

**BUENA VISTA TOWNSHIP
APPLICATION FOR ASSEMBLAGE OF OVER
TWO HUNDRED AND FIFTY (250) PERSONS**

Date _____ Event Application # _____

APPLICATION INFORMATION

Full Legal Name of Sponsoring Person(s)/Organization _____

Age of said Person(s) _____

Type of Organization(s)(church, youth, civic, etc.) _____

Mailing Address of Sponsoring Person(s)/Organization(s) _____

City, State, Zip Code _____

Name of Contact Person(s) _____

Telephone (Home) _____ (Business) _____ (Fax) _____

Location where event will take place _____

Date(s) of Request: _____ Hours: From _____ To _____

Name of Special Event _____

Special Event purpose & description _____

Anticipated # of participants, invited guests, members of the General Public: _____
(if no estimate is made, please state the reason why such estimate cannot be made.)

History of Special Event (if any) _____

Proposed machinery, motor vehicles, rides and electrical equipment being used for said event.

Proposed Entertainment/ Activities _____

Copy of Insurance Policy Attached _____

Fee: \$35.00 / day Ck. # _____ Cash _____

I acknowledge the Buena Vista Township Assemblage of over Two Hundred and Fifty (250) Persons Permit as established by Ordinance No. 7-2008 and agree to comply with the conditions of the permit requested herein as established by the Ordinance. If this application is approved, I agree to reimburse Buena Vista Township for all extraordinary costs incurred by the Township in connection with this event. I understand that I will provide to Buena Vista Township a copy of the required Liability Insurance.

Date

Signature of Applicant or Authorized Representative

NOTE: All applicants are requested to submit the completed application at least 30 days prior to the planned event. Please attach: Application for License; Application information; in Item A. Item B. (1-21), and Item C in Ordinance. Non-Compliance with this request will be in violation of Ordinance No. 7-2008.

THIS IS NOT A PERMIT

ASSEMBLAGE OVER 250

CHECK LIST

APPLICATION

	How many people will be attending the assembly		Name, age, residence and mailing address of persons required to sign the application
	Provide potable water which meets all federal & state requirements		Name, age, residence and mailing address of all persons contributing \$500 or more to the production of said assembly
	Provide separate enclosed toilets for male and females		Address and legal description of all property upon which the assembly is to be held, to include the name, residence and mailing address of the record owner of said property
	Provide sanitary method of disposing of solid waste		Proof of ownership of all property which assembly is to be held
	Provide proof of licensed physicians and nurses to provide average medical care		The nature or purpose of the assembly
	Provide proof of NJ licensed security guards to provide adequate security		The total number of days and/or hours which the assembly is to last
	Provide a bond by a surety company licensed in NJ in the amount of \$500,000		The maximum number of persons the applicant shall permit at any time during the assembly
	Provide proof of property being fenced in to prevent people in excess of the maximum permissible number from gaining access to the assembly grounds		Applicants plan to limit the maximum number of people to assemble
	Provide proof of illumination sufficient to light the entire area if assembly continues during the hours of darkness		Plans for fencing the location of the assembly and the gates contained in such fence
	Provide a free parking area inside of the assembly grounds		Plans for supplying potable water, including the source, amount available and location of outlets
	Provide telephones connected to outside lines to provide service for the maximum number people attending		Plans for providing lavatory facilities
	Provide proof of obtaining fire permits		Plans for holding, collecting and disposing of solid waste
	Provide all reasonably necessary precautions to ensure that the sound of the assembly will not carry beyond the enclosed boundaries		Plans to provide medical facilities, including location, the names and addresses of physicians and nurses and provisions for EMS
			Plans, if any, to illustrate the location of the assembly, including the source, amount of power and the location of land
			Plans for parking vehicles
			Plans for telephone service, including source, number and location of telephones
			Plans for security, including number of guards, the deployment, names, addresses, credentials and hours of availability
			Plans for fire protection
			Plans for sound control
			Plans for food concessions and concessioners

