City of Eustis
Police Department
51 East Norton Avenue • Eustis, Florida 32726 • (352) 483-5400

Special Event Application Checklist

All required documentation must be attached with the application.
A partial application submission will not be accepted.

Reserve the venue you plan on holding the event at if it is City Property or Lake County Fairgrounds.

- ☐ Completed Special Event Permit Application
- ☐ $50 filing fee
- ☐ Proof of general liability insurance coverage in the amount of at least $1,000,000.00, with the City of Eustis named as an additional insured if the event is held on city owned property.
- ☐ A list of all concessionaires and vendors (if applicable)
- ☐ A printout from Sunbiz.org showing active status if event organizer is an LLC or corporation
- ☐ Copies of flyers and advertisements
- ☐ Written proof of permission from landowner (if the event is not held on City of Eustis property)
- ☐ Copy of business licenses (if applicable)
- ☐ An event plan must be created, and include a security plan, site map, and parking plan.

    - **Security plan must include:**
        1. Name of entity providing security
        2. Contact name and number for verification of security
        3. List of all persons and vehicles authorized to be on the premises overnight if it is a is multi-day event
        4. Contact name and number of person on premises overnight in case of emergency

    - **Site plan map must include:**
        1. Dimensions and locations of all permanent structures located on property (le. Existing buildings, existing structures- used as references)
        2. Dimensions and locations of all temporary structures located on property (ie. Tents, trailers, food vendors, etc.)
        3. Location of all entrances and exits
        4. Location and capacity of restrooms
        5. How will the trash collection and disposal be handled?

    - **Parking plan must include:**
        1. Location of on-site parking (if applicable)
        2. Location of off-site parking (if applicable)
        3. Location of street closures (if applicable)
        4. List any special traffic hazards
        5. List any special traffic control device needs

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SPECIAL EVENT PERMIT APPLICATION

IMPORTANT INFORMATION

- Applications must be submitted **at least 30 days prior** to the event and **no more than 180 days before**.
- A permit is **not valid until approved and executed** by the Chief of Police or designee.
- Approval is subject to review by **all affected City Departments**.

APPLICANT INFORMATION

Applicant Name: _____ **Phone:** _____ **Email:** _____

Address: _____
Street City State Zip

Event Organizer: _____ **Phone:** _____ **Email:** _____

Person responsible for event charges: _____

Phone Number: _____ **Email:** _____

EVENT INFORMATION

Name of Event: _____

Description / Type of Event: _____

_____

_____

Sponsoring Organization / Person: _____

Head of Organization: _____ **Federal Tax ID #:** _____

Address: _____
Street City State Zip

EVENT DETAILS

Event Location: _____ **Estimated Daily Attendance:** _____

Event Date(s): _____ _____ _____
Shall not extend a period of 3 consecutive days, any break shall require the issuance of a separate special event permit.

Set-Up Start Time: _____ ☐ **AM** ☐ **PM** **Breakdown End Time:** _____ ☐ **AM** ☐ **PM**

Event Start Time: _____ ☐ **AM** ☐ **PM** **Event End Time:** _____ ☐ **AM** ☐ **PM**

