



Guadalupe County Fire Marshal Office

Patrick Pinder, Fire Marshal

101 E. Court Street, Suite 208

Seguin, Texas 78155

(830) 303-8856



APPLICATION FOR SPECIAL EVENTS (Carnivals, Fairs, and/or Festivals)

Address/Location of Event:			
Name of Event:			
Contact Name for Applicant:		Phone #	
Applicant Email Address:			
Applicant Billing Address:			
Event Dates:		Estimated # of Attendees	
Estimated # of Staff		Special Events Application Submitted to Co Planning?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Installation and Removal Date(s)	Setup:		Take Down:
Any Stages to be Erected?	<input type="checkbox"/> YES	<input type="checkbox"/> No	
# of Stages:	Size:		Size:
# of Tents:	Size:		Size:
# of Canopies:	Size:		Size:
# of Food Trucks:	Site Inspection: Date/ Approx. Time:		

NOTE: Certificates of Flame Resistance for all tent fabrics and all interior decorative fabrics shall be provided to Fire Marshal's Office at or before issuances of permit (Submit with application or provide at site inspection).

- Lighting installed inside tent(s): YES NO Heating: YES NO
- Cooking Appliances to be used at event? YES NO
- Indicate driveway address(es) and blockage locations on a map to be included with application.
- Fire Suppression and Notification Plan Attached? YES NO
- Evacuation Plan Attached? YES NO
- Medical Plan Attached? YES NO
- Communications Plan Attached? YES NO
- Event Planning Map and/or Diagram Attached? YES NO



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GUADALUPE COUNTY APPLICATION FOR CARNIVALS, FAIRS, AND/OR FESTIVALS (continued)

PROCEDURE:

- A. Review all requirements for special events presented in International Fire Code 2006, HEALTH AND SAFETY CODE CHAPTER 751. MASS GATHERINGS, OCCUPATIONS CODE CHAPTER 2104. REGULATION OF OUTDOOR MUSIC FESTIVAL, Special Events (Carnivals, Fairs & Festivals) .,
- B. Complete online application and "Save As" with document name of site address/location. Create site plan, scan (if hand drawn) and email application and site plan to: **patrick.pinder@co.guadalupe.tx.us**
- C. Your application will be reviewed for completeness and compliance by the Fire Marshal
- D. An evaluation will be made as to whether a Fire Suppression Plan, Evacuation Plan and/or Medical Plan shall be required.
- E. A reply email will be sent to you stating whether your application has been approved or if additional information is required.
- F. Once all information is deemed adequate and initial set up plan is approved, applicant will be notified via email to submit an Inspection Request Form to the Fire Marshal's Office to schedule a safety inspection which is required.
- G. After application approval has been received, contact said the Fire Marshal at least 24 hours PRIOR TO SETUP to arrange a time for site inspection of the event site.
- H. The site inspection date and time should be sufficiently in advance of the event so that if there are problems or standing violations, they can be corrected after the site inspection and prior to start of event.
- I. The cost of the Carnival/Fair permit is \$200 dollars. If the initial site inspection results in violations and a re-inspection are required, an additional fee may be added.
- J. The permit fee shall be paid in full upon issuance of the permit.
- K. Failure to make timely payment for a permit will result in your company not being able to obtain any future required permits.
- L. If you not have access via email, you may print up the application and mail or fax completed application with site plan to address and numbers above.

Applicant Printed Name

Applicant Signature

Date

TO BE COMPLETED BY THE FIRE MARSHAL'S OFFICE

Receipt # _____ Date: _____ Permit Fee: _____