



**TOWNSHIP OF UPPER PROVIDENCE  
DEPARTMENT OF FIRE AND EMERGENCY SERVICES**

1286 BLACK ROCK ROAD

P.O. BOX 406

OAKS, PA 19456

www.uprov-montco.org

PHONE: 610-933-9179

FAX: 484-391-2380

## **Special Events Permitting Application Submittal Requirements**

The following items **SHALL** be submitted with every Special Event Permit in order to facilitate review:

*\*Item three (3) is only required for Indoor Events*

- (1) Completed Application Packet, Including Notary Seal (ALL PERMITS)**
- (2) Floor Plan/Sketch of the event, aisle widths and locations of Bleachers, Fire Extinguishers Etc.**
- (3)\*Signature sheet acknowledging the Facility Fire Safety Plan and Fire Safety Requirements**  
*(Required for Indoor Events)*
- (4) Payment according to the fee schedule as adopted:**

Parade, Outdoor Athletic Event, Block Party, Outdoor Rally, Street Fair, Soap Box Derby  
And Similar Outdoor Festivals and Events – **\$75.00 plus \$200.00 Cleanup Deposit**

Indoor Athletic Events, Trade Shows, Conferences, Expositions, Indoor Rallies and Similar Indoor  
Festivals and Events - **\$150.00 plus any additional Police/Fire personnel**  
**( to be determined by twp officials)**

For indoor Events exceeding (4) or more events per year are required to obtain an annual  
permit - **\$400.00 plus, any additional Police/Fire personnel**  
**(to be determined by twp officials)**

A Special Event is **NOT REQUIRED** for the following:

- Funeral Processions
- Parades involving forty (40) or fewer pedestrians marching along a parade route that is restricted to marching on sidewalks and crossing streets only at pedestrian cross walks in accordance with traffic regulations and controls. Pedestrians participating in the parade shall cross at crosswalks in units of fifteen (15) or fewer and shall allow vehicles to pass between each unit.
- Parades, athletic events or special events that occur exclusively on Township property, public streets or school district property and are sponsored by the Township or School District.
- Parades, athletic events or special events that occur exclusively on Township property and are permitted and regulated under the Upper Providence Township Department of Parks and Recreations.
- Normal day-of-worship church services and youth-oriented summer programs and vacation bible schools. Evangelical events expecting more than three hundred (300) attendees **SHALL** obtain a permit.
- Special Events at hotel venues that are attended by fewer than two hundred (200) people.



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**SPECIAL EVENTS PERMIT APPLICATION**

TEMPORARY \_\_\_\_\_ ANNUAL \_\_\_\_\_

**EVENT APPLICANT INFORMATION**

<b>Owner's Name:</b>	Phone Number: ( )
Address:	Cell Number: ( )
City, State, Zip:	
<b>Applicant:</b>	Phone Number: ( )
Address	Cell Number: ( )
City, State, Zip:	
<b>Person in Charge of Event</b>	Phone Number: ( )
Address:	Cell Number: ( )
City, State, Zip:	
<b>Alternate Contact:</b>	Phone Number: ( )
Address:	Cell Number: ( )
City, State, Zip:	

**PURPOSE**

Event:	Location:
Start Date:                      Finish Date:	Number of Participants/Spectators:
Number of Vehicles:	Parking Location:
Number of Structures:	Number of Animals:
Purpose:	Daily Start Time:              Finish:
Route: (Submit Map)	

**PROVISIONS**

First Aid Station:	Water Aid Station:
Sanitary Facilities:	Food/Beverages/Alcohol:
Sound Equipment:	Monitors:
Parking Requirements:	Lighting Equipment:
Written Fire Safety Plan: Signed & notarized by Applicant (Indoor events only)	Number of Display Booths:

**PARADES, RACES, OTHER EVENTS**

Assembly Point:	Route:
Space between Units	Number, Type, Sizes of Floats:
Material & Size of Banners/Signs	Supplemental Information:

**\*All checks shall be made payable to the order of Township of Upper Providence and must be submitted with the application. The permit application fee is non-refundable.**

**AFFIDAVIT**

We, the undersigned owner/promoter of this event hereby agree to comply with all Upper Providence Township ordinances, resolutions, rules and regulations including those pertaining to, without limitation, special events permitting, fire safety and any Township amusement tax. We hereby acknowledge that there is a Fire Safety and Evacuation Plan (indoor events only) for this event, and have read the same and agree to be fully responsible for their implementation and execution in the event of emergency.