EVENT QUESTIONS

**** If **YES, EXPLAIN FULLY** in the space provided or on an attachment. ****

YES	NO	
☐	☐	Will alcoholic beverages be sold or consumed on the premises? • If yes, a Florida Division of Alcoholic Beverages & Tobacco permit is required prior at the time of application and prior TO event approval. • Permit Holder: _____ Division of Alcoholic Beverages and Tobacco: (407) 245-0785 / DBPR - Temporary Permits
☐	☐	Will food, goods, or services be sold? • If yes, describe types of vendors: _____
☐	☐	Will food trucks or cooking equipment be used? (in a food truck or under a tent). • Indicate on site plan the location of vendors and cooking equipment to be used. • Fire extinguishers required • DBPR Permits required • The applicant is responsible for obtaining all necessary fire permits from the City of Eustis Fire Department (352) 357-6585.
☐	☐	Will fireworks or other pyrotechnics be used? • Must comply with Florida Statutes, NFPA standards and obtain any applicable permits.
☐	☐	Will any street, lane, or sidewalk closures be required? • If yes, specify locations and use and depict on site map. All closures must be approved by the City Manager prior to event. _____ _____ _____ **FOR CITY USE ONLY: CITY MANAGER APPROVAL** ***I have reviewed the street closure request above, and the attached application/ information. I approve the street closure request for this event. Street closures for this event include the listed roadways below.*** _____ _____ _____ _____ **City Manager Signature** **Date**
☐	☐	Will any tent(s), stages, or temporary structures be used? • Include size and type. _____ *Any tent exceeding 10'x10' will require a building permit.*

☐	☐	Will there be any hot-air balloons or other inflatable devices, helicopters, or parachutists? • If yes, which ones. _____
☐	☐	Will amplified sound be used? • If yes, what type and what power source?_____
☐	☐	Will signage or banners be displayed? • If yes, include size, location and method of attachment. _____ _____
☐	☐	Will admission be charged? • If yes, amount: _____
☐	☐	Will private security be provided to protect exhibits, equipment or facilities on-site for the event? • Name of Company: _____ How many? _____
☐	☐	Will temporary restrooms and handwashing facilities be provided? • If yes, indicate quantities and location(s) on site plan.
☐	☐	Is the event being held on City of Eustis property or City sponsored? • If yes, a Certificate of Insurance (COI) is required • City must be named as Additional Insured
☐	☐	Will you be requesting the use of any City services, assistance from any City staff, or use of any City owned equipment? The applicant is responsible for the cost of services or equipment rental. **To request an officer for your detail, please contact Detail Kommander at 407-906-2121.** ***Indicate your needs by checking the appropriate box.*** **<u>City Services Requested (Enter Amounts)</u>** ☐ Trash Containers = $10 each/day _____ ☐ Barricades = $10 each/day _____ ☐ Power* = $10/vendor/day _____ ☐ Signage for Closures = $5 each/day *Limited availability based on location of event **<u>City Staff Requested (3-hour minimum)</u>** ☐ Trash Pickup = $85/hr ☐ Custodial Services = $35/hr ☐ Fire Safety Inspection = $31/hr ☐ Fire First Aid = $67/hr ☐ Fire Boat = $125/hr ☐ Police Officer = $55/hr *Holidays are an additional $10/hr

Who will provide clean-up for streets/sidewalks after the event? _____

Who will provide other clean-up (trash, etc.) after the event? _____

During review by the appropriate city departments, additional conditions may be imposed. This permit is valid only for the time indicated on this permit. In the event that the applicant fails to fulfill the requirements set forth in this permit, fails to obtain proper authorization to proceed, of the expected outcomes, impacts, or specifications

including but not limited to the time and activities have changed, the permit may be cancelled by the Chief of Police or his/ her designee, and the activity shall cease immediately.

The Eustis Fire Department may also require additional permits for your event. This will be determined during the initial review of the application. If anything additional is required, the fire department will contact you. These permit fees required by the fire department shall be paid in advance of the issuance of the Special Event Permit. There are also additional requirements for tents and mobile food vendors. Copies of these requirements will be available when you drop off your application for review.

The fire department will come out and do a physical inspection of the premises on the first day of the event prior to its opening. You will need to make yourself available to help expedite this portion of the process. This review is important to ensure that the event is taking place in a safe environment, and all life safety requirements are being followed. The Special Event Permit will be issued by the fire department upon completion of this inspection providing the event is determined to be safe. If you have any questions, please contact the fire department at 352-357-6585.

