Special Event Guidelines to Vendors for Tents, Outdoor and Portable Cooking

Tents and Membrane Structures

- Tents, air supported structures, and membrane structures over 400 square feet in area require a permit to be obtained prior to use. A detailed site plan must be submitted at time of application, including flame resistance certification.
- Tents with sides require exit signage to be posted and may require emergency lighting with a backup power supply if used after dark and exceed 400s/f.
- Maintain a 10 foot clear space between cooking tents and no-cooking tents.
- The total area of multiple tents placed side by side cannot exceed 700 sq. ft. in total without a fire break of at least 12 ft.
- Vehicles must be parked a minimum of 20 ft. from each tent/temporary structure.
- Vehicles displayed in tents shall have 5 gallons or ¼ tank of fuel whichever is less. Their batteries shall be disconnected. Fuel tank openings shall be locked and sealed to prevent escape of vapors and vehicles shall not obstruct the means of egress. Any refueling shall take place outside of the tent and at least 20 foot from tent.
- Generators and other internal combustion power sources shall be separated from tents by a minimum of 20 feet and shall be isolated from contact with the public by fencing, an enclosure or other approved means. Trailer type generators shall be properly grounded.

Cooking and Warming

- All propane and other compressed gas cylinders shall be stored and maintained in an upright position, and shall be secured to prevent cylinders from falling. Milk crates may be used to secure smaller cylinders, but the cylinder size must be proportional to the crate. Larger or taller cylinders must be secured to a rigid object that will support the weight of the cylinder to prevent it from falling over.
- Cylinders and gas connections shall be checked by the user to ensure there are no leaks or defects PRIOR to using propane or an ignition source.
- A physical barrier shall separate any open flame cooking device or other hot surface from the general public, to prevent accidental exposure to hot surfaces. Cooking appliances shall be separated from the general public as much as possible.
- Spare propane cylinders shall not be located within 10 feet of a tent.
• **NO SMOKING** signs shall be posted on and/or around propane cylinders.

• Open flame devices such as woks, sterno, kettle corn units, propane powered stoves or flat topped grills may be located under a tent or canopy, provided that the flame is covered and shielded by a non-combustible barrier and is not exposed. (Non-combustible is anything that will not readily burn in the presence of an ignition source, such as metal.)

• It is recommended that only 2 cooking appliances are allowed in each 10 X 10 tent with a maximum of two 100 pound propane cylinders allowed.

• All cooking operations must be located in a separate enclosure where only cooking operations are performed. Each tent/booth must have a minimum 2-A-10B: Class A B C rated portable fire extinguisher. Any cooking operation involving combustible cooking media (e.g. vegetable or animal oils and fats) will also require a 2-A: K Class K fire extinguisher in addition to the Class C extinguisher. Each extinguisher must be mounted and secured in a manner that it will not fall over yet be easily accessed in the case of an emergency. Each extinguisher must be visible and accessible and located away from the cooking area. Do not use water based fire extinguishers where grease and oil are present. Fire extinguishers must be in new condition or have a current annual inspection tag from an approved testing agency attached to the extinguisher.

• Open flame cooking cannot be performed within 20 feet of a non-cooking tent. No grilling with charcoal or wood is allowed under any tented structure.

• Outside BBQ smokers with stacks must have a 5 ft. clear circumference from combustibles, a 15 ft. clearance above the stacks and a distance of 10’ from any permanent structure shall be maintained.

• Charcoal barbeque cooking is prohibited inside tents/booths. Charcoal cooking must be performed only in areas away from public access and shall be located a minimum of 10 feet (5’) from combustibles, with a minimum of 10 feet (10’) from any permanent structure and a minimum of 20 feet from other tents. Only commercially sold charcoal lighter fluid or electric starters may be used (no gasoline, kerosene, etc.). Storage of starter fuel in the tent/booth is not permitted. Coals must be disposed of only in metal containers that have been designated for such use and are approved by the Fire Marshal. Dumping of coals in trash containers is prohibited.