

DATE ISSUED: _____

PERMIT NUMBER: _____

TOWN OF DEEP RIVER

174 Main Street, Deep River, CT. 06417

BUILDING DEPARTMENT

Tel: (860) 526-6025 Fax: (860) 526-0060

COMMERCIAL TENT APPLICATION & AGREEMENT

This Form should be submitted for ANY EVENT ON PUBLIC PROPERTY using a tent or tents for any size and be submitted to this Department a MINIMUM of TWO (2) WEEKS prior to the scheduled event. All Fees must be submitted with the completed Application, Payable to the Town of Deep River. See Terms and Conditions located on page 2.

Name/ Sponsor of Event: _____

Address Where Tent Erected: _____

Date(s) of Event: _____ Start Time of Event: _____ End Time: _____

Date & Time Tent(s) to be erected: _____ Date Tent(s) to be dismantled: _____

Tent Sizes/ Dimensions: _____ X _____ = _____ Total Area (s).

Will sides be installed on the tent? _____

Will there be heating/cooking within the tent? _____

Name of Land Owner: _____ Address of Land Owner: _____

EVENT TYPE: _____

Open to the Public: (YES) (NO) Admission Fee Charged: (YES) (NO)

Estimation of Attendance: _____ (Note: See Terms & Conditions on Page 2 of Application)

Name and address of Person(s) In Charge of Event: _____

Contact Number(s) for Before, During and After Event: _____

IF ALCOHOL SERVED: Public (YES) (NO)

Temporary Liquor Permit Name: _____

Permittee Name: _____ Contact Number: _____

I AGREE to all the terms and conditions specified in this Application. I hereby certify that the proposed tent event has been authorized by the land owner of record and I have been authorized by the Land Owner to make this Application for erection of this tent(s), as his authorized agent. We agree to conform to all applicable laws and applicable codes & standards applicable for this event and use of a tent(s) or shelter within this jurisdiction.

Applicant Name (Please Print): _____ Billing/Mailing Address: _____

_____ Cell Phone: _____ E-Mail Address: _____ @ _____

Applicant's Signature: _____ Date: _____

DEPARTMENTAL APPROVALS

Electrical/Plumbing/Mechanical Permits Required: (YES) (NO)

Building Official's Signature: _____ Date: _____

Fire Protection Required: (YES) (NO) Number of Certified Fire Fighters Required: _____

Fire Marshal's Signature: _____ Date: _____

DATE ISSUED: _____

PERMIT NUMBER: _____

TERMS & CONDITIONS:

The following items **MUST ACCOMPANY THIS APPLICATION:**

- _____ *Certificate of Flame Resistance. (Obtainable from Owner of Tent)*
- _____ *Certificate of Liability Insurance. (Obtainable from Land Owner of Record)*
- _____ *Diagram which depicts seating arrangements, means of egress, exit signage (if sides of tent are used), event areas, and cooking areas (if applicable).*
- _____ *Tent Application Fee. (Check Payable to the Town of Deep River) FEE: \$30.00*
- _____ *Fire Coverage Fee. (Check Payable to the Town of Deep River) FEE: \$27.87*
(\$27.87 is per hour for a minimum of four (4) hours = \$111.48)

Contacts at the time of Application:

- **Deep River Building Department:** (860)526-6025 for all electrical, plumbing, and mechanical connections and/ or the use of propane or grill type cooking equipment. Separate permits may be required for electrical, plumbing, and mechanical connections. Such Applications must be completed by Connecticut licensed contractors.
- **Deep River Parks & Recreation:** (860)-526-6036 if the event will take place on Town owned property. A separate "Request to Use Park Property Form" must then be completed and submitted to the Deep River Parks & Recreation Department for necessary approvals.
- **Connecticut River Area Health District:** (860) 661-3300 if the event involved separate food service vendors. This Application should be completed no later than 10 business days prior to the event. Applicable fees will be charged.
- **Deep River Resident Troopers Office:** (860)526-6027 in conjunction with any tent utilizing a Temporary Liquor Permit Application. A separate Request & Agreement for Extra Duty Police Services must be completed. When determined that Police presence is required, the private duty rate is \$27.87, per Police Officer, with a minimum of four (4) hours. Should the function go after four (4) hours an additional \$27.87 per hour will be billed to the applicant.
- **Deep River Fire Marshal's Office:** (860)526-6020 for all tent events. The Fire Marshal's Office shall determine the extent of necessary fire protection to be provided for all commercial social events utilizing either tent(s) or portable shelter(s). For tents or portable shelters with or without side panels, having wood or metal supports, and utilizing any type of textile or similar material for coverage, and having a capacity sufficient to shelter 100 or more persons; or covering a ground area of more than 1200 square feet, one or more qualified Deep River Fire Fighter's shall be on duty during the duration of the active event. A qualified fire fighter is a person who has attended such course(s) to be "Command Certified". When determined that a qualified fire fighter is required, the private duty rate is \$27.87, per fire fighter, per hour with a minimum of four (4) hours totaling \$111.48. This fee will be paid with the application. Should the function go after four (4) hours an additional \$27.87 per hour will be billed to the applicant.

Reference: *State of Connecticut Department of Public Safety, Connecticut Tent & Portable Shelter Code.*