PARADE INFORMATION (IF APPLICABLE)

Marshalling Time: _____ ☐ **AM** ☐ **PM** **Dispersal Time:** _____ ☐ **AM** ☐ **PM**

Persons = _____ **Animals =** _____ **Vehicles =** _____

APPROX TOTAL NUMBER OF UNITS: _____

Parade Coordinator Onsite: _____ **Phone:** _____

Portion of roadway(s)/Sidewalk(s) that the parade will occupy (Explain fully, route, etc. and attach map):

_____

_____

_____

_____

_____

*****A DIAGRAM OF THE PROPOSED ASSEMBLY SITE *MUST* BE SUBMITTED WITH THIS APPLICATION.*****

INCLUDE: ROUTE FOR RACE/PARADE/MARCH; LOCATION OF VENDOR SITES; LOCATION OF TENTS, STAGES, BLEACHERS. LOCATION OF FIREWORKS/PYROTECHNICS, PARADE STARTING POINT, TERMINATION POINT, MARSHALLING AREA, AND DISPERSAL AREA; ETC.

NOTICE: There is a NON-REFUNDABLE application fee of $50, payable when this application is filed, along with the Fire Inspection Fee of $35 for a total of $85. (Check only.)

The application and fee must be submitted to the Eustis Police Department, 51 East Norton Avenue, Eustis, Florida 32726. You may also email your application to mhunsicker@eustis.org. If the event will necessitate or require the use of City facilities, personnel, or equipment, the Permittee must pay the projected cost upon receipt of invoice prior to the event. Upon completion of the event, the exact charges for City services will be totaled and the Permittee may be subject to additional charges. Payment for City services is due upon receipt. Failure to remit payment may result in collection proceedings against the Permittee.

Altered applications will NOT be accepted.

CERTIFICATION BY APPLICANT: I certify that all information contained in this application is true and correct. Any falsehoods or misrepresentations will constitute grounds for immediate revocation of permit. I certify that I have reviewed The City of Eustis code article IV, section 18 (can be viewed at www.municode.com) and I agree to comply with all applicable provisions of the code. I understand the event may be cancelled by the Chief of Police or his/ her designee should any conditions/ stipulations of the permit or city ordinance or state statute be violated. I certify that I am authorized by the organization named herein to act as its agent for the herein described activity.

I, the undersigned, will indemnify, defend and hold harmless, the City of Eustis, its agents. employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

Applicant Signature: _____ **Date:** _____

Printed Name: _____

ADDITIONAL COMMENTS: _____

_____

_____

_____

FOR CITY USE ONLY: FINAL PERMIT STATUS

☐ **Approved** ☐ **Approved with Conditions** ☐ **Denied**

Comments / Conditions: _____

_____

_____

_____

_____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Received by: _____ **Date:** _____

Fees Due: _____ **Fees Paid:** _____

Date Issued: _____

Secs. 18-91—18-99. Reserved.

ARTICLE IV. SPECIAL EVENTS[1]

Sec. 18-100. Purpose and intent.

The purpose and intent of this article is to establish a permitting process for special events held on "regulated property" within the city limits that because of their nature create traffic control, crowd control, public safety, sanitation and/or other public health, safety and welfare issues of a nature sufficient to require review by the chief of police, fire inspector, and other city staff.

(Ord. No. 14-22, § 1, 3-20-2014)

Sec. 18-101. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly requires otherwise:

Advertise is the act of publicly announcing or calling public attention to a person, thing, place, or event and shall include, but not be limited to, the distribution of handbills or mass mailings, the use of outdoor advertising and announcements by radio, television, or newspaper. Distribution also includes the use of electronic media to include email, internet, social media sites, and other electronic means.

Event organizer means a business, corporation, limited liability company, individual, or any other legal entity which organizes, sponsors, or operates a special event.

Regulated property means all real property located within the municipal boundaries of the City of Eustis, to include the property commonly known as the "Lake County Fairgrounds" and property owned by the City of Eustis. Any property within the City of Eustis owned by the Lake County School Board is exempt from this definition and the applicable requirements of this article.

