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Fire Marshal's Office

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GENERAL RULES FOR FESTIVAL SITES

- 1 All vendors' booths, tents, propane tanks, portable generators, charcoal grills, electrical equipment and appliances, fire extinguishers or any other festival structures or equipment must be inspected by the Fire Marshal's office prior to the start of the event. All tents and flap material shall be manufactured from inherently flame resistant material. A certificate from the manufacturer will be required if a label certifying flame resistance is not permanently attached to the tent or flap material.
- 2 Electric cords and wiring shall not be placed directly on the ground unless they are properly protected from physical damage and shall be placed so as not to cause a tripping hazard. Electric cords may be buried upon receiving permission from the Fire Marshal.
- 3 Electric receptacles shall be ground fault protected.
- 4 Booths shall be placed to allow access to fire hydrants for fire department vehicles, and provide for unobstructed ways of travel at all times to permit free escape from any point of danger in case of fire.
- 5 Cooking booths shall have a minimum 20 BC rated fire extinguisher. Cooking booths that have a deep fat fryer shall also have a "K" rated fire extinguisher. Fire extinguishers shall bear a current inspection tag validated within the past twelve months. These extinguishers must be located in an area that is easily accessible for use.
In addition, all employees working in the booth or tent shall be trained in the proper use of the fire extinguishers.
- 6 Cooking appliances shall be isolated from the public by at least four feet or a suitable barrier placed between the cooking device and the public. Cooking appliances shall be installed per the manufacturer instructions. Non- U.L. listed appliances shall have clearances of not less than 36 inches at the back and sides and 48 inches in the front.
- 7 Vendors shall use only U.L. listed electrical cords listed for outdoor use. NO HOUSEHOLD OR NON-WEATHER TIGHT POWER CORDS OR ELECTRICAL OUTLETS WILL BE PERMITTED. All electrical wiring and devices shall be in compliance with the National Electrical Code.

ALL OTHER OPERATIONS SHALL BE CONDUCTED IN A SAFE MANNER WHICH IS CONSISTENT WITH NATIONALLY RECOGNIZED GOOD PRACTICES. ALL VENDORS SHOULD BE AWARE THAT THE FIRE MARSHAL WILL INSPECT THE SITE PRIOR TO THE OPENING OF THE FESTIVAL EVENT AND THAT ALL OF THE ABOVE ITEMS WHICH ARE THE RESPONSIBILITY OF THE VENDOR MUST BE IN PLACE OR THE VENDOR WILL NOT BE ALLOWED TO OPEN FOR BUSINESS. IF DURING THE COURSE OF THE EVENT AN ONSITE INSPECTION DETERMINES THAT THERE IS A VIOLATION OF ANY OF THESE CONDITIONS, THE VENDOR'S BUSINESS SHALL BE CLOSED UNTIL SUCH TIME AS THE PROPER CORRECTIVE MEASURES HAVE BEEN TAKEN AND INSPECTED BY THE FIRE MARSHAL'S OFFICE.

REQUIREMENTS FOR PROPANE (LP GAS) AT FESTIVAL SITES

1. Propane tanks shall be placed outside of tents or other structures and must be secured to prevent tanks from being tipped or knocked over. Suitable fencing shall be placed around propane tanks. Propane tanks on grassy areas shall be chained or securely attached to stakes driven into the ground. Propane tanks located on pavement shall be securely attached to an immovable object.
2. Propane tanks, hoses and fittings shall be free from leaks and are subject to inspection by the Fire Marshal's Office.
3. Only rubber hose stamped "Approved for LP Gas" or rigid black pipe shall be used to transport gas from tanks to appliances. Copper piping shall NOT be used. Rubber hose shall be kept off the ground and be protected from physical damage.
4. Propane hoses may be buried upon receiving permission of the Fire Marshal.

REQUIREMENTS FOR CHARCOAL COOKING AT FESTIVAL SITES

1. Charcoal appliances shall be placed in an open area outside of tent or structure.
2. Charcoal appliances shall be installed on noncombustible surface and be properly supported and protected so that people will not come into contact with the appliance.
3. Only approved charcoal lighter fluid shall be used to start the fire, and once the fire is ignited lighter fluid shall be removed from the booth and stored properly.

ALL OTHER OPERATIONS SHALL BE CONDUCTED IN A SAFE MANNER WHICH IS CONSISTENT WITH NATIONALLY RECOGNIZED GOOD PRACTICES.

REQUIREMENTS FOR PORTABLE GENERATOR USE AT FESTIVALS

1. All portable generators shall be U.L. listed or equivalent. Vendors shall have the manufacturer's written specifications for each portable generator, which shall be made available for inspection by the Fire Marshal or his designee.
2. Once started, portable generators shall be capable of running continuously, without refueling, for the entire length of the event. Refueling a hot portable generator or the storage of fuel on site is prohibited.
3. An approved fire extinguisher with a minimum rating of 20 BC shall be placed close to the generator.
4. A barrier shall be placed around every generator so as to prevent persons from tampering with electrical cords and equipment and to prevent persons from coming into contact with hot equipment.
5. Power cords shall be 3-wire type grounded and be of sufficient gauge to operate the equipment.
6. Power cords shall be protected from physical damage and from becoming a tripping hazard. Power cords shall be installed overhead, buried, or run through PVC conduit. Power cord locations and type shall be of a type approved by the Fire Marshal at the time of installation.
7. The portable generator shall be located away from the public way and the public.
8. Each portable generator shall be inspected by the Fire Marshal and approved before the event and prior to start up and use.
9. Provide electrical inspection by approved inspection agency.

SPECIAL EVENT CHECKLIST

1. Proof of inspection of all booths, tents, propane tanks, portable generators, charcoal grills, electrical appliances, fire extinguishers and any other festival structure or equipment.
2. Placement and inspection of booths, tents, and other structures to assure that they provide the following:
 - a. Access for emergency vehicles
 - b. Access to fire hydrants
 - c. Unobstructed public ways to allow free escape at all times
 - d. Means of egress from booth, tents, and other festival structures
 - e. Fire safe operating equipment
3. Certificate of fire retardancy of all tent structures shall be provided.
4. Fire extinguishers with at least a 20 BC rating with current inspection tag.
5. Electrical inspection by approved inspection agency.
6. Proper clearances between cooking appliances and the public and a public way.
7. U.L. listed and non-listed appliance cords (check for wear).
8. Inspection of propane installations
 - a. Hoses appropriate for propane use
 - b. Hoses and fittings free from leaks
 - c. Tanks properly secured and fenced
 - d. Current hydro date on tanks
9. Inspection of portable generators to ensure they provide the following:
 - a. Assure generator is U.L. listed or equivalent
 - b. Location and barrier installation to keep public way clear
 - c. Assure power wire is three-wire type
 - d. Assure power cords do not create a tripping hazard
 - e. Assure fuel is properly stored
 - f. A 20 BC rated fire extinguisher is located near the generator
10. Assure vendors are familiar with festival site rules.