

**RICHLAND COUNTY DEPARTMENT OF EMERGENCY SERVICES**  
1410 Laurens St. Columbia, SC 29204, (803) 576-3400 Office, (803) 748-5055 Fax



**SPECIAL EVENT FORM**

ORGANIZATION NAME: \_\_\_\_\_  
LOCATION ADDRESS: \_\_\_\_\_  
CITY/ZIP: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

**(Check all that apply below)**

Nature of Operation:  Outdoor Assembly  Concert  Fireworks Display  Bonfire  Carnival/Fair  Food Vendors  Tents  Other

Name and Address of Agent in Charge: \_\_\_\_\_

1. Describe the event: \_\_\_\_\_
2. Describe the Emergency Procedures in place in case of a disaster. \_\_\_\_\_
3. Number of persons expected to be in attendance? \_\_\_\_\_
4. Starting time: \_\_\_\_\_ Ending time: \_\_\_\_\_

**YOU ARE HEREBY ORDERED TO COMPLY WITH THE FOLLOWING LOCAL JURISDICTIONAL GUIDELINES:**

1. A detailed site and floor plan shall be provided for all events. Site plans for outdoor events must include location of structures, tents, stages, parking, generators, property lines, vendors, hydrants, and access roads. Floor plans with an occupant load of 100 or more persons shall indicate location of exits, seating arrangement, as well as location of fire extinguishers.
2. Fire apparatus access roads shall have an unobstructed width of not less than 20 ft. Access to fire hydrants and Fire Department Connections must be maintained at all times.
3. All tents (>400sqft) and/or canopies (>700sqft.) shall be individually permitted. Such structures shall have a permanently affixed label bearing the identification of size and fabric or material type in accordance with NFPA 701 and properly anchored.
4. A 20 feet (6096 mm) clearance from all combustible materials or vegetation shall be maintained in areas adjacent to tents or air-supported structures.
5. Smoking shall not be permitted in or near tents or air supported structures. Approved "No Smoking" signs shall be conspicuously posted.
6. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 10 feet (6096 mm) of tents or combustible structures.
7. LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent, air-supported, air-inflated or tensioned membrane structure, or canopy. Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent, air-supported, air-inflated or tensioned membrane structure, temporary membrane structure or canopy shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement.
8. A minimum size of one 2A:10B:C and one K (where deep fryers are used) fire extinguisher shall be provided in each cooking area.
9. All electrical shall meet NEC requirements and be maintained and listed for its purpose.
10. Generators shall be properly grounded and isolated from public contact. Generators shall be separated a minimum distance of 20ft. from tents, canopies or other membrane structures.
11. Temporary platforms should be soundly constructed to withstand imposing occupant load. NO combustible storage shall be allowed under platform stages (Construction permits are required for platforms >120 sqft. Contact the Richland County Building Department 576-2140 for permitting details).
12. Trained crowd managers are required for events with >1,000 persons with a ratio of 1:250.

I HEREBY ACKNOWLEDGE AND AGREE THAT THE INFORMATION PROVIDED IS TRUE AND ACCURATE. I FURTHER UNDERSTAND THAT FAILURE TO COMPLY WITH THESE AND/OR OTHER WRITTEN GUIDELINES, CODES, AND LAWS MAY RESULT IN ISSUANCE OF FINES AND OTHER CRIMINAL / CIVIL PENALTIES.

**X** \_\_\_\_\_ Date \_\_\_\_\_