Parade is any procession, march or assembly wherein the participants travel by foot, vehicle or otherwise in or upon any street, sidewalk, public right-of-way, bicycle path, public property, or public parking facility within the city; provided, however, that "parade" shall not include a peaceful procession or peaceful picketing that is conducted off the street or roadway in conformance with all traffic laws, city ordinances and state statutes and not in a manner as to obstruct vehicular or pedestrian traffic.

Public use is any lawful utilization of city owned parks, grounds, or other facilities which is not prohibited by any applicable regulation, ordinance, or law and which does not in fact interfere with, or tend to interfere with or obstruct the use of the park grounds or facilities by the general public or by any other person or person previously authorized to utilize the same.

Special event means a temporary assembly held on regulated property within the City of Eustis, not regularly used by the event organizer to conduct its business or affairs. Special events may be "for profit" or "not-for-profit". A special event may include, but not be limited to, private entertainment events, seasonal sales, professional performances, concerts, parades, street dances, sporting events, festivals, competitions, art shows, and runs/

[1]Editor's note(s)—Ord. No. 14-22, § 1, adopted March 20, 2014, repealed Art. IV, §§ 18-100—18-108, in its entirety and reenacted a new article, §§ 18-100—18-107, as set out herein. The former Art. IV pertained to similar subject matter and derived from Ord. No. 02-34, § 1, adopted May 16, 2002.

races/ walks. Private birthday parties, private celebrations, private family reunions and other similar events held at private residences, rented halls, or other rented facilities are not considered special events.

(Ord. No. 14-22, § 1, 3-20-2014)

Sec. 18-102. Permit required—Exemptions.

(a) All special events held on regulated property within the City of Eustis require a special event permit in accordance with the provisions of this article, unless expressly exempted. No event organizer required by this article to obtain a special event permit shall advertise, engage in, participate in, aid, form, or start any special event prior to obtaining a special event permit from the City of Eustis.

(b) The City of Eustis, including any and all departments within, is exempt from the special event permitting process.

(c) Any event held at the Lake County Fairgrounds which expects a daily attendance of 250 persons or greater, or serves alcohol, or by nature of the event creates traffic control, crowd control, public safety, sanitation and other public health, safety and welfare issues requires a special event permit. Other fairground activities are exempt.

(d) An existing business or establishment within the City of Eustis that holds, sponsors, supports, or otherwise provides for an event at that establishment which is outside of the normal scope of the intended business practices requires a special event permit if:

  (1) The daily attendance of the event is greater than 250 persons, or

  (2) Alcohol is served at the event, or

  (3) Because of the nature of the event creates traffic control, crowd control, public safety, or sanitation and other public health, safety and welfare issues.

(e) The issue of a special event permit by the City of Eustis shall not relieve any person from the duty to secure other permits or approvals as may be required by the city code to include, but not be limited to, a business tax receipt, street closure authorization, or other permits/ authorizations.

(Ord. No. 14-22, § 1, 3-20-2014)

Sec. 18-103. Application for permit.

(a) *Filing period*. All special event applications shall be for a single event, and shall not be valid for reoccurring future events. A complete application with all required documents for a special event permit shall be filed with the police department not more than 180 days before, and not less than 30 calendar days before the date and time at which it is proposed to commence the assembly; provided, however, that the chief of police or designee may waive the minimum 30 day filing period and accept an application filed within a shorter period if after due consideration of the date, time, place, and nature of the assembly, the anticipated number of participants, and the necessity for an amount of city services which will be required in connection therewith, the chief of police or designee determines that such waiver will not present a hazard to the public safety because of the reduced amount of time available to fully process the application.

(b) *Contents*. The application shall, at a minimum, state the following:

  (1) The name of the event organizer.

  (2) The mailing address, email address, and telephone number of the event organizer.

  (3) The location of the proposed special event.

(4) The date of the special event and the hours of operation.

(5) A general description of the activities to be conducted at the special event together with attendance estimates.

In addition, the applicant shall submit the following:

(1) Proof of general liability insurance coverage in the amount of at least $1,000,000.00, with the City of Eustis named as an additional insured if the event is held on city owned property.

(2) A security plan with the name of the company providing staffing for the special event. A predetermined manpower allocation table shall be used as a guideline in order to determine how many officers with arrest powers will be assigned to the special event (if any). The chief of police or designee may adjust the requirement of officers with arrest powers as he/ she determines necessary.

(3) A site plan, which shall show at a minimum the following:

a. The dimensions and locations of all permanent and proposed temporary structures to be located on the property. Should any temporary structures be required for the event, the applicants will be responsible for obtaining all necessary building permits and meeting all requirements of applicable building and fire codes;

b. Ingress and egress locations; access to the site must not impede normal traffic flow on adjacent roadways;

c. The capacity and location of restroom facilities (either permanent or temporary) sufficient to meet the anticipated demand at the event;

d. Adequate provision for solid waste collection and disposal.

(4) A parking plan with all on-site and overflow parking (if necessary) and proposed traffic flow, in addition to any necessary traffic control devices at the special event location.

(5) A list of all concessionaires and vendors in addition to the event organizer, if any.

(6) A certificate of good standing certifying that the event organizer is authorized to do business in Florida if the event organizer is a corporation or limited liability company or some other business entity required to be registered with the department of state.

(7) Copies of all fliers, handbills, newspaper advertisements and other advertising that the event organizer anticipates using to promote or advertise the special event.

(8) Written proof of permission from the owner of the regulated property for the use of said property by the event organizer for the special event. The owner shall be required to sign the application and agree to any conditions placed on the special event by the city.

(9) Copies of all required federal, state and local business or regulatory licenses required to be held by the event organizer.

(10) Any other documentation or information that city staff or the city commission, upon appeal, determines to be reasonably necessary to properly evaluate the application.

(Ord. No. 14-22, § 1, 3-20-2014)

Sec. 18-104. Departmental review.

(a) The police department shall receive the completed application together with all supporting documentation required by this section. It is the responsibility of the event organizer, or person submitting the application, to provide all of the required documentation to the police department. The police department shall

distribute the application to the fire department, public works, parks and recreation, developmental services and/ or any other city department that the chief of police or designee determines should review and comment on the special event application. All city departments involved in reviewing the application shall provide written comments to the police department regarding any additional requirements, provisions, or concerns within ten days after receipt. After all reviewing departments have provided comments on the special event application, the chief of police or designee shall either approve, approve with conditions, or deny the application. In considering whether to approve or deny an application, the chief of police or designee shall consider the following:

(1) The suitability of the event site to host the special event.

(2) The potential adverse or negative effect that granting the special event permit could have on surrounding properties or businesses including, but not limited to, noise, vibration, air pollution, glare, odor and inadequate parking.

(3) Disturbances, complaints or problems associated with special events of a similar character or nature as the proposed special event; or disturbances, complaints or problems associated with special events organized by the event organizer in the past.

(4) Whether the special event will require additional staffing of public safety personnel by the city and the availability of said personnel.

(5) Any other criteria or fact considered relevant by the chief of police or designee.

(b) In granting a permit, the chief of police or designee may attach any conditions he/she determines to be reasonably necessary to protect the public health, safety and welfare.

(c) Any party directly affected by the decision of the chief of police or designee may appeal the decision to the city commission by submitting written notice of intent to appeal to the police department within five days of the department's decision. Upon receipt of a written notice of intent to appeal, the chief of police or designee shall place the appeal of the special event determination on the agenda for the next regularly scheduled city commission meeting.

(Ord. No. 14-22, § 1, 3-20-2014)

Sec. 18-105. Appeal to city commission.

In the event of an appeal of the decision of the chief of police or designee regarding an application for a special event permit, the city commission shall review the application together with all supporting documentation and departmental comments, if any, and shall either uphold, overturn or revise the decision of the chief of police or his/ her designee.

(Ord. No. 14-22, § 1, 3-20-2014)

Sec. 18-106. Limitations.

