



**East Dundee Fire District
Fire Prevention Bureau**
401 Dundee Ave
East Dundee, IL 60118
847-426-7521

Special Events Application & Guidebook

Event Type:

<input type="checkbox"/> Small Outdoor/Indoor Event under 500 people	<input type="checkbox"/> Large Outdoor/Indoor Event over 500 people	<input type="checkbox"/> Firework/Pyrotechnic Display
Date of Application:		Date of Event:
Location:		
Event Start Date/Time:		Event End Date/Time:
Setup Date:	Setup Time:	Requested Inspection Time:
Event Sponsor/Crowd Manager:		
Sponsor Name:	Sponsor Phone #:	Sponsor Email:
Anticipated Number of Attendees:		Anticipated Number of Event Workers:
Will there be carnival or mechanical rides:		Number of Stages:
Total Number of Vendors:		Total Number of Hot Food Vendors:
Number of 10x10 tents:		Number of tents larger than 10x10:

Every vendor with a booth will receive a fire inspection and is responsible for paying an inspection fee.

Please Note: If the event sponsor elects not to pay the vendor's inspection fee, a list of vendors with full contact information must be provided to the East Dundee Fire District. This information will include contact name, number, and e-mail. All inspection fees will be due at time of service. All fees must be paid prior to releasing any permit.

Event applications must be submitted no less than thirty (30) days prior to the event. Event applications submitted less than thirty (30) days prior to the event will be subject to additional fees. An expedited review may be requested and will be based upon availability.

Applications shall include the following:

- A legible site plan to include proposed layout of the event; fire hydrant locations; fire/emergency access; and distances to any structures.
- A life safety evaluation may be required based on the size of the event in accordance with the fire code.
- All vendors should review the East Dundee Fire District guidelines, on our website at www.EDFire.com
- Failure to comply with requirements of the EDFD may result in additional fees and/or shutdown of the Event.

	Administrative Use Only
Submitting Party Name (Print)	Date Received:
Submitting Party Name (Sign)	Received By:
Date:	Fees Due: Paid: <input type="checkbox"/>
	Forwarded for Review: <input type="checkbox"/>

OUTDOOR FESTIVAL and SPECIAL EVENT GUIDEBOOK

The purpose of this guidebook is to establish responsibilities for event promoters, sponsors, vendors, and the East Dundee Fire District.

Event Sponsor/Crowd Manager: The Event Sponsor assumes overall responsibility for overseeing the setup and activities of the event and ensures compliance with all applicable fire and life safety codes.

The Event Sponsor/Crowd Manager shall:

1. Have successfully completed the 2hour online Crowd Manager Training Course provided at <https://crowdmanagers.com/> and provide the East Dundee Fire District with the completion Certificate prior to the start of the event.
2. Ensure completion and approval of all required permits from the East Dundee Fire District – Fire Prevention Bureau
3. Provide a site plan to the East Dundee Fire District with the following information:
 - a. Name of all streets and areas that are included in the event.
 - b. Location(s) of fire lanes (minimum 20 feet) width.
 - c. Location of all stages, non-food booth vendors, food vendors, and all displays. Provide details for cooking operations and displays that use heat-producing appliances.
 - d. Identify all emergency exits.
 - e. Identify any fire hydrants that are in the vicinity of the event.
 - f. A list of all food vendors with the type of food and cooking method is required. Food trucks require a separate operating permit through the district.
 - g. Event Sponsor is responsible for distributing a copy of the Fire Department’s requirements to the hot food vendors.
 - h. Event radios (if used) shall be provided with a list of assigned channels.
 - i. **PARADE FLOATS:** Refer to float inspection/checklist provided on page 6 of this document.

Event Vendors: Event Vendors are responsible for the safe operation of their booth, display and/or attraction. All vendors shall coordinate with the Event Sponsor on the event setup, take down times, and ensure their setup complies with the following:

1. Fire lanes, fire department connections, and building access is clear and unobstructed.
2. Be prepared, for a fire inspection and correct any cited deficiencies prior to event start time.
3. Shall ensure all fire and life safety code requirements are maintained for the duration of the event.

Fire Department Special Event Staff: EDFD Fire Prevention will conduct an inspection on the special event prior to the scheduled start day and time. If required, correction notices shall be issued, and a follow-up inspection will be required prior to opening. Fire inspections will include, but is not limited to, the following:

1. Hot food vendors – cooking operations, setup, extinguishing systems, fire extinguishers.
2. Fire Department Access – minimum 20-foot width; vertical clearance of 13.5 foot.
3. Access to fire hydrants, fire department connections, fire alarm panels, and command centers.
4. Event egress – accessible exits, required signage.
5. Rides and displays – inspect for safety and proper state certification tags.
6. Generators and propane tanks – location of fuel, stable base provided.
7. Stages – location of stage setup, extension cords used, fire extinguisher provided.
8. Non-Food vendors – setup, and fire extinguishers (dependent on operations).
9. Beer and wine gardens – setup, occupancy load, exits marked, required fire extinguisher provided.
10. Pyrotechnic displays and open flame effects. **REQUIRES SEPARATE PERMIT** – Refer to permit application/checklist provided on page 8 of this document.

