

Florence Fire Protection District

300 West Main Street Florence Colorado 81226 Phone # 719-784-2350 fax 719-784-2076

Festivals / Celebrations / Special Events—Within the Florence Fire Protection District
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Concession Handbook

VENDOR REQUIREMENTS:

General Fire Safety:

1. Each and every tent, booth, structure, concession vehicle area or section, shall have available at least one (1) hand-held fire extinguisher with a minimum rating of 2A:10BC. Such extinguisher shall be currently inspected and be tagged showing its annual servicing.
2. Tent fabric and/or canopies, Sidewalls, drops, and all temporary membrane structures: Shall meet the requirements for flame resistance in accordance with National Fire Protection Association Standard 701. A permanent affixed label bearing the identification and fabric or material type is required. Certification by other recognized agencies or testing facilities, such as the California State Fire Marshal or New York City may be accepted. No other type of canopy/tent will be allowed. Per section 2404.2 of the IFC

Exception: Tents not exceeding 144 square feet, canopies open on all sides not exceeding 200 square feet and which do not contain cooking or heating appliances. Tents located on streets shall have a fire break of 10 feet from each other and adjacent buildings. Tents located in an isolated area may be within 5 feet of each other.

Means of Egress from tents or Canopies: No guy wire or guy rope shall cross any means of egress from any tent opening to the public at a height of less than 7 feet..Tent stakes adjacent to any means of egress shall be railed off, capped, or covered so as to not present a hazard to the public. (remember do not drive any stakes into any ground until a locate has been done and approved)

All Tents, canopies, membranes structures shall have some means of securement to the ground equal to a minimum of 40 lbs and shall be located on each corner and upright support poles and or anchor points, Remember when driving stakes into the ground it must be approved and a locate needs to be completed

3. No vegetation, straw, hay, wood chips, bark or other similar combustible materials are allowed within and or around any tent / canopies and shall not be used as flooring material cover in any vendor, display or assembly area.

4. Decorative material shall be of non-combustible type *or shall be made "Flame Retardant" in accordance with the fire code.*

5. Firebreaks that are erected in each row of tents or structures shall be kept free of any material(s) at all times.

6. Fire lanes shall be kept clear of vehicles for the duration of the event and its operation. Except for delivery times 5:00 am to 6:30 am no exceptions.

7. Parking of motor vehicles or anything with an internal combustion engine shall not be closer than twenty (20) feet to any tent, booth or structure. **Generators** shall be isolated from contact with the public by fencing, enclosure, or other approved means. Fire extinguishers must be present during fueling operations

NOTE: Vehicles may be used for storage only if the vehicle is not moved or the engine is not started for the duration of the event. Vehicles are not to be located within the tent. Fuel tanks shall be sealed, be no more than 1/4 tank full, or hold no more than five (5) gallons. One battery cable shall be disconnected in order to seal in any parked vehicles used for storage purposes.

8. At least one "NO SMOKING" sign shall be posted in each booth or area. Signs shall be posted in areas conspicuous to the public.

9. *Only approved and listed UL, FM, or NRTL three wire extension cords will be allowed to be used.*

Frayed, broken, cracked or taped insulation will not be acceptable. Multi-plug adapters shall not be used, but "strip plugs" with their own circuit breaker may be used. Voltage drop must be considered with length of extension cord and wire gauge used. All cords shall be grounded and protected by a GFCI. Cords shall not be in contact with metal fences, kept away from water source. Cords shall be protected from traffic and located / protected to prevent a tripping hazard.

Cooking and L.P. Gas (Propane). NOTE: ALL ITEMS FROM PROCEEDING SECTION ALSO APPLY.

LP GAS Cylinders, or any pressurized cylinders or vessels: shall be securely fastened in place in an upright position to prevent unauthorized movement and be located NOT LESS THAN 10 feet from any tent, cooking operation or heating device. Safety relief valves shall be pointed away from tents, canopies, buildings, etc. Cylinders shall be protected from vehicle traffic.

