

## **HELPFUL HINTS FOR PLANNING YOUR EVENT**

**The following is a list of suggestions that will help you plan a safe event for the people who are attending and supporting your organization's activities.**

- A) Be sure that you have the proper Liquor License.
- B). Be sure that you have the proper Insurance: e.g. Comprehensive Liability Insurance
- C) Be sure that you have First Aid Supplies Available: e.g. band aids, ice packs etc.
- D) If barbecuing outside, be sure to have fire extinguishers in the area.
- E) Please check the Village website for ordinances concerning parking and noise.
- F) Be friendly, invite neighbors who bordered the immediate area of the event.

### **IF YOU USE TENTS FOR YOUR EVENT**

Be sure that your tent conforms to the Fire Code of New York State – (Check with the Rental Company)

- G) Tents erected must comply with NFPA102 – (Check with the Rental Company)
- H) Smoking. Smoking shall not be permitted in tents or air supported structures. Be sure that approved “No Smoking” signs are conspicuously posted.
- I) Do not install tents in driveways, blocking access to emergency equipment.
- J) Fire break. Be sure that an unobstructed fire break passageway not less than 12 feet wide and free from guy ropes or other obstruction be maintained on all sides of all tents and air supported structures.
- K) Vegetation removal. Be sure that combustible vegetation (such as hay) is removed from the area occupied by a tent, air-supported structures or canopies and from areas within 30 feet of such structures.
- L) Be sure that generators and other internal combustion power sources are separated from tents, air-supported structures or canopies by a minimum of 20 feet and are isolated from contact with the public by fencing.

**M) Exit openings.** Be sure that exit openings from tents remain open unless covered by a flame-resistant curtain. (Check with the rental company). However, the curtain should comply with the following requirements:

1. Curtains shall be free sliding on a metal support. The support shall be a minimum of 80 inches above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtain obstructs the exit.

2. Curtains shall be of a color, or colors that contrasts with the color of the tent.

**N) Be sure that combustible materials for decorative purposes are not used unless they are made from approved flame-resistant material.**

**O) Be sure that open flame devices are not inside or within 20 feet of tent.**

**P) Portable fire extinguisher shall be provided in tents as required. (Check with the Tent rental company.)**

**Q) Cooking tents.** Be sure that tents where cooking is performed are separated from other tents, air-supported structures or canopies by a minimum of 20 feet.

**R) Outdoor cooking.** Be sure that outdoor cooking that produces sparks or grease-laden vapors are not performed within 20 feet from a tents, air-supported structure or canopies.

**S) Be sure that all electrical wiring & equipment conforms to the National Electrical Code (NFPA 70).**

**T) Location of containers.** Be sure that LP-gas containers are located outside. Be sure that safety release valves are pointed away from tents, air-supported structures or canopies.

**U) Containers 500 gallons or less.** Be sure that portable LP-gas containers of 500 gallons or less have a minimum separation between the container and structure of not less than 10 feet.