CAMBRIDGE FIRE DEPARTMENT

OFFICE OF THE FIRE MARSHAL
(617) 349-4918
FAX (617) 349-4979

PUBLIC EVENT APPLICATION AND PERMIT

FOR THE USE OF PORTABLE COOKING GRILLS AND OTHER MISCELLANEOUS COOKING EQUIPMENT, GENERATORS AND HEATERS

(This application must be distributed by the event coordinator to the vendors along with the Public Event Checklist and then submitted by the event coordinator at least ten days prior to the event)

(Revised 10-1-11)

VENDOR NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	
EMAIL ADDRESS:		
NAME OF EVENT:		
LOCATION OF EVENT:		
DATE(S) OF EVENT [INCLUDE RAIN DATE(S)]:		
TIMES OF EVENT:		
EVENT CONTACT PERSON AND PHONE NUMBER:		
ESTIMATED NUMBER OF PEOPLE ATTENDING THE EVENT:		

PLEASE READ CONDITIONS OF PERMIT ON PAGE 2 PRIOR TO SIGNING

FOR FIRE DEPARTMENT USE ONLY- PERMIT APPROVAL

PERMIT NUMBER: EFFECTIVE FROM: / / UNTIL: / /

SIGNATURE OF FIRE OFFICIAL	RESTRICTIONS
TITLE:	COMPLIANCE WITH THE RULES AND REGULATIONS OF THE CITY OF CAMBRIDGE, MGL 148 AND 527 CMR
DATE:	
DETAIL REQUIRED: YES NO HOW MANY	

CALL 911 TO REPORT A FIRE OR MEDICAL EMERGENCY

PUBLIC EVENT APPLICATION AND PERMIT

CONDITIONS OF APPROVAL & REGULATIONS

1) All equipment associated with the event must be in excellent working condition and used in accordance with th manufacturer's recommendations and all federal, state and local laws and regulations. Visit www.cambridgefire.org an www.mass.gov/dfs for more information.
2) At no time will any cooking grill or other cooking equipment, generator or heater be left unattended when in use. Ther must be at least two people on site for each cooking area. The equipment shall at all times be under the persona supervision of the permit holder or another qualified person acting under his/her direction who shall remain at th location until the equipment is no longer being used.
3) Public access to the cooking area and any umbrella, canopy, awning, or tent used in the cooking areas is prohibited.
4) Wind blockers and shade umbrellas, canopies, awnings and tents for cooking stations shall be non-combustible.
5) No portable cooking, food warming, generator, or heater appliance shall be used on, at, or near any combustible materia and must be on a flat level surface.
6) Drip pans used under cooking appliances shall be non-combustible.
7) At least one fire extinguisher with a minimum 40BC (5LB) rating shall be located at each natural gas and propane cookin station and food warming station. Each charcoal and/or wood cooking station shall have at least one pressurized 2½ gallon water extinguisher and/or a charged garden hose nearby. One garden hose may be sufficient for multiple cookin stations.
8) Only enough propane needed per cooking station is allowed. No on site storage of extra propane tanks is permitted. Extra propane tanks left outside or inside of vehicles and buildings in the City is prohibited.
9) Propane tanks must use Over Pressure Devices and/or Quick Disconnects and must be kept a safe distance from the cooking appliance and be secured from falling over. Plastic milk crates work well for 20 pound (4+/- gallon) tanks.
10) Refueling of generators is prohibited on site. No on site storage of extra fuel is permitted. Extra fuel left outside or inside of vehicles and buildings in the City is prohibited.
11) Heaters are prohibited from use inside tents. Indirect heating shall be used.
12) All heat producing equipment must be cooled before moving. Ashes must be completely extinguished and disposed o appropriately.
13) All cooking grease and oil must be disposed of appropriately.
14) Pyrotechnics, fireworks and non cooking open flame devices are prohibited.
15) Each cooking station will be continually inspected for compliance during the event. Any violations found must be corrected or the cooking station will not be allowed to operate.
16) The holder of this permit must abide by all rules and regulations of the Cambridge Fire Department which may be amended from time to time. Violation of any applicable law, regulation or any condition contained therein shall render this permit as void.
17) Permit will not be valid unless signed below by both the event coordinator and event vendor. A copy of this permit must be in the possession of the event coordinator and event vendor on the day(s) of the event.

_____ _____

SIGNATURE OF EVENT VENDOR DATE

_____

PLEASE PRINT NAME

_____ _____

SIGNATURE OF EVENT COORDINATOR DATE

_____

PLEASE PRINT NAME

Cambridge Fire Department Public Event Checklist

This checklist must be submitted with the Public Event Permit Application at least ten days prior to the event. Neatly check your answers)
(Revised 10-1-11)

Name _____ Date of Event _____

I am the ..... Event Coordinator Event Vendor

Event Coordinator -Is your event sponsored by the City of Cambridge? ..... Yes No

Event Coordinator -Is your event open to the public on private property? ..... Yes No

Event Coordinator -Do you have a list of vendors with an inventory of what types of appliances and fuels will be used? ..... Yes No

Event Coordinator -Do you have an 8½"x11" map indicating where the vendors will be located? ..... Yes No

Event Coordinator -Does your event need any assistance with emergency medical services? ..... Yes No

Event Coordinator -Does your event wish to have a fire engine visit for children? ..... Yes No

Event Coordinator -Is there a mobile food truck and/or trailer? How many? ..... Yes No #

If yes, this may require a license issued by the License Commission 617 349 6140 with sign off from the fire department after an equipment safety inspection. This is typically handled by the food truck/trailer vendor.

Event Coordinator -Is there a temporary tent? How many? ..... Yes No #

If yes, this may require a building permit issued by the Inspectional Services Department 617 349 6100 with sign off from the fire department verifying flame certificate rating for the tent fabric. This is typically handled by the tent vendor.

Event Vendor -Is there a portable cooking appliance (grill)? How many? ..... Yes No #

If yes, what fuel will be used? ..... Wood Charcoal Electric Natural Gas Propane Other

Note Propane appliances must be capable of running for the entire event on a full tank. *Extra Propane is not allowed!*
Manufacturer listed multiple tank assemblies that are fixed in place stationary setups are allowed to flop over.

If you checked Propane, what tank safety device(s) will be used? ..... Over Pressure Device Quick Disconnect

Event Vendor -Is there a portable food warming appliance? How many? ..... Yes No #

If yes, what fuel will be used? ..... Electric Chafing Gel Propane Other

Event Vendor -Is there a portable generator appliance? How many? ..... Yes No #

If yes, what fuel will be used? ..... Diesel Gasoline Propane Other

Note Generator appliances must be capable of running for the entire event on a full tank of fuel. *Extra fuel is not allowed.*

Event Vendor -Is there a portable heating appliance being used for the tent? How many? ..... Yes No #

If yes, what type of fuel will be used? ..... Electric Natural Gas Propane Other

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Cooking, food warming, generator and heating appliances must be in excellent condition and may require additional permits from the plumbing and electrical inspectors. Call 617 349 6100 for more information.

At least one portable fire extinguisher will be required for each cooking, food warming, generator and heater. Fire extinguishers must be in a serviceable condition and it is not recommended that they be taken out of a restaurant that is open for business during the event.

Everything must be cooled down before moving. Coal and wood ashes should be disposed of in a metal container and dampened with water.

For any questions about this checklist contact Lt. Chris Towski at ctowski@cambridgefire.org or 617 349 4968