Mayor
Chuck Chiarello

Buena Vista Township
P.O. Box 605
890 Harding Highway
Buena, NJ 08310

Township Committee
John Armato
Teresa Kelly
Steve Martinelli
John Williams

Administrator/CMFO
Kenia Nunez-Acuna

Township Clerk
Lisa A. Tilton

Telephone: (856) 697-2100
Facsimile: (856) 697-8353
bmurray@buonavistanj.com

Fire Marshall
Brian Murray

APPLICATION FOR FIRE SAFETY PERMIT

PERMIT LOCATION INFORMATION

Name of Business, Structure, Premises Phone#

Physical Address, City State Zip

APPLICANT INFORMATION

Name Daytime Phone#

Address City State Zip

PERMIT INFORMATION

Permit requested for following dates: _____

Permit requested for one-year term: _____

The above named applicant hereby requests permission to conduct the following **activity** at the above stated location:

And/or for the storage, occupancy, use, sale, handling or manufacturing of the following: (example: type of flammables)

Please list quantities and method for each category of material to be stored or used:

I hereby acknowledge that the information given on this application is correct, and agree to comply with the applicable requirements of the New Jersey Uniform Fire Code as well as any specific conditions imposed, and, if not, this permit may be revoked and will be subject to penalties as provided by law. [N.J.A.C. 5:70-2.7(a)]

Applicant Signature Date Title

Make Payment to: **Buena Vista Township Fire Prevention** Type 1 permit fees: \$42.00

For Official use only; Permit Type _____ Fee \$ _____ Approved _____

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NJ UNIFORM FIRE CODE: COOKING VENDOR GUIDELINES

- The following are minimum guidelines for each cooking vendor at festivals, carnivals, etc.
- A site plan may be required by the Fire Official prior to event.

FIRE SAFETY PERMIT:

N.J.A.C. 5:70-2.7(a); All cooking vendors shall be required to apply for a fire safety permit issued by the Buena Vista Fire Prevention Bureau. All permits shall be made available to the fire official upon inspection.

N.J.A.C. 5:70-2.9(c) Type 1 \$42.00 Permit Fee is required; vendor shall provide a check or money order payable to the "Buena Vista Township". Permits will not be issued unless payment is made in full.

N.J.A.C. 5:70-2.7(f); The fire official upon inspection may deny or revoke a permit at any time; this can be due to failure to meet the permit conditions, unabated fire code violations or unsafe conditions.

FIRE EXTINGUISHER: All cooking vendors shall supply their own fire extinguishers.

N.J.A.C. 5:70-3, 906.2; All fire extinguishers shall comply with NFPA 10/2002. All fire extinguishers shall have a valid dated inspection tag, good for one year.

N.J.A.C. 5:70-3, 904.11.5; Class K portable fire extinguishers are required for cooking with vegetable or animal oils and fats.

N.J.A.C. 5:70-3, 904.11.5.1; Class K portable fire extinguishers are required for cooking with solid fuel.

N.J.A.C. 5:70-3, 904.11.5.2; Class K portable fire extinguishers required for deep fat fryers.
(See 2006 IFC-NJ for size and quantity)

PROPANE TANK:

N.J.A.C. 5:70-3, 3003.5.3; Propane tanks shall be secured, to prevent falling over.

N.J.A.C. 5:70-3, 3801.1; Propane tanks and equipment shall comply with NFPA 58/2004.

N.J.A.C. 5:70-3, 3803.2.1; Propane tanks shall not be taken into buildings/tents, (see 2006 IFC-NJ for exceptions)

Mobile Canteens & Cooking Trailers:

N.J.A.C. 5:70-4.7(g) All cooking operations that produce grease laden vapors shall be equipped with a ventilating hood, duct, and automatic fire suppression system.

N.J.A.C. 5:70-3, 904.6; Chemical extinguishing systems shall be maintained and inspected semi-annually as per NFPA17

N.J.A.C. 5:70-3, 609.2; Excessive grease and residue buildup on kitchen exhaust systems, cleaning required.