No special permit issued under this section shall extend for a period of more than five consecutive days. Any break in the event shall require the issuance of a separate special event permit. Seasonal holiday sales may extend beyond three days, but shall not extend beyond 30 days prior to the applicable holiday.

(Ord. No. 14-22, § 1, 3-20-2014; Ord. No. 16-05, § 1, 3-17-2016)

Sec. 18-107. Application fee.

The city commission shall determine the application fee for special event permits by resolution. Said fee may be amended from time to time by resolution in accordance with the estimated cost to review and process the applications.

(Ord. No. 14-22, § 1, 3-20-2014)

Secs. 18-108, 18-109. Reserved.

City of Eustis
Fire Department
100 West Norton Avenue • Eustis, Florida 32726 • (352) 357-6585

Special Event Fire Safety Requirements

Food Vendors shall comply with the Mobile Vendor handout provided by the Fairgrounds.

The Eustis fire Department welcomes your event to the City of Eustis. Although the location of the venue provides a safe environment for you, we also require an inspection be completed before your event takes place to ensure your event is a success and safe for all your guests.

Prior to the inspection on the day of the event, we require you to contact us to discuss exactly what your event entails to ensure everything is approved by the Fire Department. If we are not contacted, prior to your event, the Eustis Fire Department will not approve the Special Event and will not allow the event to be held.

All activities held during the event must comply with the Florida Fire Prevention Code as well at the City of Eustis Ordinances.

Some items to be aware of:

- No pyrotechnics or open flames allowed unless approved prior to event
- Means of egress shall always remain clear
- Fire extinguishers shall not be obstructed
- Seating over 200 shall require the seats to be tied together (between 3 & 7 seats)
- Any electrical cords shall be in good repair.
- Generators and LP tanks shall remain outside
- Compressed gas tanks shall be properly secured
- NO SMOKING signs shall be posted where required
- Tents over 10 'x 10' require a permit. Tents shall comply with all NFPA standards

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Guidelines for Mobile/Temporary Food Vendors

This document is designed to give mobile/temporary food vendors a general idea of what the Eustis Fire Department is looking for during an inspection. There may be other requirements that may surface at the time of inspection. For information on specific requirements, refer to the Florida Fire Prevention Code and the City of Eustis Ordinances.

- All mobile/temporary food vendors shall have a portable fire extinguisher readily accessible (minimum 5lb 2Al0BC)
- All mobile/temporary food vendors that produce grease laden vapors shall have a class K fire extinguisher readily accessible
- All fire extinguishers shall be serviced and inspected annually and properly tagged
- If a mobile/temporary vendor's cooking creates grease laden vapors it shall comply with NFPA l: 50 .2. l .9: Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall comply with NFPA 96 or this chapter. [96:4. [.9)
- If the vendor produces any grease laden vapors (pan frying, deep-fat frying, using a griddle, etc.) a hood system complying with NFPA96 shall be installed
- All hood systems shall have a UL300 suppression system. If the hood currently meets NFPA 17 standards, it shall be upgraded to a UL300 system when the existing system can no longer be serviced
- The suppression system should be serviced and inspected every 6 months and properly tagged. Inspection paperwork (two most recent semiannual reports) shall be kept on site for the fire department to review.
- All cooking appliances creating grease-laden vapors shall be located under the hood. No part of the appliances shall extend beyond the lip of the hood
- Hood systems (including filters and ducts) shall not have an accumulation of grease build-up. Hoods and ducts shall be cleaned as required per the Florida Fire Prevention Code
- Hood filters shall be properly installed at all times
- Deep fat fryers shall be separated from any open flame cooking appliance by inches or separated by a baffle with a minimum of 8 inches in height
- All L.P. Gas containers shall be located outside and properly secured
- All mobile units with propane shall post a NO SMOKING sign next to the propane bottle.
- All electrical shall be in good repair
- Any compressed gas tanks shall be properly secured
- If tents and/or canopies are utilized: Smoking is prohibited in tents and canopies. Approved NO SMOKING signs shall be posted. The use of open-flame devices such as candles is prohibited in tents and canopies. Tents are required to be flame retardant in accordance with NFPA 701 standards. A Certificate of Flame Resistance or other documentation affirming compliance with this requirement must be provided.

