

INTER-DEPARTMENTAL MEMO

To: Catherine Shaughnessy

Department: Clerk's

From: James Poppelreiter, Chief

Department: Fire

Subject: Outdoor Gathering Application - F. D. Requirements

Please distribute a copy of this memo with each Outdoor Gathering Application. This memo must be signed and returned by the applicant along with any required documentation.

TO THE APPLICANT

FOR ALL EVENTS:

- ... **it is imperative that traffic flow and parking arrangements allow fire department vehicle access to and from the site using normal routes (unless otherwise specified by you and approved by us).**
- ... **provisions must be made for notifying the fire department in case of an emergency (9-1-1). Also, to direct fire department to the scene.**
- ... **normal access to hydrants must be maintained.**

Outdoor gatherings with more than 1,500 people expected at one time, (or fewer if handicapped or elderly) require a designated and posted first aid location with appropriately trained personnel.

Applications for outdoor gatherings encompassing more than the immediate area (such as marathons, walks, bicycle events, etc.). A map of the location/routes and a plan for detecting medical emergencies is required. Please note the following definitions and specifications listed below:

1. CANOPY covering no sides
2. TENT covering and sides
3. CANOPY/TENT B.O.C.A. 1993: "Exposed Flames" Gasoline, gas, charcoal or other cooking device or any other unapproved open flame shall not be permitted inside or located within 20 feet of any canopy/tent or air supported structure.
4. PORTABLE FIRE EXT at least one portable fire extinguisher with a minimum 2-A rating shall be provided in all tents or air supported structures.
5. FABRIC INSPECTION all canopies and tents in the event are to be flame retardant, with certificates. Canopies/tents are to have attached certification labels.

NOTE:The back of this memo must be used to record any required documentation and to verify applicant's understanding of the above requirements.

**OUTDOOR GATHERING APPLICATION
(Fire Department)**

Page 2 of 2

As the responsible person for _____, I have read the Fire Department requirements cited in this notice and agree to comply. In the space below, I have recorded any information necessary to satisfy these requirements.

Signature

Date

Print Name

G:\forms.dir\misc\paradesoutdoorgath.doc

OUTDOOR GATHERING APPLICATION

Name of Organization: _____

Contact: _____

Business address: _____

_____ City State Zip Code Day telephone number

Home address: _____

_____ City State Zip Code Evening telephone number

Owner of property: _____

Written permission from: _____

Reason for assembly: _____

Place of gathering: _____

Sponsor: _____

Proposed licensee: _____

Date(s) and hours: _____

Type of gathering: _____

Number of people: _____

Number, types and use of tents or temporary structures: _____

License fees: \$300.00 (non-refundable)

Insurance: _____

Bonding: _____

Please provide a detailed explanation, including drawings and diagrams where applicable, of the plans to provide for the following:

Police and Fire protection and on and off-site traffic control, if appropriate (will you be making arrangements for same?) _____

Food and water supply and facilities

Health and sanitation facilities

Medical facilities and services including emergency vehicles and equipment

Vehicle access and parking facilities

Camping and trailer facilities

Illumination facilities

Communication facilities

Noise control and abatement

Facilities for clean-up and waste disposal

Insurance and bonding arrangements

A map of the overall site of the proposed outdoor assembly

Please fill in and return this application form along with the following:

*Permit Application

*The signed copy of the Fire Department Memo (please read carefully)

*Certificate of Insurance naming West Bloomfield and Road Commission for Oakland County as additionally insured.

*A check in the amount of \$300.00, which is not returnable.

Please carefully read the attached copy of Ordinance No. C-143-A, Ordinance to License Outdoor Gatherings.

Applicant's signature

Please return to: Catherine Shaughnessy, Clerk
West Bloomfield Township
4550 Walnut Lake Road
P.O. Box 250130
West Bloomfield, MI 48323-0130

cc: Police Department
Fire Department
Code Enforcement
Building Department

G:\forms.dir\misc\paradesoutdoorgath.doc