



Westport Fire Marshal's Office Special Event Permit Application

Event location:

Date(s) of event:

Start time:

End time:

Type of event:

Permit applicant / Event organizer:

Permit applicant address:

Email address:

Phone number:

Organization name:

Organization address:

Email address:

Contact on site:

Cell number of on-site contact:

Number of Persons Expected to attend:

Will There be Decorations* Yes No (If yes please describe in detail on a separate sheet of paper)

Will There Be on Site Cooking Yes No Type of fuel:

Will You Be Erecting a Tent Yes No (If yes, building permit may be required)

Will Special Effects Be Used Yes No (If yes, then a special effects permit is required by State Fire Marshal)

*For All Events

Prior to event approval, a detailed drawing shall be submitted with space dimensions, location of exits, layout that includes seating plan, stages, dance floors, etc., any and all decorations. Decorations include but are not limited to, curtains, decorative fabric, backdrops, booths, table centerpieces, live and cut vegetation, etc.

Permit applicant agrees to abide by the terms set forth in this application and understands that failure to do so may lead to cancellation of the event. Applicant declares all information submitted on this application is accurate. **Permit applicant is responsible for supervision of event, coordination of permits, inspections and compliance with all codes, ordinances & fire watch fees.**

Permit applicant shall immediately notify the Westport Fire Marshal's Office of any additions and / or changes that arise after the application is submitted. Unauthorized changes may lead to denial or revocation of the permit. On behalf of the above Permit Applicant, organizations and members thereof, agrees to abide by all policies, procedures and instructions set forth or provided by the Westport Fire Department and will also comply with all local, state and federal regulations. Permit applicant understands that an inspection may be made prior to the event and that changes may be ordered.

Permit holder name (Print):

Signature:

Date:



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FIRE WATCH AGREEMENT

Pursuant to the 2022 Connecticut Fire Safety Code, a fire watch may be required, whereas in the opinion of the fire code official, it is essential for public safety. The responsible party shall be responsible for payment upon completion of the service. Invoices for fire watch services will be sent directly to the responsible party listed below. Upon receipt of the invoice, payment shall be made within 30 days, via check addressed to "Town of Westport".

Terms of the fire watch include a 4-hour minimum beginning ½ hour before the start of the event and ending ½ hour after the event. All work performed after 4 hours shall be paid in ½ hour increments. All work performed over 8 hours shall be paid at 1 ½ times outside hourly rate. All work performed between 10 pm and 7 am shall be paid 1 ½ times outside job hourly rate. All work performed on New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day shall be paid 1 ½ outside job hourly rate.

Outside job hourly rates listed below are subject to the collective bargaining agreement with the Town of Westport.

Firefighter/LT: 87.19
1 ½ Firefighter/LT: 130.79
DFM/Captain: 99.35
1 ½ DFM/Captain: 149.03

Cancellation Policy

The following are the terms of the cancellation policy. The responsible party shall contact the Fire Marshal's Office at 203-341-5020 during normal business hours (M-F 830-430). For after-hours cancellations, the party responsible shall contact fire dispatch at 203-341-5010.

More than twenty-four (4) hours prior to the scheduled start time.	No Charge
Twenty-four (24) hours or less of the scheduled start time.	Four (4) hour minimum/ PP

Responsible Party contact information:

Name (print):

Phone:

Email address:

Responsible Party address:

Signature of Responsible Party

Date:

OFFICE USE ONLY

Inspection Required	No	Yes	Inspection Date :
Fire Protection /Fire Watch Required	No	Yes	Approved By: