type="checkbox"/> Fireworks       | <input type="checkbox"/> Fundraiser       |
| <input type="checkbox"/> Grand Opening  | <input type="checkbox"/> Parade         | <input type="checkbox"/> Political Event | <input type="checkbox"/> Place of Worship |
| <input type="checkbox"/> Wedding        | <input type="checkbox"/> Other _____    |  |   |

Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will Vendors be cooking or heating food? (Please read fire watch requirements for cooking.)

- Gas       Electric       Charcoal       Other: \_\_\_\_\_

Will any of the following event staging items be used?

- |                                      |                 |                       |
|--------------------------------------|-----------------|-----------------------|
| <input type="checkbox"/> Canopy(ies) | Quantity: _____ | Sizes(s) LxWxH: _____ |
| <input type="checkbox"/> Stage(s)    | Quantity: _____ | Sizes(s) LxWxH: _____ |
| <input type="checkbox"/> Tent(s)     | Quantity: _____ | Sizes(s) LxWxH: _____ |

Please attach:

- 1) Structural information, anchoring details, flame certificates, etc.
- 2) A floor plan including seating arrangements, locations of means of egress, extinguishers and exit signs.

Producing Organization/Entity: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Emergency contact: \_\_\_\_\_

(Please include a letter of permission from the property management/owner for this event if the applicant is not the responsible entity for the property at the location this event is scheduled. Events taking place on city or county property may require permission from the City Commission.)

## APPLICANT INFORMATION:

Name (Please Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**SPECIAL EVENT PERMIT  
HOLD HARMLESS AGREEMENT**

I/We the undersigned, being of lawful age, by affixing my/our signatures hereto, do hereby agree to indemnify and to hold harmless the City of Clewiston, its officers, employees, elected officials and agents, from and against any and all liability claims, actions, causes of action, demands, rights, damages, cost, loss of service, expenses, and compensation for all negligence whether active or passive arising out of or in any way connected or related to \_\_\_\_\_

\_\_\_\_\_ to be held on \_\_\_\_\_.  
*(Name of Event)* *(Date of Event)*

\_\_\_\_\_  
Name of sponsoring Individual(s) or Organization/Group

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone No. (include Area Code)

\_\_\_\_\_  
Email Address

I understand by affixing my signature to this release, that I do assume all risks and waive defendant's negligence, including a release of heirs.

Furthermore, the undersigned hereby acknowledges receipt of the Special Event Permit Application and willingness to adhere to its provisions.

**AUTHORIZED REPRESENTATIVE**

*(To be completed by individuals representing an Organization or Group)*

I, \_\_\_\_\_, warrant that I have authority to bind \_\_\_\_\_  
*(Name of individual)* *(Name of Organization/Group)*

\_\_\_\_\_ to this Hold Harmless Agreement and by my signature hereon do so bind this individual/organization. By executing this waiver as an authorized representative you are hereby binding all of your organization/group's individuals participating in this event to this waiver and hereby assume responsibility for these individuals.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Minors:** (required for participants under the age of 18 at the time of the event)

This is to certify that I, as parent or legal guardian, have legal responsibility for this participant. I have read and understand the significance of this waiver and release and do consent and agree to his/her waiver, release and assumption of the risk as provided above.

\_\_\_\_\_  
*(Print Name of Parent/Legal Guardian)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date