We hereby agree to release, indemnify, protect and save harmless Upper Providence Township and its officers, agents, employees, engineers and solicitors from all costs, expenses (including attorney's fees), losses and damages resulting from any and all loss of life, property or injury or damage to any person or the property of any person or entity from and against any and all claims, demands or actions for such loss, injury or damage, in any manner arising out of the application for, approval of and/or conduct of the event and/or the actions of the permittee, its officers, employees, agents or any person under the permittee's control.

WITNESS:

OWNER/PROMOTER:

By: \_\_\_\_\_

Print: \_\_\_\_\_

Sign: \_\_\_\_\_

Title: \_\_\_\_\_

**COMMONWEALTH OF PENNSYLVANIA** :  
:SS  
**COUNTY OF MONTGOMERY** :

On this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2008, before me, the subscriber, a Notary Public, in and for the Commonwealth of Pennsylvania, appeared \_\_\_\_\_, who acknowledges himself/herself/themselves to be the owner/promoter of the event herein described, and that he/she/they executed the foregoing document for the uses and purposes therein contained.

**WITNESS**, my hand and notarial seal the day and year first above written.

\_\_\_\_\_  
NotaryPublic

# Township of Upper Providence

## Office of the Fire Marshal



## Convention Center Fire Safety Requirements



1286 Black Rock Road  
P.O. Box 406  
Oaks, Pa 19456  
610-933-9179  
[www.uprov-montco.org](http://www.uprov-montco.org)  
Revised - 01/07/2009

**Plans must be approved by the Fire Marshals' Office prior to any event set-up unless the set-up is a standard arrangement pre-approved by the FMO. Copies of the approved plans will be returned to the Convention Center prior to event set-up. Approvals are subject to final inspection by a representative of the FMO. A copy of approved plans will be kept on file with FMO and with the event manager. No modification of the set-up shall occur once the approved plan has been established without prior written approval on the plans from FMO. Inspections will be conducted according to the approved plans.**

## **Inspection of the Event**

In order to maintain compliance with the provisions related to the Fire and Life Safety requirements, periodic inspections shall be conducted by a representative of the FMO. These inspections may include:

1. A walk-through inspection with the property manager, authorized representative or the Events Coordinator of the Convention Center may be required during the move-in/set-up period.
2. Any violations noted shall be corrected immediately or within the time frame agreed upon.
3. Daily visits by the FMO (once The Event has opened), as well as the township Building Inspector(s), as necessary. Cooking and motor vehicle display and use will be spot checked by a representative of the FMO, requirements will be strictly enforced.
4. During the closing (move-out) and removal of materials used in the Event, a representative of the FMO may inspect for maintenance of firefighting accessibility, i.e. exiting and fire lanes.

## **Special Considerations**

Individual exhibitors shall ensure that their booth is properly constructed.

Drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame retardant or fabricated of inherent fireproof materials. ***Note: Documentation of flame-retardant treatment or a flame test shall be performed when deemed appropriate by the FMO.*** Oil cloth, tarpaper, nylon and certain plastic materials cannot be made flame retardant and their use is prohibited.

**Pyrotechnics are prohibited**

**Smoking shall be prohibited within the facility**

Any tent, canopy, and/or structure (other than air supported) inside the Convention Center that exceeds 300 square feet will not be allowed.

All LPG/CNG cylinders shall be removed from any RV, trailer and/or motor home as they are prohibited within the building.

