

2016 SPECIAL USE APPLICATION

E: TENT PART 1



Monroe County
Parks

**Part 1 should be completed for ALL
Special Use Events (A), or Private Rentals (D), or any other Shelter/Lodge/Facility rentals
that are putting up any tents larger than ~15x15 feet.**

In most cases, there is room and solid ground available for tents. However, tents may not be feasible in certain locations. There is an impact fee if you set up tents larger than ~15x15 feet. The provider of the tent(s) must have the proper insurance documents on file with the Monroe County Parks Department (or submit it before your event). Once you, or the provider, obtain these documents please submit them to the Monroe County Parks Department. See Pages 1-2 of this application for specifics about insurance requirements.

Name: _____

Mailing Address: _____
Street City State Zip code

E-mail Address: _____

Office/Home Phone #: _____ Day-of-Event Cell Phone #: _____

Fax #: _____ Date of Event: _____ Starting & Ending Time: _____

-Who is your tent provider? _____

-When will the tents be dropped off, set up, and picked up again? *(Same day is strongly preferred so as not to impact Lodge or Shelter renters before and after you).* _____

-Where will your tents be set up? *(Depending on ground conditions, the Park Staff may require alternate tent placement).*

-Please enter, in the parentheses below, the number of tents you plan to have at your event. Then fill in the total amount of fees in the space to the right.

[] **Pop-up Tent (~15x15 or less) \$0 impact fee for each tent:** x # of Tents = \$ _____ n/a

[] **Small Tent (~16x16 ft. up to ~20x20 ft.) \$40 impact fee for each Small Tent:** x # of Tents = \$ _____

[] **Large Tent (over 20x20 ft.) \$100 impact fee for each Large Tent:** x # of Tents = \$ _____

I have read and understand all the park rules and regulations and if my group damages the park or facilities in any way, I will be financially responsible for all the fees to repair the damage.

Date: _____

Signature: _____

**If any of your tents are over ~15x15 AND have walls, or any
are over ~20x20 (with or without walls) please continue to Pages 2-5.**

2016 SPECIAL USE APPLICATION

E: TENT PART 2



**Monroe County
Parks**

Part 2 should be completed for ALL Special Use Events (A) or Private Rentals (D), or any Shelter/Lodge/Facility rentals that are putting up tents, with walls, that are over 200 square feet (~15x15 feet) and ALL canopy tents (i.e. those without walls) that are over 400 square feet (~20x20 feet).

TENT or AIR SUPPORTED STRUCTURE PERMIT APPLICATION

In accordance with the New York State Fire Prevention and Building Code, a permit is required to erect or maintain a tent(s) and membrane structures having an area in excess of 200 square feet and canopies in excess of 400 square feet.

Applicant & Property Information	Event Information			
	Event Start Date	Event End Date		Temporary and Revocable Use Permit Approval Date For office use only
	Event Name			
	Location of Tent or Air Supported Structure			
	Name of Park			
	Facility, Lodge, or Shelter	City	State	Zip
Phone		Business Phone		
Primary Contact	Name			
	Address	City	State	Zip
	Phone	Mobile Phone	Work Phone	
Tent Installer Contact	Name			
	Address	City	State	Zip
	Set up Date and Time	Mobile Phone	Work Phone	

If set up date and/or time changes, please email – inspections@monroecounty.gov

Include the following with this application: Site Plan Flame Resistant Certificate

The undersigned represents that this application for a permit as described herein will be in accordance with all ordinances of the Fire and Building Code of New York State and that any plans or specifications submitted with this application are the plans or specifications relating to this permit and no other.

Applicant Signature	Applicant Name (Print)	Application Date
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A Tent Permit is valid for dates indicated above and not to exceed more than 180 days after which the tent must be removed from the property. Requests for permit extensions accompanied with written justification may be granted on a case-by-case basis. Tents composed primarily of fabric must be constructed of flame retardant or fire resistant materials. Fire extinguishers and their location in or around the tent must be inspected and approved by the Monroe County Code Enforcement Official. Cooking tents must be reviewed and approved prior to obtaining a permit. All tents must be anchored to the ground and secured to prevent collapse and/or rollover during high winds.

(For events with more than one (1) tent, fill out the back of the application)

Tent or Air Supported Structure Permit

A tent or air supported structure permit application has been approved by the County of Monroe for the following:

Issue Date: _____ Expiration Date: _____

Location of Event: _____

Permit Issued To: _____

Vendor Tent ID: _____ (Corresponding to submitted site plan)

This permit is valid for only the dates indicated above. This permit must be presented upon request.

The County of Monroe reserves the right to revoke this permit at any time.

If set up date and/or time changes, please email – inspections@monroecounty.gov

Code Information Checklist: Tents - Uses and Prohibitions

Tents come in various sizes and shapes and are used for a variety of purposes. This information sheet is provided to assist tent users or property owners with the requirements set forth by the New York State Building and Fire Codes. The New York State Building and Fire Code applies to tents greater than 200 square feet in size (except cooking tents) used for private or commercial purposes such as for weddings, event registrations, funerals, temporary shelter and similar uses. Permits for tents are valid for no more than 180 days.

