



Fire Prevention Division  
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Administration Headquarters

## Fire Department Special Event Approval Form Vendor Fire Safety Requirements (General Non-Cooking)

Name of Event: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Organizer Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Norfolk County requires that all organizers of special events and participating vendors ensure that they are in compliance with the following requirements:

***Note:** Vendors conducting any cooking activities must also complete the Vendor Fire Safety Requirements for Cooking Conditions Form.*

**Portable Fire Extinguisher Protection:**

- Vendors must have a portable fire extinguisher with a minimum 2A10BC rating. The extinguisher must have a technicians tag certifying maintenance within the last 12 months.

**Tents:**

Any tent, tarp, canopy or similar shelter being used at the event must:

- Have an aggregate area of less than 60 sq. m (645 sq. ft). Larger tents require approval through building permit application and inspection.
- Must be labeled or have documentation confirming the tent material has a recognized degree of flame resistance.
- Multiple tents in a grouping shall not exceed an area of 60 sq. m (645 sq. ft) without a minimum 3m fire break separating the grouping from other tents or structures.

**Electrical Service:**

- Any electrical work will be undertaken by a qualified, licensed electrician, and will be subject to inspection by the Electrical Safety Authority.
- All electrical equipment used shall be listed and approved for use in Canada.

By signature, the vendor and organizer certify that they will comply with the above conditions.

Vendor Signature: ..... Date: .....

Organizer Signature:.....Date: .....