## **Standby Personnel**

Whenever, in the opinion of the FMO, the safety of the public is imperiled, due to the number of the persons present or the nature of the activity, the owner, agent or lessee shall employ one or more FMO approved persons to perform the duties of Standby Personnel. If FMO personnel are used, the event will be billed at the current township approved rates.

## **Storage**

Storage of packing materials and surplus literature must be confined to areas away from the display locations. These locations must be coordinated with the Convention Center and approved by the FMO.

## **Combustible Waste**

Containers for combustible waste must be provided and emptied at the end of each day or at more frequent intervals if determined by FMO to cause hazardous conditions

## **Stopping Event**

Upon finding any overcrowded condition or obstruction in aisle, passageways, or other means of egress (exiting), or upon finding any condition which constitutes a serious menace to life, the FMO SHALL cause the performance, presentation, spectacle, or entertainment to be stopped until such condition or obstruction is corrected.

## **Structures and Exhibit Booths Requirements**

1. All decorative material, such as, but not limited to, drapes, theater curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, canvas, cardboard, etc. shall be of non-flammable material or shall be treated and maintained in a flame retardant condition by means of an approved flame retardant solution. Single hay bale will be allowed if it is properly treated with fire retardant. Plastic cloth and certain other plastic materials, tar-paper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited. Flame retarding treatments may be obtained from some fire protection companies listed in the Yellow pages of the phone book. Any decorative material that is not inherently or manufactured flame retardant (labeled) shall be subject to testing. Materials in violation shall be immediately removed from building.

2. All electrical fixtures and appliances must be approved in accordance with the National Electrical Code. Only fused multi-plug adapters will be permitted. Electrical code stipulations that will be rigidly enforced include:

a) three wire (ground) cords shall not be plugged into two (2) wire extension cords

b) extension cords (zip cords) shall not run under carpets/ rugs unless designed to

c) there shall be a three (3) foot clearance from lights to any combustible materials

d) all electrical plugs, cords shall be free from defects. Only listed electrical devices and cords shall be allowed. Homemade items will not be allowed and may be confiscated.

3. Combustible materials that are 3/8-inch or more in thickness or glass may be used without flame retardant treatment. Exception: paper products, such as cardboard, or foam products

4. Booths and other structures shall not be constructed with any roof, ceiling or other obstruction without approval of the FMO. Structures having over 120 square feet of roofed area shall be provided with acceptable single station smoke detectors. Maximum aggregate size of 300 square foot canopies shall be rendered flame-resistant. Minimum of 10-foot separation is required between each 300 square foot aggregate of canopies on all sides. An aggregate area exceeding 300 square feet will not be allowed.

5. All required "EXIT" signs shall be visible at all times from any location in the room. Drapes, curtains or displays shall not block signs.
6. Exits and aisles shall be free of obstructions. Aisles shall be a minimum of 8' wide with 10' for the perimeter aisles in the Exhibit Halls and a minimum of 4 feet wide in Meeting rooms and Ballrooms. Booths which require 50 feet or more travel distance to reach an exit aisle shall be provided with a minimum of two (2) exits remote from each other.
7. Fire extinguishers and fire appliances shall be maintained clearly visible and accessible at all times. A minimum of 3 feet clearance shall be provided.
8. Aggregate booth square footage totals of 400 or more square feet shall have a minimum 2A:10B:C extinguisher available. Additional fire extinguishers may be required. Fire extinguishers shall have an inspection tag on it, new or not. Extinguishers must be readily accessible and ready for use.
9. The event manager and promoter shall assume responsibility for and shall advise all exhibitors that booths, stands, and their respective areas shall be cleaned of combustible rubbish daily or as necessary. Combustible display materials shall be limited to a one-day supply.1010. The number of persons allowed to attend any show or exhibit shall not exceed the allowed occupancy limits, i.e., occupants standing to view or participate, and fixed seating capacity.
11. If there are any additional requirements, they shall be determined by the FMO for each event.
12. Pressurized tanks and other similar hazards shall be properly secured to prevent tipping over or damage (i.e.: helium tanks). Portable holders will be allowed.