Site Plan – A detailed site and floor plan for tents, canopies or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent, canopy or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment. Where more than one (1) tent will be erected, the site plan will designate each tent numerically to easily reference their location.

Flame-resistant treatment – Tents and/or canopies must be composed of flame-resistant material or shall be treated with an approved flame retardant in a manner that meets the requirements for flame resistance as determined in accordance with NFPA 701. The permit application must be accompanied with documentation certifying that the tent and related components such as the sidewalls, drops, canopies, floor coverings, etc. are flame-retardant. (See Exhibit A)

Combustible materials – If a tent or canopy is used for the gathering of persons for an event or meeting then hay, straw, shavings or similar combustible materials shall not be located within the tent or canopy, however, sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided they are kept damp. Combustible materials shall not be permitted under stands or seats at any time. The areas within and adjacent to the tent or canopy shall be maintained clear of all combustible materials within 20 feet. Combustible vegetation shall be removed from the area occupied by a tent or canopy and from areas within 30 feet of such structures. Combustible trash shall be removed at least once a day from the tent or canopy during the period the structure is occupied by the public.

Smoking - Smoking is not permitted in tents or under canopies. Approved “No Smoking” signs shall be conspicuously posted within the tent.

Open or exposed flame – If the tent or canopy is open to the public then open flames or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or within 20 feet of the tent or canopy.

Cooking tents – Cooking tents may be permitted only where the public does not utilize or access the tent. Where cooking is performed, it shall be separated from other tents or canopies by a minimum of 20 feet. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials. Warming of foods or limited cooking demonstrations and similar operations that use solid, flammables, butane or other similar devices and which do not pose an ignition hazard may be approved on a case-by-case basis. **Flammable-liquid-fueled equipment shall not be used in tents or canopies. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from tents or canopies.** LP-gas containers or similar flammable fuel containers shall be located outside the tent with safety release valves pointed away from the tent or canopy. Portable LP-gas containers with a capacity of 500 gallons or less shall have a minimum separation between the container and tent or canopy not less than 10 feet and LP-gas containers having a capacity of more than 500 gallons a minimum separation of not less than 25 feet is required.

Separation of generators - Generators and other internal combustion power sources shall be separated from tents or canopies by a minimum of 20 feet and isolated from contact with the public by fencing, enclosure or other approved means.

Electrical equipment - All electrical equipment, lighting, outlets, wiring, etc. shall bear a U.L. label or label from an approved testing laboratory and be installed in accordance with the National Electrical Code. Spot or effect lighting shall only be by electricity and all combustible construction located within 6 feet of such equipment shall be protected with approved noncombustible insulation not less than 9.25 inches thick.

Portable fire extinguishers - Portable fire extinguishers shall be provided and their location shall be clearly identified.

Posting of Occupant Load – The maximum occupant load shall be determined by the Code Enforcement Official and shall be posted in a conspicuous place, near the main exit or exit access doorway.

Egress and Exits – The number and size of exits shall be based on the occupant load of the tent as determined by the tents use. All paths of egress to tent exits shall be maintained clear of obstructions at all times. Where the occupant load is greater than 50, illuminated exits signs shall be clearly posted at each exit. Where the tent or canopy is used for seating, the seats, benches or chairs shall be arranged in such a manner that aisles and exit access paths are clearly defined. The means of egress shall be illuminated at all times the tent is occupied.

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (INCHES)	MINIMUM WIDTH OF EACH MEANS OF EGRESS (INCHES)
10 TO 199	2	72	36
200 TO 499	3	72	72
500 TO 999	4	96	72
1,000 TO 1,999	5	120	96
2,000 TO 2,999	6	120	96
Over 3,000	7	120	96

When the occupant load exceeds 3,000, the total width of egress (in inches) shall not be less than the total occupant load multiplied by 0.2 inches per person.


Exit openings – Openings from tents shall remain open unless covered by a flame-resistant curtain. The curtain shall be free sliding on a metal support. The support shall be a minimum of 80 inches above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtain obstructs the exit. Curtains shall be of a color, or a color, that contrasts with the color of the tent.

Anchorage - Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the code enforcement official on request.

Note – Contact the Code Enforcement Official for all tents, canopies or membrane structures having an aggregate floor area in excess of 15,000 square feet for additional requirements.

EXHIBIT A

Certificate of Flame Resistance



REGISTERED APPLICATION
SPONSOR No. _____

ISSUED BY
Academy Tent & Canvas
5035 Gifford Ave.
Los Angeles, CA 90058
(323) 277-8368

Date treated or manufactured
03/08/2002

This is to certify that the materials described below hereof have been flame retardant treated (or are inherently nonflammable).

FOR _____ ADDRESS _____
CITY _____ STATE _____

Certification is hereby made that: (Check "a" or "b")

(a) The articles described below this certificate have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.
Name of chemical used _____ Chem. Reg. No. _____
Method of application _____

(b) The articles described below hereof are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use; Fabric has been tested and passes NFPA 701-06.
Trade name of flame-resistant fabric or material used _____ VINYL _____ Reg. No. _____
The Flame Retardant Process Used Will Not Be Removed by Washing
(will or will not)

By _____ Title _____
Name of Applicator or Production Superintendent