Pyrotechnic Displays and Open Flame Effects: Pyrotechnic displays require a separate permit from the EDFD. Refer to permit application and checklist provided on page 7 of this document. The EDFD shall review all open flame and theatrical flame effects. Open flame effects shall include, but are not limited to the following:

1. Fire dancing
 2. Stage props and effects
 3. Fire eating
 4. Magic acts
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Access for Fire Apparatus: During large events or events with special hazards (Rides, Fireworks, Etc.) it is important to maintain access points for apparatus. This includes not only fire trucks for suppression, but also other emergency vehicles including medical units. To ensure a safe event, all fire access requirements shall be enforced at all times.

Access through the event shall include the following:

1. A designated fire lane, no less than 20 feet wide with a vertical clearance of no less than 13.5 feet.
2. Access roads that exceed 150 feet with no exit, shall be provided with a means to turn around. A EDFD representative shall approve all turning radiuses.
3. Any designated fire accesses shall be clearly identified with signage indicating “Fire Access – No Parking”.

Access to Structures: Access to structures and walkways shall be provided as required by EDFD. Identified access points shall be reviewed at the time of permit submittal and may vary depending on the building and the venue. Access to the following shall be required:

1. All exterior doors and openings
2. Fire control rooms
3. Fire pump rooms
4. Parking structures
5. Exterior utility distribution vaults

Access to Water Supplies: Event Sponsors, Vendors, and all other event staff shall be required to maintain a 15-foot clearance around all fire hydrants and other water supply connections. If a setup is found to be blocking access to water supplies the set-up shall be immediately relocated. Access to the following shall be maintained at all times:

1. Fire Hydrants
2. Fire Department Connections
3. Post indicator valves – fire backflows – OS&Y valves

Event Egress: This section shall apply to two (2) types of events:

1. Fenced events – commonly located in parks or other large open areas.
2. Blocked streets – commonly done at events where main streets and cross streets are closed.

Fenced Events: These events typically take place in a park or other large open area where the designated area for the event is closed off by temporary fencing.

1. The number of exits shall be determined based off the size of the fenced area and AHJ determination.
2. Exits shall be spaced equally along the perimeter of the fence. The maximum travel distance between exits shall not exceed 200 feet of travel. Additional exits shall be added, if needed.
3. The width of exits on temporary fencing shall be no less than 48 inches or approximately one (1) panel width.
 - A. A member of security shall staff every exit. The security provider shall be able to provide a gate assignment roster upon request.
4. Emergency exits shall be marked by one (1) of the following:
 - A. Exit signs shall have a white background with contrasting red letters.
 - B. Exit signs shall measure, at a minimum, 18 inches x 24 inches.
 - C. Sign letters shall measure 12 inches in height.
 - D. Signs shall be placed at the top center of exit panels.

Blocked Streets: Some events will require that main or cross streets be blocked from vehicular traffic. These types of closures shall account for fire and emergency vehicles and public egress.

1. Exits shall be located at each end of any street closure. Cross streets shall also have emergency exit access.
2. A fire lane, no less than 20 feet wide and no less than 13.5 feet high, shall be maintained as designed by the EDFD.
 - a. Contingent on the local Village Approval

TENTS, CANOPIES and TEMPORARY MEMBRANE STRUCTURES

Tents and canopies used for occupancy and/or cooking operations are subject to a fire inspection.

Sources of Ignition: Smoking is prohibited in or around tents, canopies, and temporary membrane structures. “No Smoking” signs shall be clearly posted. Fireworks, open flames, and any other device that is capable of igniting combustible materials shall not be used in any area in or around tents, canopies, and temporary membrane structures as well as around any combustible material. **Propane heaters are not permitted inside any enclosed area.**

Applications for any tent, canopy, or temporary membrane structure shall include the following:

1. A site plan with the proposed location of the tent including measurements showing distances to surrounding buildings, and/or property lines. A minimum 20-foot separation and fire access is required.
2. Proposed floor plan of the tent, showing the location and number of exits, fire extinguishers, stages, seating arrangements, tables and any other items.
3. Certificates of flame retardant shall be submitted with the application and should be the manufacturers’ documentation attesting to the certification.
4. Any cooking and/or open flames.
5. Heaters and ventilation.
6. Items specific to the event should be included for review.