## **Display of any Motorized Vehicles**

Displayed of any motorized vehicles shall comply with the following and may also have to comply with additional rules and regulations required by the Fire Marshal:

1. No vehicle may be started or operated within any assembly building during show hours without approval of the Fire Marshal.
2. All fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors. Where it is not feasible to seal or lock the opening or where approved by the Fire Marshal, the fuel tank will be empty. Draining of the tank shall not occur in the Convention Center building.
3. Adding or removing fuel within the Convention Center shall be prohibited (must be done outdoors).
4. At least one battery cable shall be disconnected and taped to prevent contact with the battery terminal.
5. Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons (18.9 L), whichever is less.
6. When a compressed natural gas (CNG) powered vehicle is parked inside the exhibit hall, the following conditions shall be met:
  - a) Close shutoff valve or valve outlet of CNG vehicle container and operate engine until it stops. The valve shall remain closed while the vehicle remains indoors.

b) At least one battery cable shall be disconnected from the battery used to start the vehicle engine and taped to prevent contact with the battery terminal.

7. Vehicles, boats, and similar exhibited products having over 120 square feet of roofed area shall be provided with acceptable single station smoke detectors.

8. Any LPG/CNG cylinders unable to be removed must be disconnected and capped.

The intent is that the LPG/CNG appliances shall not be used while vehicle is being displayed.

## **Cooking/Warming and Heating Devices:**

Cooking and/or warming devices that produce grease laden vapors shall be electric. Exception: Approved cooking devices that use no more than (2) 10-ounce non-refillable LPG containers having a maximum water capacity of 1.08lb per container connected directly to the appliance at any time, shall be allowed. **Containers shall not be manifolded.** Sterno may be used for warming trays. **Other open flame devices are prohibited.** Cooking devices shall be approved by a recognized testing laboratory (i.e. UL or FM).

1. Cooking/warming devices, and/or heating products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth, or providing a sturdy, mounted separation shield between the device and the public.

2. Individual cooking/warming devices shall not exceed 288 square inches of surface area,

3. The surfaces on which cooking or cooking appliances are located shall be constructed and arranged such that proximity to combustibles will not pose a fire danger.

4. Fire protection shall be provided with any booth utilizing cooking/warming devices with no vegetable or animal oils and fats. Each device must meet one of these two (2) requirements: 1.) a 20B:C extinguisher and a lid for smothering, or 2.) an approved automatic extinguishing system (hood system). Note: For multiple devices, one 20B:C extinguisher per booth is acceptable, but each device must have a smothering lid. Extinguishers shall be no more than 30' from the cooking equipment.

5. Fire protection shall be provided with any booth utilizing cooking/warming devices cooking with vegetable or animal oils and fats. Each device must meet one of these two (2) requirements: 1.) a Class K fire extinguisher and a lid for smothering, or 2.) an approved automatic extinguishing system (hood system). Note: For multiple devices, one Class K extinguisher per booth is acceptable, but each device must have a smothering lid. Extinguishers shall be no more than 30' from the cooking equipment.

## **Additional Requirements**

Additional requirements may be requested by the FMO.

**Township of Upper Providence**  
**Office of the Fire Marshal**



**Convention Center Fire Safety**  
**and**  
**Evacuation Plan**



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Revised - 01/07/2009

The Township of Upper Providence Department of Fire and Emergency Services, Office of the Fire Marshal in conjunction with the Owner/Owner's Representative, the Occupant/Tenant and the Promoter have created this document to assist you in developing a fire a life safety plan for your facility. Attack from fire may be the primary concern, but other non fire type emergencies need to be considered when creating your event plan. Each Owner/Owners representative, Occupant/Tenant and Promoter is required to maintain an updated copy of the plan and shall be trained to properly respond in the event of an emergency situation. This plan SHALL be evaluated annually and updated as needed to maintain its effectiveness.

