

VILLAGE OF WESLEY HILLS

432 Route 306

Wesley Hills, New York 10952

(845) 354-0400 Fax: (845) 354-4097

www.wesleyhills.org

TENT PERMIT PROCEDURES

When Is A Permit Required?

If you are erecting a tent or air supported structure 400 square feet or larger you must obtain a tent permit from the Village of Wesley Hills. (This is required by NYS and International Fire Codes).

Cooking/open fires/flames are not allowed in a 400 square foot or larger tent. A separate tent or location is required for cooking/open fire/flames and must be separated by 20 feet from any other tent and/or structure.

The application must be submitted at least 10 days prior to the event.

Applications that are approved will have a maximum of 10 business days during which the tent may be set up, utilized and disassembled. At the request of the applicant and at the discretion of the Village, tents may be permitted to stay up longer though a reinspection fee may be imposed.

Each tax lot in the Village of Wesley Hills may apply for up to 5 permits per year.

The Village of Wesley Hills Noise Ordinance §140 and any Executive Orders issued by the Governor must be followed.

Tent Permit Fees:

- | | |
|--|---------------|
| • 400 square feet – 1,600 square feet | Fee: \$75.00 |
| • >1,600 square feet – 3,000 square feet | Fee: \$100.00 |
| • >3,000 square feet – 5,000 square feet | Fee: \$125.00 |
| • >5,000 square feet | Fee: \$175.00 |
| • Reinspection | Fee: \$50.00 |

Required Documents:

- Certificate of Flame Resistance (aka flame spread certificate)
- Rockland County Electrical License and underwriters certificate
- Rockland County Electrical workers comp, disability, and liability insurance naming the Village as additional insured
- Tent Plan must be submitted and show the following:
 - location of tent(s)
 - location of all adjacent buildings/structures
 - all exits
 - table and chair arrangements
 - mechanical (if any)
 - cooking (if any)
 - electrical (if any)

You are required to submit a detailed site and tent plan for tents, canopies or membrane structures that will have an occupancy load of 50 or more. The tent, canopy or membrane structure plan shall indicate details of the means of egress, seating capacity, seating arrangements, location of fire extinguishers, and location and type of heating, electrical and cooking equipment.

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TENT PERMIT APPLICATION

OWNER

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Home Phone: _____

E-Mail: _____

Date of Birth: _____ Drivers License #: _____

APPLICANT

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Home Phone: _____

E-Mail: _____

Date of Birth: _____ Drivers License #: _____

TENT LOCATION

Address: _____

City: _____ State: _____ Zip Code: _____

Building or Complex name: _____

EVENT DETAILS

Date(s) of Event: _____ Event Times: _____

Description/Type of Event: _____

Tent Set Up Date: _____ Tent Removal Date: _____

TENT DETAILS

Number of Tent(s): _____ Tent Size(s): _____

Occupant Load of Tent(s): _____

Type of Tent: Frame: _____ Pole: _____ Tension: _____ Other: _____

Will Tent be staked or ballasted? YES: _____ NO: _____

Will Tent have sidewalls? YES: _____ #: _____ NO: _____

Interior Setup: Chairs Only: _____ Tables & Chairs: _____ Merchandise: _____

Electric Service to Tent? YES: _____ NO: _____

Power Supplied By? _____

Will you have a separate tent for Food Preparation:

_____ Heating Only: _____ Heat or Open Flame: _____

TENT VENDOR INFORMATION

Company Name: _____

Corporate Name: _____

Rockland County License #: _____ State: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Web Site: _____

Owners Name: _____ Cell: _____

Company Manager Name: _____ Cell: _____