



**MONROE COUNTY FIRE RESCUE
OFFICE OF THE FIRE MARSHAL
SPECIAL EVENTS – CHECK LIST**

Date Permit Application was filed: _____

Date of Event: _____

Permit File Number: _____

Type of Event: _____

Sponsor of Event: _____

Sponsor Contact: _____
Phone

_____ Email

Please Check All That Apply

Cooking

- Deep Frying / Open Flame
- Charcoal Grill
- Gas Grill (LPG)
- Food Warming Only
- Catered Food
- Plan for:
 - o Cooking oil disposal
- No Cooking on Site

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power
- Identification / Protection of Trip Hazards

Road Closure

- Map of Closed Road with Fire Lane & Vendor Booth(s) Locations
- Crowd Control Staging Area

Tents / Awnings / Portable Shade Structures
(More than 200 square feet)

- Flame Resistance Certificate
- Size, Type, Use, Location of Tents / Awnings / Portable Shade Structures

Food Booths

- Food Booths – Total Number: _____
- Vendor Booths – Total Number: _____
- Total Number of Booths: _____

Performance Area – Stage

- Location: _____
- Size in Square Feet: _____
- Location of Sound Booth: _____
- Use “Electric Power” check-off