## **GENERAL FIRE & LIFE SAFETY CONSIDERATIONS**

An alert and educated individual is the most valuable resource for fire protection. Fire hazards arise from unsafe conditions and practices that may occur through out the facility. Every individual has a responsibility and vested interest in making a concerted effort to correct unsafe conditions and practices. Unsafe conditions/hazards include, but are not limited to:

**EXITS:** Never block exits, even temporarily. No obstructions shall be placed in front of exits.

**CORRIDORS:** Corridors, hallways, and aisles shall be kept clear of all obstructions which may present a fire hazard and/or impede escape routes.

**STORAGE AREAS:** Areas used for storage shall be kept clean and orderly. Accumulation of trash, rags, or debris of any type is a hazard and an unsafe condition.

### **EQUIPMENT:**

- a. Electrical cords should be placed away from aisles or other pedestrian walkways.
- b. Never use electrical cords that are frayed or have exposed wiring.
- c. Do not overload electrical outlets by using multiple extension cords, etc.
- d. Perform regular maintenance on all equipment. Promptly remove/repair defective equipment
- e. Understand and use all pertinent safety precautions when using electrical appliances and equipment.

**FIRE LANES:** Never block or allowed to be blocked, as these are vital to life safety and firefighting operations.

The above information does not constitute a comprehensive fire safety checklist, any unsafe condition/hazard shall be brought to the attention of the appropriate supervisor for abatement. If the unsafe condition is not abated, the Township Fire Marshal's Office shall be notified

## FIRE PROTECTION SYSTEMS

The facility is protected by both an automatic fire sprinkler system and an automated fire alarm system. At no time shall any fire protection system be disabled or taken out of service. Failure to maintain the fire protection systems may result in the IMMEDIATE evacuation of the building and termination of any events taking place. While extremely efficient, these systems do not ensure all fire situations will be suppressed. To ensure the safety of employees and occupants, the Department of Fire and Emergency Services requires the complete evacuation of a facility during alarm activation.

Failure to see fire or smell smoke does not mean a threat to your safety is not present. Alarm situations could be the result of:

Fire	Gas leaks
Natural Disasters	Hazardous Materials Incidents
Threats of Violence	Etc.

### SPECIAL NOTES FOR ALARMS and SPRINKLERS:

**(1) \*\*NO FIRE ALARM ACTIVATION SHALL BE RESET PRIOR TO THE ARRIVAL OF THE FIRE DEPARTMENT\*\***

FACILITY MANAGEMENT PERSONNEL (MAINTENANCE FROM SUBURBAN MANAGEMNET) MAY SILENCE THE ALARM ACTIVATION ONLY AFTER THE PREMISES HAS BEEN EVACUATED, THOROUGHLY EXAMINED AND NO EMERGENCY EXISTS.

**(2) \*\*NO FIRE PROTECTION SYSTEMS SHALL BE REMOVED FROM SERVICE WITHOUT FIRST NOTIFYING THE FIRE MARSHALS OFFICE\*\***

VIOLATIONS ARE SUBJECT PROSECUTION BY THE TOWNSHIP AND MAY INCLUDE POSSIBLE FINES AND COURT COSTS AS WELL AS FACILITY CLOSURE UNTIL RESTORED.

## RESPONSE TO EMERGENCIES

In the event of an alarm activation or fire, occupants should practice the procedures associated with the acronym **"RACE"**.

- R** Remain calm, do not panic. Rescue persons in immediate danger.
- A** Alarm... Activate the nearest MANUAL PULL STATION *and* notify the fire department by dialing 911 ("I want to report a fire at..."); Inform other occupants.
- C** Contain fire at point of origin by closing all doors and windows.
- E** Evacuate the facility using established procedures. Extinguish fire by using a portable fire extinguisher. (**Unless you have been properly trained, never attempt to use a fire extinguisher**) Never attempt to extinguish a fire unless you can do so safely.

