

Town of Colchester Special Event Detail Survey

By providing complete and detailed information about your event along with your application, it can significantly increase the speed with which your application can be reviewed and approved.

Is this event open to the public, or is it a private function?

Public

Private

Will food be served? Yes No

If “yes”, please provide details, including: the complete menu, how/where it will be prepared/served, and by whom. A temporary food license may be required by the Health Dept.

Will temporary structures (such as tents) be erected? Yes No

If “yes”, please provide a detailed site plan, including size and location of each structure, and distances between structures. Tents require a certificate for each one showing the flame spread and smoke development requirements. Large tents will require additional exiting, exit signs and “no smoking” signs.

Will there be electrical usage? Yes No

If “yes”, the type of electrical cord being used must be indicated on the site plan. All electrical on the ground must be protected with approved matting in the areas of walking. All lights in tents must have approved covers over all exposed bulbs. All wiring must meet the national electrical code for temporary use.

Will there be propane use? Yes No

If “yes”, the tanks must be outside of the tent, properly secured and all tanks must be ASME or DOT approved with up to date stamps.

Please provide any/all other details about the event that may be helpful in giving a complete picture of what the event will entail:
