



Campbell County Fire Department

106 Rohan Avenue
Gillette, Wyoming 82716-3541

(307) 682-5319
Main Line

(307) 686-2222
Fax Line

Operational Permit

Issue Date: June 12, 2013
Effective Dates: **June 28-30, 2013**
Contact: Joe Lunne, (307) 299-6540
Location: Gillette College (north lawn), 300 Sinclair Street, Gillette
Project: Place of Assembly (Special Use)
Event: **Donkey Creek Music Festival (beer garden tent);
Social gathering with alcohol present**
Occupant Load Limit: **199 persons**

I have received proper notification and documentation of your intent to operate a place of assembly at the above address. I have inspected the plans in accordance with 2012 International Fire Code (IFC).

Pursuant to applicable sections of 2012 IFC as amended and adopted by the City of Gillette:

105.6.34 Places of assembly. An operational permit is required to operate a place of assembly.

Permission is granted to operate the place of assembly as described, conditional upon the following:

- **105.3.5 Posting the permit.** Issued permits shall be kept on the premises designated therein at all times and shall be readily available for inspection by the fire code official.
- **105.5 Revocation.** The fire code official is authorized to revoke a permit issued under the provisions of this code when it is found by inspection or otherwise that there has been a false statement or misrepresentation as to the material facts in the application or construction documents on which the permit or approval was based including, but not limited to, any one of the following:
 1. The permit is used for a location or establishment other than that for which it was issued.
 2. The permit is used for a condition or activity other than that listed in the permit.
 3. Conditions and limitations set forth in the permit have been violated.
 4. There have been any false statements or misrepresentations as to the material fact in the application for permit or plans submitted or a condition of the permit.
 5. The permit is used by a different person or firm than the name for which it was issued.
 6. The permittee failed, refused or neglected to comply with orders or notices duly served in accordance with the provisions of this code within the time provided therein.
 7. The permit was issued in error or in violation of an ordinance, regulation or this code.

If you have any questions or concerns, please feel free to call me. Thanks in advance for your support.

Eric Acton
Fire Marshal

Encl: Rules for Special Use Assembly
Cc: City Clerk

RULES FOR SPECIAL USE ASSEMBLY

within the City Limits of Gillette, 2012

Assembly Permit holders shall comply with the requirements of the 2012 International Fire Code (IFC).

Exits

- The means of egress, including the exit discharge, shall be illuminated at all times the building space served by the means of egress is occupied. (IFC 1006.1)
- Exit signs shall be internally or externally illuminated at all times. (IFC 3103.12.6)
- Exits shall not be obstructed in any manner. (IFC 1003.6, 1028.9.1)
- A minimum of two exits is required. (IFC 3103.12, Table 3103.12.2)
- Post an occupant load sign inside the meeting room. (IFC 3104.14)
 - **Indicate the Occupant Load Limit is 199 persons.**

Fire Protection

- Maximum travel distance to a fire extinguisher is 75'. (IFC Table 906.3(1))
- Fire extinguishers shall be in conspicuous locations where they will be readily accessible for use. (IFC 906.5, 3104.12) Extinguishers shall be minimum 5-lb, A-B-C-rated.
- Portable fire extinguishers shall not be obstructed or obscured from view. In rooms or areas in which visual obstruction cannot be completely avoided, means shall be provided to indicate the location of extinguishers (IFC 906.6)
- Hand-held portable fire extinguishers, not housed in cabinets, shall be installed on hangers or brackets supplied. (IFC 906.7)
- Fire extinguishers shall be serviced annually and shall have a current service tag attached. (IFC 901.6)
- A 4' clear space shall be maintained around the circumference of fire hydrants and fire department connections. (IFC 507.5.4, and 507.5.5, as amended)

Electrical

- A working space of not less than 30" in width, 36" in depth and 78" in height shall be provided in front of electrical service panels. (IFC 605.3)
- Extension cords shall not be a substitute for permanent wiring and shall not extend through walls, ceilings or floors. (IFC 605.5)
- "Power strips" with overcurrent protection, listed by Underwriters Laboratories, and plugged directly into a permanently installed receptacle are acceptable. (IFC 605.4)

Miscellaneous

- Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. (IFC 503.4)

The permit holder is responsible for the safety of the occupants.

- **Ensure hazardous practices are prohibited.**
- **In the event of a fire, immediately evacuate all occupants and report the incident to 911.**
- **For medical emergencies, call 911 and designate a person to direct responders to the location of the patient(s).**



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Operational Permit

Issue Date: June 12, 2013
Effective Dates: June 28-30, 2013
Contact: Joe Lunne, (307) 299-6540
Location: Gillette College (north lawn), 300 Sinclair Street, Gillette
Project: Donkey Creek Music Festival beer garden tent

I have received proper notification and documentation of your intent to put up a tent at the above address. I have reviewed the proposal in accordance with the 2012 International Fire Code (IFC).

The tent requires an Operational Permits pursuant to applicable sections of 2012 IFC as amended and adopted by the City of Gillette:

- **105.6.43 Temporary membrane structures and tents.** An operational permit is required to operate an airsupported temporary membrane structure or a tent having an area in excess of 400 square feet.

Per Chapter 31 Tents, the permit is valid when the following conditions have been met and maintained:

- Tables, chairs, or equipment need to be oriented such that a clear exit aisle of at least 36" is provided near the edges of the tent not occupied by beer vendors, leading to each exit. Seating needs to be organized to provide access to the exit aisles. (1028.9.1, #5)
- The minimum number of exits for the proposed tent is two, a minimum of 72" wide, oriented roughly opposite each other, and marked with EXIT signs. (3103.12, Table 3103.12.2, 3103.12.6)
- The tent must be labeled as being made of flame retardant material. (3104.2, 3104.3)
- No open or exposed flame is allowed inside the tent. (3104.7)
- Please post a minimum 5-lb, A-B-C-rated fire extinguisher near each exit. (3104.12)
- I have provided an Occupant Load Sign; please post it in a conspicuous location inside the tent. (3104.14)
- A responsible adult needs to be designated as Crowd Manager to watch for (and prevent) emergencies, and assist people inside the tent in the event of an emergency. (3104.20.2)

Permission is granted operate the tent specified in your submitted documentation.

- **105.3.5 Posting the permit.** Issued permits shall be kept on the premises designated therein at all times and shall be readily available for inspection by the fire code official.

If you have any questions or concerns, or if changes are made to the tent, please feel free to call me. Thank you in advance for your support.

Eric Acton
Fire Marshal
Cc: City of Gillette Building Division

FOR YOUR SAFETY

OCCUPANCY

OF

**DONKEY CREEK MUSIC FESTIVAL
300 SINCLAIR STREET, GILLETTE, WY
(NORTH LAWN BEER GARDEN TENT)**

IS LIMITED TO:

199

PERSONS

**THIS CERTIFICATE SHALL BE POSTED
IN A CONSPICUOUS LOCATION AT ALL TIMES**



ERIC ACTON
FIRE MARSHAL

DATE

6/12/13

2012 IFC