



6 PROSPECT STREET, FAR HILLS, NJ 07931
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TENT PERMIT REQUIREMENTS

Tent permits are required for any tent over 900 sq. ft. or contains platforms or bleachers 11 feet or less. If over 16,800 sq. ft. or over 140 ft. in any dimension or contains bleachers or platforms 11 ft. or higher, a UCC permit is required.

When submitting a tent permit please include:

- Dimensions of tent
- Detailed site and floor plan for all of the tents and canopies with an occupant load of 50 or more people
 1. Include exits, tables and chairs(seating capacity), bars
 2. Any heating or electrical equipment
- Location of Fire Extinguishers(Required)
- Generators must be separated a minimum of 20' from tents
- Location of cooking tents
 1. Must be separated from other tents/canopies by 5 feet. **If occupant load is more than 50 then separation is by 20 feet.**
 2. All appliances must be commercial grade
 3. LP gas containers must be located outside of canopy.
Containers must be secured.

Guidance Document

Cooking appliances under Canopies and Tents

Definitions:

CANOPY – A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

TENT – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

Purpose:

Prohibiting open flames and high-heat appliances fueled by flammable or combustible gases, liquids and solids inside or within 20 feet of a tent or membrane structure is just common sense. Fires cannot start if there is no source of ignition. This guidance document, however, gives the fire code official the ability to approve an open flame or exposed flame appliance considered to be a minimal fire hazard typical of limited cooking facilities using charcoal or LP-gas for fuel and located under a canopy that is open on at least three sides and not attached to another structure.

Cooking activities under canopies may be approved based upon the following:

1. The issuance of Type 1 Permit pursuant to N.J.A.C 5:70-2.7(a)3.v.
2. The use of membrane structures for cooking activities is restricted to free standing canopies with no sides attached during cooking activities.
Exception: Tents installed pursuant to a permit issued under the New Jersey Uniform Construction Code wherein the cooking activity was included as per the application, review, and approval process.
3. A diagram is submitted that includes a floor plan showing the location of the cooking appliances and any fuel sources or supplies.
4. The cooking canopy is located no less than five feet from any other canopy, tent or structure.
5. The canopy fabric is flame resistant and the applicant has provided the Fire Official with a certification attesting the flame resistance as required by Section 2001.8 of the UFC.
6. All cooking equipment to be placed under a canopy is listed for commercial use (example: a residential barbecue is not listed for commercial use.)
7. LP-Gas containers are located at the outer edge of the canopy, a minimum of five feet from the heat-producing appliance. The containers are protected to prevent tampering or damage by vehicles or other hazards. The containers are securely fastened and free of leaks. Safety relief valves are pointed away from the canopy. (Note: Because LP Gas is heavier than air, the fire official should look at the ground in the area surrounding the container to ensure that the ground does not slope down from the container such that gas would collect in a high occupancy (assembly) area in the event of a leak.)
8. Occupancy underneath the canopy is restricted to those persons necessary for food preparation only. Food may be served from the outer edge of the canopy. Suitable barriers should be provided to maintain a distance of not less than five feet between areas accessed by the general public and the cooking equipment.
9. Portable fire extinguisher(s) are provided for each cooking location. The size and type should be determined in accordance with the fire protection requirements of the fire code and its referenced standard, NFPA 10.
10. Storage of combustible items required for food preparation or serving is limited.
11. All other applicable provisions of the NJ Uniform Fire Code are adhered to.

BOROUGH OF FAR HILLS EXTREME WEATHER ACTION PLAN

HIGH WIND during the day of the event, monitor weather services (NOAA, National Weather Service) for high wind advisory or alerts. If wind advisory issued, contact Far Hills Police Department for updated notifications from NWS.

If winds are forecast to exceed 30 mph wind gusts, remove items that are vulnerable to high wind well in advance of the event, properly securing such items. The event should be delayed as needed to mitigate the probability of high wind occurring with vulnerable elements during the event. Wind gusts exceeding **30 mph**: mobilize the EWAT (Extreme Weather Action Team) and confirm sufficient resources on the property. When wind gusts exceed **40 mph**: Cease all operations. Evacuate all members of the public and personnel from the immediate vicinity of the structures, tents etc., maintaining a safe distance until wind speeds decrease below 30mph.

DO NOT modify tents during winds, as this could destabilize the structure and moving or wind borne elements could pose a hazard.

LIGHTNING during the day of the event, monitor weather services (NOAA, National Weather Service) for thunderstorm advisory or alerts. If the thunderstorm advisory issued, contact Far Hills Police Department for updated notifications from NWS.

If thunderstorms are in the forecast, continuously monitor the Doppler radar for cells. Cells within one half hour of property, mobilize the EWAT. Safely evacuate all areas near and under trees. **Consider shutting down event**. Once lightning strikes are within 10 miles of the property, begin the process of announcements for evacuation. Patrons should be directed to their vehicles.