



KAMLOOPS FIRE RESCUE SPECIAL EVENT FORM

**THIS FORM MUST BE RETURNED TO THE CITY COMMUNITY EVENTS COORDINATOR
WITHIN THE 15 DAY TENTATIVE PERMIT PERIOD.**

The following types of events that must meet Kamloops Fire Rescue special event requirements include, but are not limited to:

- music concert or festival
- street festival, Farmer’s market, craft market
- large running or walking event
- fireworks and pyrotechnic show
- beer garden
- temporary patio extension
- circus
- auto/rv/industrial vehicle/monster trucks show
- rodeo
- religious gathering
- and/or any other special event of public assemblage.

**Events with one or more of the above conditions will require Kamloops Fire Rescue approval.
Use the list below to check any activities that apply to your event.**

- open flames, special effects, pyrotechnics or fireworks display
- blocking/closures of any public streets
- events in parking lots or on any property that may block access to buildings
- tents, canopies or air-supported temporary membrane structure over 60m² (645 sq.ft.)
- special amusements and fairs.
- temporary occupant loads for enclosed areas or licensed events
- any public assemblage that contains the public in a fenced or restricted area
- outdoor cooking

If any of the above activities are included in your event, a detailed site plan and Fire and Emergency Safety Plan are required to be submitted to Kamloops Fire Rescue four (4) weeks before your event date.

By submitting this form, you acknowledge the following:

- A detailed site plan and Fire and Emergency Safety Plan are required.
- Fire hydrants must be always kept clear and unobstructed.
- The event must not block any access to fire department connections on any buildings.
- If any public roads or private access roads/parking lots are closed, provisions for emergency vehicle access must always be available. ***Permit is required for any public road.**
- The event permit holder must comply with all requirements of the BC Fire Code and Fire Prevention Bylaw as required by the Fire Chief.
- No changes to the plan should be made without approvals.
- A fire safety inspection is required unless notified otherwise.

Please complete the following and submit to the City Community Events Coordinator within the 15 day timeline to confirm your temporary permit.

Event Name: _____

Requested Event Date: _____

Requested Event Location: _____

Event Organizer Contact Name: _____

Event Organizer Contact Number: _____ Email: _____

Date of Submission: _____