1. There shall be **No Smoking** allowed in the area between temporary structure and within 25 feet of any propane tanks in, around or near the vendors area of within the event.

2. Any areas used for cooking of products that produce grease-laden vapors, shall meet the minimum extinguisher requirement for each booth or space of a 2A:10BC. **In addition, a currently inspected and tagged for service *"Type K" wet chemical extinguisher shall be available in cooking areas.***

3. L.P. Gas supply shall be handled by certified L.P. Gas personnel only. Connections may manifold to supply additional cooking or heating devices within that particular food vendor stand if in compliance with NFPA 58, and Chapter 38 of the IFC. No independent, privately owned tanks shall be in use, except on auxiliary units, such as approved L.P. Gas tent heaters.

NOTE: Refilling of tanks shall only be done during non-event hours.

4. ***L.P. Gas (propane) shall be shut off at the supply during times when the tent is not occupied.***

5. Any hose used to pipe L.P. Gas to a device shall be UL or FM listed specifically for LP Gas service. All couplings, fittings, and any other devices shall meet the requirements for LP Gas Service as outlined in the International Fuel Gas Code, NFPA 58 and NFPA 54, or be deemed unapproved and removed from service.

6. ***All cooking appliances shall be UL listed and approved. All deep-frying shall be conducted in a listed and approved deep fryer.***

7. All appliances used in food booths must have an accessible shut-off valve near the appliance that can be easily closed in case of emergency.

8. Gas burning equipment in enclosed areas shall be vented to the outside air by means of a flue or vent approved for use with the type of equipment used in such a manner that no portion of the tent or structure is within twelve (12) inches of the flue or vent.

9. A minimum clear space of three (3) feet shall be allowed between any heat producing device and combustible material(s), except as NOTED below:

NOTE: A heat producing device may be installed within three (3) feet if the walls of the structure in which it is installed have a minimum 5/8 type X gypsum board, or the device has 5/8 type X gypsum board on both sides closest to the tent or temporary membrane structure and a minimum of thirty-six (36) inches above the heated surface of the device.

10. The owner or operator shall check the LP Gas, devices or appliance upon "setting up" and then whenever changes, adjustments or refills occur. This can be done with soapy water sprayed on valves, fittings, etc.

11. Toxic, explosive or flammable gases shall not be permitted in any booth or tent. Flammable liquids shall not be used at any time!!

12. Any self - contained mobile units that are fitted with cooking appliances and commercial hoods that are equipped with a automatic fire suppression system, the system must be current with an inspection from a qualified company showing testing and servicing within the last six (6) months.

The above requirements are excerpts from the Florence Fire Protection District Fire Code, and are LAW. Failure to comply with these guidelines will result in the citing, closure or removal of the operation from the Festival or event site by authorities.

The Florence Fire Protection District has adopted the 2006 International Fire Code in order for the Florence Fire Protection District to prescribe minimum standards regulating conditions hazardous to life and property from fire and explosion within the area in which is covered by the fire district. The District Fire Chief or the Fire Inspectors Office or their designee shall contact and inspect all occupancies (buildings, businesses, facilities, tents, booths, temporary membrane structures, etc.) to determine compliance with the requirements of the Fire Code.

The Fire Department shall collect fees for each inspection of an occupancy required to obtain a permit according to Chapter 1 Section 105 of the 2003 International Fire Code.

The inspection fee schedule is as follows:

an initial inspection for a permit will be based on square footage; no fee for the first required re-inspection; thereafter, each additional re-inspection is \$60.00 until your facility is operating in compliance with the Fire Code. It is unlawful for any person, firm or corporation to use a building or premises or engage in any activities for which a permit is required by the Fire Code without having first obtained such permit as required by the provision of the Fire Code.

If there are any questions regarding these items, please feel free to contact our office at 719-784-3611 or 719-784-2350 during regular business hours.

Sincerely,

Florence Fire Protection District