



Event Coordinator/POC name and contact information: Name and good contact number

Event: Name of event here

Date/Time: MM-DD-YY/time

Location: Where event will take place

Expected Attendance: rough guess #

Criteria

Applicable

Details pertaining to each listed item

(YES or NO)

Cooking on site/ BBQ grills		Propane tanks <i>shall be</i> secured in upright position or nestled in groups; open flame cooking shall be a minimum of <i>10 feet</i> from combustibles including trees and canopies. Charcoal grills <i>require</i> sealable metal container to dispose ashes and bucket of water nearby.
Extension Cords		Secured from tripping hazards and marked appropriately.
Fire Extinguisher		<i>Required</i> to be within 10' of generators and when open flames are present (i.e. grilling).
Generators		If being used please list size and what will be powered in the details/comments section below.
Inflatables		Set up on stable ground. Please secure appropriately for the elements.
Irrigation Off Needed		Please list requested irrigation shut off times in the details/comments section.
Canopies 200 sq. ft. +		<i>Requires</i> a fire extinguisher and no-smoking w/in 20 ft. sign (per NV State Fire Marshal).
Canopies 400 sq. ft. +		Needs a permit for 400+ sq. ft. or more and a minimum 12' fire apparatus access between buildings or other obstructions.

Note:

- When using the 10' x10' canopies please have a minimum 3-5' space in between each one to eliminate the need for permits. ***NO COOKING or OPEN FLAME*** is permitted under the canopies or within 10'.
- ***Any*** open flame usage must be addressed with Fire and Life Safety for each event for containment requirements. This will include any candle usage and recreational burning in fire pits.
- When putting together diagrams, one of the biggest concerns from the Fire and Life Safety office is the effective movement of personnel in case of an emergency. Please keep in mind how crowd control will play a role in the event of an emergency. When in doubt please ask, there are minimum egress path requirements for almost all circumstances.
- If tent permitting is required, please provide a copy of the tent permit issued by the Nevada State Fire Marshal.
- Please attach a diagram with the proposed layout of the event.

Other details/comments: