

## How Do I Get Started?

Complete the CCSD Firework Sales Fundraiser Permit and submit paperwork listed below to Risk and Environmental Services, within the following timelines:

**\*Note: Submit a CCSD permit form for each location. If you are conducting sales at multiple booth locations each booth has to have a separate permit form.**

- ✓ **SUBMIT PRIOR TO BOOTH OPENING (NO LATER THAN JUNE 15th)**
  1. Completed and signed CCSD permit form, vendor sales agreement, insurance certificate, training certificate, list of participants, and site plan. (The sales agreement, insurance certificate and site plan will be provided to you by the vendor.)
  
- ✓ **SUBMIT PRIOR TO BOOTH CLOSING (NO LATER THAN JULY 3rd)**
  1. Copy of the Fire Department Permit (you were given this permit at the time the booth was inspected by the Fire Department).
  
- **THE PRINCIPAL MUST ENSURE THAT ALL DOCUMENTS AND TRAINING HAVE BEEN COMPLETED.**
  
- **SUBMIT ALL PAPERWORK TO RISK AND ENVIRONMENTAL SERVICES. You will receive confirmation of receipt for the completed packet once everything has been reviewed.**

### Helpful Facts

- ❖ All groups must follow the “Approved Guidelines for Fireworks” established by the Southern Nevada Fire Chiefs Association (SNFCA), including no children under 14 years of age in the booth. This includes posting requisite items in the booth as directed by the Fire Department (and which could vary depending upon the location of the booth).
  
- ❖ All volunteers must have training from the Fire Department (or booth representative who attended the formal training), and names should all be on the list of participants to be posted in the booth.
  
- ❖ All fireworks booths must be inspected by the local Fire Department.
  
- ❖ General Liability insurance coverage including bodily injury, personal injury, and property damage in an amount not less than \$1,000,000 per occurrence, which must be kept in force during the entire event from set up to conclusion. Phantom or TNT provides the insurance certificate. Risk and Environmental Services is in direct contact with the fireworks vendors to ensure proper insurance is provided.