

**Town of Essex - Building Department**  
29 West Avenue    Essex, CT 06426  
Phone: 860 767-4340 ext. 117    Fax: 860 767-8509

**TENT APPLICATION and AGREEMENT    Permit # \_\_\_\_\_**

**This form should be completed for any Event using a tent(s) of any size and be submitted 30 days prior to the event. Permit Fee is \$30 per tent/per event payable to the Town of Essex.**

Name/Sponsor of Event: \_\_\_\_\_

**Date(s) of the Event:** \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Date tent to be erected: \_\_\_\_\_ Date tent to be taken down: \_\_\_\_\_

List dimensions of all tents: \_\_\_\_\_

**Location** of Tent \_\_\_\_\_

Check one of the following:    Land is privately owned \_\_\_\_\_ Publicly owned \_\_\_\_\_

Land Owner Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Land Owner Address: \_\_\_\_\_

**Event Type:** \_\_\_\_\_

Open to the Public:    Yes \_\_\_ No \_\_\_    Admission Fee Charged:    Yes \_\_\_ No \_\_\_

Anticipated attendance: \_\_\_\_\_ *Note: See Terms and Conditions.*

Name of Person(s) in charge of event: \_\_\_\_\_ Contact Number(s): \_\_\_\_\_

Will **electricity** be used? Yes \_\_\_ No \_\_\_    If yes, where will it come from? \_\_\_\_\_

Will the tent be **heated**? Yes \_\_\_ No \_\_\_    If yes, how will it be heated? \_\_\_\_\_

Will there be **cooking** taking place in any tent?    Yes \_\_\_ No \_\_\_; If yes, what will the fuel source be: \_\_\_\_\_

**Alcohol**

Temporary Liquor Permit Name: \_\_\_\_\_

Permittee Name: \_\_\_\_\_

**The following items should accompany this application:**

\_\_\_\_ **Certificate of Flame Resistance**

\_\_\_\_ **Certificate of Worker's Compensation Insurance**

\_\_\_\_ **Diagram which includes seating arrangements, means of egress, signage, lighting and other measures necessary for the prevention or abatement of fire casualty, and related hazards.**

**TERMS AND CONDITIONS:**

**Attendance/Private Duty Fees:** State Statutes require that tent events with anticipated attendance of 100 or more persons have both fire and police presence. Private Duty fees for Police and Fire Fighter presence may be charged and will be billed after the event. Payment of fees shall be made within 15 days of billing. The Town of Essex shall have the right to recover all costs of collection of any unpaid bill, including reasonable attorney fees. *See Essex Fire Marshal and Essex Resident Troopers Office below for further details.*

**At time of application, contact the:**

- **Essex Fire Marshal (860 767-4340 x 146)** for all events. The Essex Fire Marshal shall determine the extent of fire protection to be provided for all social events requiring the use of tents or portable shelters. For tents or portable shelters with or without side panels having wood or metal supports and using any kind of a textile or similar material for coverage, and having a

capacity sufficient to shelter 100 or more persons or covering a ground area of more than 1,200 square feet, one or more qualified Essex Fire Fighter(s) shall be on duty during the time the social event is active. A qualified Fire Fighter is a person who has attended such courses to be "Command Certified".

If Fire Fighter presence is required, the private duty rate is \$30/hour per Fire Fighter (2 hour minimum). \*

- **Essex Resident Troopers Office (860 767-1054)** in conjunction with any Tent or Temporary Liquor Permit Application. A Request and Agreement for Extra Duty Police Services must be completed.

If Police presence is required, the private duty rate is \$65/hour per Police Officer (4 hr minimum). \*

- **Essex Building Department (860 767-4340 x117)** for all electrical, plumbing and mechanical connections and/or use of gas or grill type cooking equipment. Note: Separate permits may be required for electrical, plumbing and mechanical connections.
- **Essex Parks and Recreation (860 767-4340 x201)** if the event takes place on town property. A "Request to Use Park Property Form" must be completed.
- **Essex Health Department (860 767-4340 x119)** if the event involves Food Service. An application should be completed no later than 10 business days prior to the event. There is no fee for this application.

\*Any rates listed may change without prior notice to the applicant. Cancellation for an event must be received 36 hours prior to the day of the event. Failure to do so will result in being billed the minimum amounts for private duty fees.

**I agree to all the TERMS AND CONDITIONS specified in this application. I hereby certify that the proposed tent event is authorized by the land owner of record and I have been authorized by the owner to make this application for a tent as his authorized agent. I agree to conform to all applicable laws of this jurisdiction. I further agree to make payment in full within 15 days of receipt of statement for fire and/or police services. Payments not received within 15 days will be subject to collection fees.**

Applicant Name (please print): \_\_\_\_\_

**Billing/Mailing Address:** \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**DEPARTMENT APPROVAL**

Fire Protection Required: \_\_\_\_\_ Yes \_\_\_\_\_ No                      Number of Fire Fighters Required: \_\_\_\_\_

Electrical/Plumbing/Mechanical Permit Required: Yes \_\_\_\_\_ No \_\_\_\_\_  
(Circle appropriate category)

Fire Marshal Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Building Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Revised 7/16