

<b>Policy:</b> Special Events, Tents and Canopies	<b>Effective Date:</b> November 1, 2011	<b>Revised:</b> 11/01/2011
<b>Policy Number:</b> POLICY FP003	<b>Section:</b> Fire Prevention	<b>Prior Policy Number:</b> N/A
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This policy is intended to help groups or businesses that use tents or canopies during special events to have a document that will assist them in understanding the fire codes that relate to these types of events. This policy is general in nature and may not be all inclusive of all codes that may apply for each event. The Windsor-Severance Fire Protection District (WSFPD) staff member will make the final decision at each event on any matters not clearly defined in this policy.

**Definitions:**

**Tent:** A temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects.

**Canopy:** A temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects; and is open without side walls or drops on 75% or more of the perimeter.

**Temporary Membrane Structure:** An air inflated air supported cable or frame covered structure which is erected for less than 180 days and not otherwise defined as a tent, canopy, or awning.

**Tent or canopy size:** Tents and temporary membrane structures having an area in excess of **600 sq.ft. and canopies in excess of 900 sq.ft. or more;** are required to obtain a permit and meet the 2006 International Fire Code, Article 32 and other safety requirements per WSFPD. (Referred to as a large tent or canopy).

Tents and temporary membrane structures having **less than 600 sq.ft. and canopies having less than 900 sq.ft., do not require a separate permit,** but will need to meet the safety requirements listed by the WSFPD. (Referred to as a small tent or canopy)

**Special Event Permits:** Events that have multiple tents and canopies may request a special event permit instead of obtaining separate permits for each tent or canopy. This permit still requires a detailed site plan, but also requires one contact for the whole event. This contact will distribute this policy to all parties involved and make certain all requirements are met before the WSFPD inspection. The contact person shall accompany the inspector during the final inspection. The event coordinator will help assure that any problems found during the inspection will be corrected.

### **Basic Tent, Canopy, or Temporary Membrane Structures Safety Requirements:**

1. Tents, canopies and temporary membrane structures shall be adequately roped, braced and anchored to withstand the elements of weather against collapsing.
2. Small tents and canopies are not required by the International Fire Code to be flame resistant and certified. WSFPD does strongly recommend utilizing tents and canopies that are rated for your own safety.
3. Large tents, canopies or temporary membrane structures are required to be flame resistant and certified. Floor coverings, bunting, combustible decorative materials and effects, including saw dust when used on floors or passageways shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner.
4. Any tent or canopy used for, or with any type of cooking or re-warming operation shall be required to have on site a minimum of one 2A, 10BC rated fire extinguisher with a current inspection tag.
5. Fire extinguishers shall be provided in every tent, canopy and temporary membrane structure that requires a permit. Minimum of two 2A-10BC fire extinguishers for greater than or equal to 600 sq.ft. of floor area. For each additional 1000 sq.ft. present in floor area add an additional fire extinguisher.
6. No cooking with open flame is allowed under any tent or canopy. Examples include hot griddles, barbeque grills, kettle popcorn poppers, or any other device with an open flame. Outdoor cooking that produces grease laden vapors should not be placed within 20 feet of any tent or canopy. A barrier must be in place to keep the public at least 48 inches from a deep-fat fryer, or otherwise approved by WSFPD.
7. Any LP containers utilized for cooking around or near tents shall be located a minimum of five (5) feet from the cooking appliance unless designed to be self-contained at the appliance.
  - a. No propane tanks larger than 40 lb size will be permitted.
  - b. Propane tanks shall be secured to prevent damage or from being knocked over.
  - c. No more than two (2) propane tanks (40 lb maximum size) per vendor, will be allowed in the vendor area.
8. Large tents shall not be located within 20 feet of buildings, temporary membrane structures, parked vehicles or internal combustion engines unless otherwise approved by WSFPD.
9. Tents and canopies may be used for re-warming of foods in roasters or other warming devices i.e. microwave ovens.
10. Fireworks, open flames and devices capable of igniting combustible materials shall not be used in or adjacent to a temporary membrane structure, tent or canopy, unless otherwise approved.
11. Weeds and flammable vegetation shall be removed from the area occupied by a tent or canopy from areas adjacent to or within 30 feet of structures.
12. Smoking shall not be permitted in tents, canopies and temporary membrane structures or in adjacent areas where hay, straw, saw-dust or any other combustible materials are stored or used, unless approved by the Fire Chief. "NO SMOKING" signs shall be conspicuously posted within these structures.

13. Hay, straw, trash or other flammable materials shall be stored not less than 30 feet outside of the tents or canopies.

**Exiting Requirements for Oversized Tents:**

1. Aisles within the tent shall have a minimum width of 44 inches. Arrangement of aisles in seating areas must be approved prior to occupying by WSFPD.
2. Exits shall be placed around the perimeter of the tent, canopy, or temporary membrane structure so that no point is more than 100 feet from an exit.