



West Orange Fire Department

Fire Prevention Bureau

415 Valley Road, West Orange, New Jersey 07052

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Susan McCartney
Mayor

Captain Joseph Matullo
Fire Official

EVENT/FAIR/FESTIVAL CHECK LIST

1. Date and location of Event/Fair/Festival
2. Provide detailed layout of Event/Fair/Festival with **ALL** tables/tents/vendors included
3. Provide list of **ALL** Board of Education Departments/PTA/vendors/Township Departments/businesses, etc. who will be participating in the Event/Fair/Festival along with details of type of participation, i.e. cooking/grilling, face painting, hand-outs, selling merchandise, etc.
4. Ask **ALL PARTICIPANTS** the following:
 - Are they cooking/grilling
 - ❖ If yes, what are they cooking/grilling with i.e. charcoal, gas or propane
 - Are they using compressed gas tanks for **ANY** reason, i.e. gas, helium (must be secured)
 - Are they using a generator (must be roped off and cords taped down)
 - Inflatable Rides – (Must have State Inspection Sticker from the Ride Safety Unit)
5. The following activities/appliances require a Fire Permit:
 - Cooking/grilling – what is heat source
 - Mobile Carnival Rides – with specifications
 - Mobile Stages – with specifications
 - Oversized Tents – with fire ratings
 - Use of Multi-Purpose room, **100 or more occupants**
6. Obtain permit application form from the West Orange Fire Department. Complete **all** information and return with **PAYMENT**, made payable to the “*West Orange Fire Department*”.

ALL REQUIRED INFORMATION AND PAYMENT MUST BE PROVIDED WITH THE PERMIT APPLICATION. PERMIT APPLICATION MUST BE SUBMITTED AT LEAST 15 DAYS PRIOR TO THE EVENT/FAIR/FESTIVAL. FAILURE TO PROVIDE ALL REQUIRED INFORMATION WILL RESULT IN DELAYS WHICH COULD AFFECT THE PROCESSING/ISSUANCE OF THE PERMIT.