THE EDFD MAY REQUEST SPECIAL EVENT APPLICANTS TO SUBMIT A LIFE SAFETY EVALUATION ALONG WITH AN EDFD SPECIAL EVENT APPLICATION.

Life Safety Evaluation:

1. Name of event, participants, and projected number of attendees.
2. Access and egress movement, including crowd density problems.
3. Medical emergency mitigation plan.
4. Fire hazards.
5. Permanent and temporary structural systems.
6. Severe weather mitigation plan.
7. Civil or other disturbances mitigation plan.
8. Mitigation plan for a hazardous material incident within or near the facility.
9. Relationships among facility management, event participants, emergency response agencies, and others that have a role in the events taking place in the facility.

Please ensure that all items are addressed, any missing and/or incomplete evaluations will result in a delay and/or denial of the submitted application.

HOT FOOD VENDOR REQUIREMENTS

The use of food booths or food trucks is regulated by EDFD. Food Trucks must obtain an operational permit with the Fire District to operate. These requirements shall apply to single vendors, freestanding booths, and food trucks. Cooking within tents containing seating is subject to additional requirements. All food vendors are subject to inspection prior to the start of the event. *Failure to comply with the following regulations may result in closure until compliance is met.*

Flame Retardant Requirements: All sidewalls, drops, and tops of tents and canopies, shall be of flame-resistant material or treated with a flame retardant application as recommended by the manufacturer. and have a permanently affixed labeled bearing the following information

the Identification of size and fabric or material.

the names and addresses of the manufacturers of the tent or air-supported structure

a statement that the fabric or material meets the requirements of NFPA 701

If treated, the date the fabric or material was last treated with flame-retardant solution, trade name or kind of chemical used in treatment, name of person or firm treating the fabric or material, and name of testing agency and test standard by which the fabric or material was tested

Portable Fire Extinguishers: Each food booth shall have, at a minimum, one (1) – 2A:10BC fire extinguisher with a current state inspection tag from a licensed contractor. If there will be any deep fat frying or cooking that produces grease-laden vapors, a Class K fire extinguisher with a current state inspection tag from a licensed contractor, shall be provided in addition to the ABC type.

Vendor Location: Food booths shall have a clearance of at least 20 feet from any permanent structure. The booth shall not be located within 10 feet of any rides, tents, temporary structures, or devices. Cooking that produces sparks and/or grease-laden vapors shall not be conducted within 10 feet of a structure or combustible overhang

Cooking Appliances: Any cooking appliance used shall be listed for its intended use.

1. Deep fat fryers are not permitted to be used under tents and shall be located at least 18 inches from the outside wall of the tent. If a fryer is to be used in conjunction with a Barbeque (BBQ), it shall be at least three (3) feet away from the BBQ. Use of fryers also requires a Class K fire extinguisher as outlined above.
2. BBQs are not permitted to be used in food booths. In addition, any fuels are to be kept at least 10 feet away from any heat source. BBQ's that are in use shall be located at least 10 feet from a structure, combustible materials, and overhangs. BBQ's and other open flame devices located outside of a structure, shall be secured from falling and kept away from contact by the public.

Smoking: Smoking is prohibited at all times within food booths, or within 25 feet of any fuel source.

Generators: Generators shall be located a minimum of 20 feet from tents or canopies and isolated from the public by a means approved by the EDFD.

1. Flammable liquid filled equipment shall not be used within temporary membrane structures, tents, or canopies.
2. Flammable and combustible liquids shall be stored outside and in approved/marked containers. Containers shall be located no less than 50 feet from temporary membrane structures, tents, or canopies.
3. Refueling shall be performed in an approved location not less than 20 feet from temporary membrane structures, tents, or canopies. **Refueling of hot generators is not permitted.**
4. A 2A:10BC fire extinguisher with a current state inspection tag is required for any operation with a generator.

Fuel: Fuel tanks (LPG) shall be stored outside of the structure. The tanks shall be secured (to prevent tipping) and located away from any public contact. The size of the tank is restricted to 25 pounds, unless prior approval is received from the EDFD.

1. Tanks must be stored a minimum distance of 5 feet from outside of the tent/booth.
2. Tanks must have a shut-off valve.
3. Stoves must have an on-off valve
4. Hoses must be of an approved type for use with the equipment
5. Tanks must be protected from damage and secured in the upright position
6. Propane tanks must have a pressure regulator located at the tank valve
 - a. These requirements shall also be followed by all trucks, trailers, and stands
7. Butane or propane tanks cannot be stored in tent/booths
8. Tanks must be turned off when not in use
9. All tanks, connections, fittings, and hoses must be tested for leaks prior to use
10. A minimum of eighteen inches (18") must be provided between the tent/booth backdrop material and cooking appliance. A minimum of sixteen inches (16") must be provided between deep fat frying appliances, woks, and open flame stoves. An alternative to the sixteen inches (16") separation requirement includes the provision of a sixteen-inch (16") in height, full width splash guard

FLOAT INSPECTION/CHECKLIST

It is recommended that owners and/or operators be advised of their compliance with these regulations.

