



Incorporated Village of Mastic Beach-Office of the Fire Marshal

369 Neighborhood Road, Mastic Beach, NY 11951

Terms and Conditions for Block Party or Special Event Application

APPLICATIONS – Applications for block parties or special events must be submitted to Mastic Beach Village Fire Marshals office at least 90 days prior to the date you wish to hold your event.

PAYMENT - Full amount is due upon application. Payment methods: Cash (in person only), Business checks NO PERSONAL CHECKS.

LETTER OF INTENT- A letter of intent explaining in detail the purpose of the event, activities that will take place and any other relevant information should be submitted to Village of Mastic Beach for approval. Please send the letter of intent with your application and it will be forwarded to the Fire Marshal's Office.

CERTIFICATE OF INSURANCE – Village of Mastic Beach must be a Certificate Holder and an additional insured. Certificate Holder should read as follows:

Incorporated Village of Mastic
Beach 369 Neighborhood Rd
Mastic Beach NY 11951

General Liability – It is ultimately up to the Village of Mastic Beach to decide which vendors are considered high risk or low risk.

High Risk Vendor's insurance must be in the amount of \$2,000,000 per occurrence General Liability. For Example: Fireworks display or Carnivals ect.....

Low Risk Vendor's insurance must be in the amount of \$1,000,000 per occurrence General Liability. For Example: A Harvest type festival or Marathon ect

PLEASE NOTE: If your event requires any roads to be closed BOTH applications must be filled out



GENERAL RULES FOR FESTIVAL SITES/SPECIAL EVENTS

- 1 All vendors' booths, tents, propane tanks, portable generators, charcoal grills, electrical equipment and appliances, fire extinguishers or any other festival structures or equipment must be inspected by the Fire Marshal's office prior to the start of the event. All tents and flap material shall be manufactured from inherently flame resistant material. A certificate from the manufacturer will be required if a label certifying flame resistance is not permanently attached to the tent or flap material.
- 2 Electric cords and wiring shall not be placed directly on the ground unless they are properly protected from physical damage and shall be placed so as not to cause a tripping hazard. Electric cords may be buried upon receiving permission from the Fire Marshal.
- 3 Electric receptacles shall be ground fault protected.
- 4 Booths shall be placed to allow access to fire hydrants for fire department vehicles, and provide for unobstructed ways of travel at all times to permit free escape from any point of danger in case of fire.
- 5 Cooking booths shall have a minimum 20 BC rated fire extinguisher. Cooking booths that have a deep fat fryer shall also have a "K" rated fire extinguisher. Fire extinguishers shall bear a current inspection tag validated within the past twelve months. These extinguishers must be located in an area that is easily accessible for use.
In addition, all employees working in the booth or tent shall be trained in the proper use of the fire extinguishers.
- 6 Cooking appliances shall be isolated from the public by at least four feet or a suitable barrier placed between the cooking device and the public. Cooking appliances shall be installed per the manufacturer instructions. Non- U.L. listed appliances shall have clearances of not less than 36 inches at the back and sides and 48 inches in the front.
- 7 Vendors shall use only U.L. listed electrical cords listed for outdoor use. NO HOUSEHOLD OR NON-WEATHER TIGHT POWER CORDS OR ELECTRICAL OUTLETS WILL BE PERMITTED. All electrical wiring and devices shall be in compliance with the National Electrical Code.

ALL OTHER OPERATIONS SHALL BE CONDUCTED IN A SAFE MANNER WHICH IS CONSISTENT WITH NATIONALLY RECOGNIZED GOOD PRACTICES. ALL VENDORS SHOULD BE AWARE THAT THE FIRE MARSHAL WILL INSPECT THE SITE PRIOR TO THE OPENING OF THE FESTIVAL EVENT AND THAT ALL OF THE ABOVE ITEMS WHICH ARE THE RESPONSIBILITY OF THE VENDOR MUST BE IN PLACE OR THE VENDOR WILL NOT BE ALLOWED TO OPEN FOR BUSINESS. IF DURING THE COURSE OF THE EVENT AN ONSITE INSPECTION DETERMINES THAT THERE IS A VIOLATION OF ANY OF THESE CONDITIONS, THE VENDOR'S BUSINESS SHALL BE CLOSED UNTIL SUCH TIME AS THE PROPER CORRECTIVE MEASURES HAVE BEEN TAKEN AND INSPECTED BY THE FIRE MARSHAL'S OFFICE.

REQUIREMENTS FOR PORTABLE GENERATOR

1. All portable generators shall be U.L. listed or equivalent. Vendors shall have the manufacturer's written specifications for each portable generator, which shall be made available for inspection by the Fire Marshal or his designee.
2. Once started, portable generators shall be capable of running continuously, without refueling, for the entire length of the event. Refueling a hot portable generator or the storage of fuel on site is prohibited.
3. An approved fire extinguisher with a minimum rating of 20 BC shall be placed close to the generator.
4. A barrier shall be placed around every generator so as to prevent persons from tampering with electrical cords and equipment and to prevent persons from coming into contact with hot equipment.
5. Power cords shall be 3-wire type grounded and be of sufficient gauge to operate the equipment.
6. Power cords shall be protected from physical damage and from becoming a tripping hazard. Power cords shall be installed overhead, buried, or run through PVC conduit. Power cord locations and type shall be of a type approved by the Fire Marshal at the time of installation.
7. The portable generator shall be located away from the public way and the public.
8. Each portable generator shall be inspected by the Fire Marshal and approved before the event and prior to start up and use.
9. Provide electrical inspection by approved inspection agency.