MISCELLANEOUS:

N.J.A.C. 5:70-3, 104.3; All appliances shall be listed and labeled and approved by the fire code official.

N.J.A.C. 5:70-3, 2403.8.2; No vehicles shall be parked within 5 feet of tents or canopies.

N.J.A.C. 5:70-3, 2404.15.3; Suitable barricades shall be provided to maintain a distance of 5 feet between the heat producing appliance and the public.

- Propane tanks between 4 and 40 lbs. shall have an Overfill Protection Device for filling in NJ.
- Propane tanks shall be hydro tested every 12 years, and not dented or badly rusted.
- Regulator shall be in good condition and the relief valve shall face away from the public areas.
- All plastic type protective caps shall be removed from all propane tanks before operating.
- Hoses shall not be covered with grease and shall not be swollen.
- Hoses shall not create a tripping hazard
- Only approved lighter fluid shall be used for charcoal grills.

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NJ UNIFORM FIRE CODE: TENTS/CANOPIES

N.J.A.C. 5:70-2.7(a); All vendors shall be required to apply for a type 1 fire safety permit issued by the Buena Vista Fire Prevention Bureau. All permits shall be made available to the fire official upon inspection.

- All tents/canopies greater than 900 square feet with or without side panels will require a separate permit for each.
- All tents/canopies greater than 30 feet in travel distance in any one direction will require a separate permit for each.
- All tents/canopies that will remain in place for fewer than 180 days.
- All tents/canopies that are used or occupied between April 1 and November 30.
- All tents/canopies that do not have a permanent anchoring system or foundation.
- All tents/canopies that contain platforms and bleachers up to 11 feet in height.

N.J.A.C. 5:70-2.9(c) Type 1 \$42.00 Permit Fee is required; vendor shall provide a check or money order payable to the "Buena Vista Township". Permits will not be issued unless payment is made in full.

N.J.A.C. 5:70-2.7(f); The fire official upon inspection may deny or revoke a permit at any time; this can be due to failure to meet the permit conditions, unabated fire code violations or unsafe conditions.

N.J.A.C. 5:70-3, 2404.12; Fire extinguishers - at least one portable fire extinguisher with a minimum 4-A rating, or two portable fire extinguishers with a minimum 2-A rating each, shall be provided in/under all tents.

N.J.A.C. 5:70-3, 2404.2; Tents/canopies shall be constructed of fire retardant materials or be properly treated as per NFPA 701/1999. Proper documentation shall be provided by the vendor upon inspection.

N.J.A.C. 5:70-3, 2404.5; Combustible materials and excessive trash shall not be located within any tent or canopy (min. 20 feet clearance).

N.J.A.C. 5:70-3, 2404.7; 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 the tent or canopy.

- NO cooking under tents.
- NO deep fryers shall be under tents.
- NO cooking with grease laden vapors under tents.
- Note: See Bulletin 2006-1 for further information and exceptions.

N.J.A.C. 5:70-3, 2403.12.6; Exit signs are required when the exit serves and occupant load of 50 or more.

N.J.A.C. 5:70-3, 2403.12.6.1; Exit signs shall be illuminated. For occupant loads of 300 or less when the tent is enclosed; or an approved emergency system, for occupant loads greater than 300.

N.J.A.C. 5:70-3, 2403.12.7; Means of egress shall be illuminated from a separate circuit or source of power. (Not less than 1 foot candle (11lux) at floor level)

N.J.A.C. 5:70-3, 2403.12.8; Means of egress, width of exits, aisles and passageways shall be maintained at all times.

- Interior finish, decorative materials and furnishings shall comply with Chapter 8.
- Occupant Load and Number of Exits shall be approved by the Buena Vista Fire prevention Bureau.

NJ UCC TENT PERMIT REQUIRED:

Tents larger than 16800 square feet in size, greater than 140 feet of travel distance in any one direction, bleachers or platforms higher than 11 feet, up for more than 180 days and used between December 1 and March 31 or having a permanent anchoring system or foundation.