## DISCOVERING A FIRE OR OTHER EMERGENCY

At all times, when following any emergency procedures, ensure that you are out of danger before trying to complete any emergency tasks. Employees and occupants are requested to put their life safety before any other goal during fire emergencies.

If a fire or other emergency is identified:

1. Pull the nearest fire alarm immediately
2. Use a phone away from any fire, smoke or emergency.
3. Call 911, advise the operator that there is a fire/emergency (of approximate) size and location; building name, address, etc.
4. Exercise the appropriate evacuation plan

If you have been **properly trained in the use of a fire extinguisher:**

(Fire extinguishers are located through out the facility in tamper resistant cabinets, SEE FIRE PROTECTION DEVICE LOCATIONS ATTACHEMENT for exact locations)

1. Retrieve the closest fire extinguisher
2. Upon retrieving the fire extinguisher, use the procedures associated with acronym **"PASS"**.

**PULL** pin from extinguisher and hold extinguisher 6 to 8 feet from the fire

**AIM** the nozzle at the base of the fire

**SQUEEZE** the trigger

**SWEEP** the extinguisher hose back and forth until the spray puts the fire out completely, or until the extinguisher is emptied.

3. Once the fire is extinguished or if the fire fails to extinguish, **EVACUATE** the facility to a safe area.

**\*\* All fires SHALL be reported to the Fire Department\*\*  
NO EXCEPTIONS**

## **EVACUATION GUIDELINES**

- 1. Prepare and evacuate the building by way of the nearest emergency exit. Walk; do not run.  
-SEE ATTACHED AND POSTED EVACUATION ROUTES**
- 2. Close but do not lock all doors as you leave.**
- 3. Before exiting through any closed door, check for heat and the presence of fire behind the door by feeling the door with the back of your hand. If the door feels very warm or hot to the touch, advise everyone to proceed to another exit.**
- 4. In the event you are unable to exit the building:**
  - a. Remain calm; do not panic**
  - b. Remain low; crawl if necessary.**
  - c. Place a cloth, wet if possible, over you mouth to serve as a filter**
  - d. Signal for help from a window if possible by using a towel, clothing, sign etc.**
- 5. Upon exiting the building and proceeding to a safe area, remain at least 20 feet away from the building walls and overhangs. Do not block any driveways, as Fire Department personnel will need access to these areas. Employees are requested to report to their assigned assembly areas as defined by your Supervisor.**
- 6. Assist visitors during alarm/emergency situations. Visitors may not be aware of exits/alternative exits and the procedures that should be taken during alarm situations. Employees should calmly inform visitors of the proper actions to be taken and assist them with the evacuation.**
- 7. The cessation of an alarm/departure of the fire department is not an "all clear" to re-enter the building, as corrective measures may still be in progress. Stay clear of the building until signaled by a facility appointed messenger.**
- 8. A facility representative shall meet the Fire Department personnel to inform them of any known facts pertaining to the alarm situation. If requested, assists fire department personnel with a walk-through of the facility.**

## **CONTACT INFORMATION**

**Fire Department, Police Department, Emergency Medical Services - 911**

**Fire Marshals Office – 610-933-9179**

**Facility Management – 610-666-6900**

**Poison Control at Philadelphia Children’s Hospital – 1-800-222-1222**

**PECO Electric – 1-800-841-4141**

**PECO Gas – 1-800-841-4141**

## **RESPONSIBILITY**

**It is the responsibility of the Owner/Owners Representative and tenant to ensure the fire safety and evacuation plan is easily accessible to all employees, reviewed annually with all employees and amended as needed. Additionally, all employees shall be trained for proper utilization of fire extinguishers and documented annually. New employees shall be trained on the next occurring annual session. Records shall be maintained on the premises for review by the Fire Marshals Office.**

### **REVIEW DUE:**

**01/2010**