Village of Mastic Beach-Office of the Fire Marshal

369 Neighborhood Road Mastic Beach, NY 11951 Voice: 631-379-6450

Fax: 631-772-2432 Email: c.grover@masticbeachvillageny.gov

MBFM004 6/2011

PERMIT APPLICATION

Initial Resubmittal

Scope

- Fire alarm installation or modification
 - Sprinkler system installation or modification
 - Firestopping
 - Fireworks
 - Construction
 - Propane/Natural Gas Installation
 - Fixed Suppression system Installation
 - Hood and Duct System installation
 - Special Event/Other:
- Project Type: New Alteration/Renovation
- Occupancy Type: Commercial Residential

Property

Date of Application:

Project Name:

Property Owner:

Project Address:

Applicant Name:

Applicant Address:

City: State: Zip: Phone:

Applicant Rep Resp for project:

Cell Phone: Email:

Declaration

By printing and signing my name to this application, I state that I have completed all of the required paperwork and answered all questions accurately, completely and truthfully. I am fully aware that providing false and/or inaccurate information on this application or any documents relating to this application, is a violation of Section §210.45 of the New York State Penal Law for which I can be fined and/or arrested.

I am also aware that this information is required to be filed under the Code of the Village of Mastic Beach and failure to do so can result in legal action against the owners/operators of this property/establishment.

NOTES:
If approved, this permit is issued and accepted on condition that the provisions of the Code of the Incorporated Village of Mastic Beach and any/all additional codes, laws, rules, regulations, requirements or specifications will be fully complied with. Any violation of said codes, laws rules, regulations, requirements or specifications will result in the immediate revocation of this permit. No responsibility rests upon the Incorporated Village of Mastic Beach, the Fire Marshal any Fire Department or Fire District by reason of this permit.

If any field of this application is left blank, the application will be rejected and you will be responsible to repay the review fee. If you have a question when completing the form, contact this office for assistance.

Submitting this application does not grant you the right to start any work until such time as you receive written approval from this office. Any violation of this will result in legal action against all parties involved.

Signature: Print:

<p>OFFICE USE ONLY Status</p> <p><input type="checkbox"/> Approved FM: <input type="text"/></p> <p><input type="checkbox"/> Rejected Date: <input type="text"/></p>	<p>OFFICE USE ONLY Fee Paid</p> <p>Amount: <input type="text"/></p> <p><input type="checkbox"/> Check <input type="checkbox"/> M.O. <input type="checkbox"/> Cash #:</p>	<p>OFFICE USE ONLY Disposition</p> <p><input type="checkbox"/> Mailed <input type="checkbox"/> Left at Village</p> <p>Document #: <input type="text"/></p>
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Application for Parades, Road Races or Similar Events

DATE AND TIMES OF EVENT:	EXACT NAME OF ORGANIZATION	BY
NAME OF ORGANIZATION OR INSTITUTION FOR PERMIT		
ADDRESS OF SAID ORGANIZATION, NUMBER AND STREET		
Is the organization a local religious, fraternal, educational, political, civic, Veterans, Fireman, Non-Profit or Charitable Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Set forth name, address and phone numbers of Chairman or Manager to be in control of the said event for which permit is sought:		
Name: _____ Home Telephone: _____ Business Telephone: _____		
Address: _____		
Set forth detailed description of the entertainment features and each of the activities of such event for which permit is sought: Number of Bands: _____ Number of Marching Units: _____ Number of Floats: _____ Number of Vehicles: _____ Total number of participants (approximate): _____ Other: _____ Comments: _____		
Set forth purpose for which permit is sought:		
Will the equipment to be used for such event be solely in the ownership and control of the applicant organization? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If the answer to the preceding question is "No" state the name(s) and address(es) of the owner(s) and lessor(s) of such equipment and the arrangements under which such equipment is to be used (hired, leased, loaned):		
Is there a school, library, church, hospital, orphanage, firehouse, etc. that will be affected by the participants? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Has your organization held this even in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, When?: _____		
Set forth detailed description of the streets and what area such event will take place:		
Street(s) _____ Area _____		
"Form up" will be at (location): _____		
Signature of Applicant: _____		
OFFICIAL USE ONLY		
Received of: _____		Date: _____
Check#	Amount:	Staff Signature:
Permit Application #	Permit #	



Application for Parades, Road Races or Similar Events (Continued)

Describe the exact route will follow from the starting place to the ending place, including streets and highways. Complete diagram of the route the event will follow (see below):

Set forth detailed statement of any noise making devices to be operated or maintained:

Include Certificate of Insurance showing your organization's coverage of not less than one million dollars (\$1,000,000.00)

The Village of Mastic Beach must be named on the certificate.

What Fire Department(s) has jurisdiction over fire area your parade will be marching in?

PARADE ROUTE DIAGRAM

