



CITY OF STAMFORD
OFFICE OF THE FIRE MARSHAL
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CT 06904-2152

OLD TOWN HALL FIRE REGULATIONS

Event Planners and Caterers

The following Fire Regulations must be followed in the renting of Old Town Hall public space areas.

- A Floor plan of the proposed layout for your event must be submitted to the Fire Marshal's Office for all events that will have an occupancy capacity greater than 100 people where tables, chairs or other arrangements (Band Area, Displays, etc.) are to be used.
- Occupancy must not exceed posted occupancy limits within each room.
- The use of open flames, burning or smoke-emitting materials (candles, incense, lanterns) are not permitted in the facility.
- No table or seating arrangement shall be placed as to interfere with access to the facility or with the visibility of any required exit or exit sign.
- Combustible materials or flammable decorations will not be permitted within the facility.
 - Flammable or combustible liquids
 - Flammable gas
 - Gas fire appliances
 - Liquid propane gas
 - Any cooking or heat producing devices
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- The use of "*Sterno*" for food warming is allowed.
- Fire Marshal must sign-off on all temporary liquor permit applications.

Caterers and Event Planners can contact the Fire Marshal's Office (203-977-4651) for more detail information or questions that you may have.