

**SOMERDALE FIRE PREVENTION BUREAU  
105 KENNEDY BLVD.  
SOMERDALE NEW JERSEY  
08083  
856 783 6320 EXT-2100      FAX 856 435 0420**

**SPECIAL EVENT REQUIREMENT LIST  
(NON CARNIVAL)      10/20/14**

- 1). Somerdale Fire Prevention Bureau Data Registration (special events) form must be completed with emergency contacts and phone numbers, also a copy of a drivers license with photo of person in charge
- 2). Must provide required documents and diagrams attached to the Data Registration form with the following information:
  - A. Dates and time of events.
  - B. Diagram showing exact location, dimensions and uses of all structures including but not exclusive of tents, stands, kiosks, cooking areas, all mobile and portable equipment etc.
  - C. All locations and uses for any flammable liquids. (including storage areas)
  - D. All locations of open flame use.
  - E. Size (sq. ft.) and specific use for each structure.
- 3). Flame spread certifications, seating and usage diagrams for all tents and canopies.
- 4). Provide certificate of insurance.
- 5). Provide name, address and telephone numbers of the person responsible for securing payment and compliance of all fees and required permits. This person will also be responsible for the correction of any violations of the New Jersey Uniform Fire Code and the Somerdale fire prevention ordinance (chapter 135).

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**Additional requirements**

1- All required payments, fees, permits, documents, diagrams and certifications must be provided no later than 10 business days before the event.

2- All structures, tents, canopies, mobile and portable equipment and any other accessory structures must be in place as per the aforementioned diagrams no less than 24 hours before the scheduled event. **All tents and canopies must be secured as to prevent going airborne in the event of strong winds or storm etc.** A final fire inspection for code compliance will then be conducted before the event will be allowed to occur.

3- Any unauthorized change in size or use of any structure and any deviation from the diagrams will be considered a **violation worthy of suspension or cancellation of the event.**

4- **If the event consists of multiple vendors, each vendor must complete a data registration form and file it with this office. All vendors requiring a fire safety permit must file an application for permit accompanied by payment to this office. ( cooking etc.)**

**ANY INQUIRIES SHOULD BE ADDRESSED TO FIRE MARSHAL,  
JOEY GARUFI AT 856 783 6320 EXT-2100**