



Public Safety Plan

Special Events Flow Chart

Procedure for Operational Permits:

- Written Description of Event
- Permission from **Property Owner** & Business Owner (If different Entity)
- Contact Information for Person Responsible for Event
- Dates of Event and Times of Event Operation
- Tent Information and Size
 - Location of tent or inflatable membrane structure
 - Certification of tent or inflatable membrane structure
 - Name and address of owner
 - Date fabric last treated with flame retardant solution
 - Name of testing agency and test standard used
 - "NO SMOKING" and "EXIT" signs
 - Fire Extinguisher – minimum ZA-10BC
 - No open or exposed Flame
 - Electrical equipment comply with NFPA 70
- Vendor List
- Alcohol Policy and Temporary PA Liquor Sales Permit
- Security Plan
- Medical Plan
- Parking Plan
- Liability Insurance
- Worker's Compensation Policy
- Business License
- Anticipated Crowd Size
 - Crowd Manager: One (1) for every 250 attendees
- Site Plan
 - One (1) Egress and Exit
 - One (1) Location of tents, tables, stages, vehicles, etc.
- Fireworks: **Permit Required**
- Open Flame: **Permit Required**
- Temporary Stages/Platforms
 - Approved construction documents or manufacturer installation manual

