



FIRE DEPARTMENT

75 Holly Hill Lane • Greenwich, CT 06830 • (203) 622-3950 • Fax (203) 622-8062

Event Review Form

It is the purpose of this review to uniformly determine if a Special Event Permits for gatherings of 50 or more people for civic, social, recreational or religious functions in an occupancy other than what the building is designed for. If it is determined that a Special Event Permit is required, you shall apply for a special Event Permit with the Greenwich Fire Marshals Office. It is your responsibility to make sure that the event you are holding is in compliance with the **Connecticut State Fire Code** regardless if a Special Event Permit is required or not. Listed below are some of the most common problematic issues that are found at events.

- Means of egress shall be continuously maintained free of all obstructions or impediments to use in the case of fire or other emergency. No furnishings, decorations or other objects shall obstruct physically or visibly exits and their access to egress. (This includes all exits, exit corridors, exit discharges and public ways outside)
- Draperies, curtains, films, and other similar loosely hanging furnishings and decorations shall be flame resistant as demonstrated by testing in accordance with NFPA 701. Certificates of proof must be provided. This includes, stage coverings and projection screens. (Table cloths are exempt however table skirting is not)
- All fresh cut vegetation (flowers/greenery) shall be hydrated at the time of the event. No dried or dead vegetation is permitted.
- All open flame candles shall have their entire flame protected.
- All extension cords and electrical devices shall be in accordance with their listed load capacity (ULtested).
- The use of a tent or temporary structure requires the approval of the Fire Marshals Office. (Special Event Permit)
- The Event's capacity shall not exceed the maximum allowable number of attendees in the building being used.

The event's proposed date _____ time _____ location _____

Type of event _____

Contact Person _____ Phone Number _____

_____ Does **Not** Require a Special Event Permit

_____ Does Require a Special Event Permit

Reviewed by _____ Date _____