<input type="checkbox"/>	Exhaust pipes on vehicles shall not come in contact with anything flammable on floats.
<input type="checkbox"/>	Exhaust pipes shall be kept clear allowing for proper ventilation of fumes and preventing a carbon monoxide hazard.
<input type="checkbox"/>	All dried vegetation, or similar items being used shall be fire resistant or treated with fire retardant materials. Documentation shall be forwarded to EDFD for review.
<input type="checkbox"/>	No smoking is permitted on or around any floats.
<input type="checkbox"/>	No re-fueling of generator while generator is running or hot.
<input type="checkbox"/>	All generators shall be secured and provided with a shut-off switch that is easily visible and accessible.
<input type="checkbox"/>	Gasoline containers shall be UL listed type safety cans.
<input type="checkbox"/>	All pull behind trailers and floats shall be equipped with a 2A:10BC fire extinguisher with a current state inspection tag from a licensed contractor. The fire extinguisher shall be mounted so that it is visible and easily accessible.
<input type="checkbox"/>	All seating shall be properly secured to float.
<input type="checkbox"/>	Trailer hitches shall be secured in the locked position by a tie strap or bolt.
<input type="checkbox"/>	Trailers must have safety chains attached to tow vehicle.
<input type="checkbox"/>	All extension cords shall be listed and approved for outdoor use.

Please remember that this list is subject to change, and additional fire and life safety requirements may be required.

PYROTECHNICS PERMIT APPLICATION

Please be advised that application must be filed at least 30 days prior to the scheduled event. All permit fees must be paid prior to approval. Permits are non-transferable.

Application Date: _____

Applicant Name: _____ Applicant Email: _____

Applicant Cell # _____ Organization/Event name: _____

Pyrotechnic Company: _____

Pyrotechnic Company Address: _____

Pyrotechnic Company Phone: _____

Lead Pyrotechnic Name: _____ Lead Pyrotechnic Cell# _____

Lead Pyrotechnic State of Illinois OSFM Operator License # _____
(Attach a list of all assistant's names, driver's licenses, and State operating licenses if applies)

Display Location or Address: _____
(Attach aerial site map showing required fall out and safety zones)

Display Date: _____

Display Start Time: _____

Total Display Time: _____

Display End Time: _____

Site Contact Name: _____

Site Contact Cell # _____

TENT INSPECTION FORM/CHECKLIST

<input type="checkbox"/>	Fire extinguishers shall be provided by each vendor with a current state inspection tag from a licensed contractor. (Minimum size permitted is 2A:10BC). Operations conducting deep-frying shall have a K Class fire extinguisher with a current state inspection tag.
<input type="checkbox"/>	Propane tanks shall be installed not less than 5 feet from tents, properly secured, and identified.
<input type="checkbox"/>	“No Smoking” signs shall be clearly posted.
<input type="checkbox"/>	All tents larger than 100 square feet shall have the manufacturer’s flame retardant tag affixed to the tent. (Must be clearly visible).
<input type="checkbox"/>	Cooking under tents will be permitted <u>ONLY</u> when a manufacturer’s flame retardant tag is affixed to the tent, the tent is not enclosed (on any side), and only persons preparing food are permitted under the tent. Any size tent that fails to have the affixed flame retardant tag may not be used to cook under.
<input type="checkbox"/>	Heavy duty <u>grounded type only</u> extension cords may be used. Multiple cords cannot be connected to each other. Wiring shall not be frayed, damaged, or spliced.
<input type="checkbox"/>	Temporary lights or lamps may be used but must be UL Listed. Wiring shall not be frayed, damaged, or spliced.
<input type="checkbox"/>	Exit signs and/or emergency lights (if required) must be clearly visible.
<input type="checkbox"/>	Occupant load sign (if required) must be clearly visible.
<input type="checkbox"/>	Tents shall not obstruct any fire department access.
<input type="checkbox"/>	Tents shall be separated by a minimum of 36 inches.
<input type="checkbox"/>	Cooking Tents shall be separated by 10ft of any other structure.

Please be advised that EDFD inspects tents for the safety of all parties involved. These are minimum safety requirements, and all parties must comply.

Events are subject to a

- Fire Code Plan Review/ Consultation Fee
- Inspection Fees
- And any associated operational permit fees which apply

For fee prices the EDFD Fee Schedule can be found on our website at www.EDFIRE.com under forms