



**Town of Winchester
City of Winsted
Office of the Fire Marshal**

338 Main Street
Winsted, CT 06098
Tel. (860) 379-8771
Fax (860) 738-6598

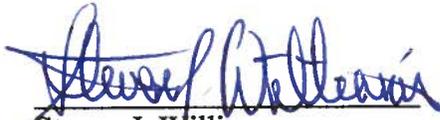
Event Promoter:

In the interest of public safety, the Winchester Fire Marshal's Office offers the following guidelines and requirements for Promoters of Special Events. It is the intent of this office to assist you in having a safe, incident-free event.

1. The Event Promoter is responsible for developing (or having developed) a detailed drawing of the entire Event site. Included on the drawing(s) shall be locations of tents, booths, amusement rides (if any), concession stands, stages/platforms and generators. Also included shall be the designation of each booth, stand, etc. which will be vending food and types of cooking equipment to be used. The drawing(s) shall be submitted to the Fire Marshal's Office no less than thirty (30) days prior to the Event.
2. In accordance with Section 29-143a of the Connecticut General Statutes, fire protection in the form of personnel and equipment, shall be required as deemed necessary by the Fire Marshal. Such protection shall be paid by the person or persons operating, conducting or promoting the Event.
3. Adequate fire lanes (16 feet wide) must be provided and maintained for easy access and use by emergency vehicles (i.e. Fire Department, Police Department, Ambulance Service, etc.)
4. All fire hydrants must be kept free and clear of obstructions.
5. **Prior to a Special Event being held in a building which is not designed and built as a "Place of Public Assembly" approval must be granted by the Fire Marshal.**
6. Building designed and built as a "Place of Assembly" must have occupant load signs posted. These occupant load signs can be obtained from the Fire Marshal's Office.
7. If Special Effects (fireworks or theatrical pyrotechnics) are scheduled to take place during a Special Event, applications for permits must be secured from the Office of the State Fire Marshal, Fireworks Section, located at the Department of Public Safety, Middletown Connecticut 860-685 -8460.

8. If amusement rides are planned for a Special Event (whether indoors or outdoors) and the ride accommodates 5 or more riders, the Outdoor Amusement License Section, Office of the State Fire Marshal, must be contacted 860-685-8470.

Promoters will also need to comply with vendor guidelines when providing vending service during an event. For any further assistance, contact the Winchester Fire Marshal's Office between the hours of 8:00 a.m. and 4:00 p.m., Monday thru Wednesday, 8:00 a.m. and 7:00 p.m. Thursday and 8:00 a.m. and noon Friday, at 860-379-8771 or Fax 860-738-6598.



Steven J. Williams
Fire Marshal
Town of Winchester