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Tent Fire Safety Requirements

Any tent exceeding 10'x10' will require a building permit.

Inspections

1. Once erected, the tent/canopy shall be inspected for code compliance and approval by a city fire inspector prior to the event.
2. To schedule the inspection, call 352-357-6585. Inspections can only be accomplished Monday through Friday 8AM-5PM. The tent must be set up and ready for inspection during normal work hours only.
3. Always have the permit card and plans on hand at the event.

Tents

1. Tents erected for the sale of fireworks shall comply with the criteria set forth within this checklist and criteria set forth by Florida Statute 79 l.
2. Tents shall be permitted only on a temporary basis.
3. Tents shall be erected to cover not more than 75 percent of the premises, unless otherwise approved by the authority having jurisdiction.

Seating

1. Rows of chairs must be fastened together in groups of 3-7 chairs per group.
2. There must be 12" clear width of space between each row (measured from the back of one chair to the seat front of the chair in the row directly behind).
3. Center or main aisle must be 42" in width and side or cross aisles must be 36" in width.

Flame Resistance

1. All tent fabric shall be flame resistant.
2. One of the following shall serve as evidence that the tent fabric materials have the required flame resistance:
    a. The authority having jurisdiction shall r:equire a certificate or other evidence of acceptance by an organization acceptable to the authority having jurisdiction.
    b. The authority having jurisdiction shall require a report of tests made by other inspection authorities or organizations acceptable to the authority having jurisdiction.

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Tent Fire Safety Requirements (Cont.)

Location and Spacing

1. There shall be a minimum of 10-ft (3 m) between stake lines and I0 feet to any other structure on the property.
2. Adjacent tents should be spaced to provide an area to be used as a means of emergency egress. Where 10-ft (3 m) between stake lines does not meet the requirements for means of egress, the distance necessary for means of egress shall govern.
3. The placement of tents relative to other structures shall be at the discretion of the authority having jurisdiction, with consideration given to occupancy, use, opening, exposure, and other similar factors.

Fire Hazards

1. The ground enclosed by any tent, and the ground for a reasonable distance but for not less than 10-ft (3 m) outside of such a tent(s), shall be cleared of all flammable or combustible material or vegetation.
2. The premises shall be kept free from such flammable or combustible materials during the period for which the public uses the premises.
3. No fireworks, open flames, or other device emitting fire or flame shall be used in or immediately adjacent to a tent.
4. Smoking shall not be permitted in any tent.
5. **"NO SMOKING"** Signs shall be posted at 20-foot intervals around the perimeter of the tent.
6. Portable fire-extinguishing equipment of approved types shall be furnished and maintained in tents in such quantity and in such locations as directed by the authority having jurisdiction.
7. One 2Al0BC rated fire extinguisher shall be provided for every tent having a floor area more than 500 square feet but less than 1000 square feet and one in each auxiliary tent adjacent thereto.
8. At least one 40BC rated fire extinguisher shall be provided at power generators and at locations where flammable liquids are used, stored, or dispensed.

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Tent Fire Safety Requirements (Cont.)

Means of Egress

1. Number of Means of Egress (Exits) shall not be less than two with a minimum with of 6 feet for each exit.
2. Means of Egress (Exits) shall be marked with exit signage.
3. Illumination of Means of Egress - Means of Egress, other than for private party tents not exceeding 1200 square feet shall be illuminated.
4. Emergency Lighting - Emergency lighting shall be provided. Private party tents not exceeding 1200 square feet shall not be required to have emergency lighting.

Electrical Service

1. Building department permit and inspection required for the erection of temporary power poles.
2. Building department permit and inspection required if new wiring is run from an existing electrical service. (Extension Cords are exempt)
3. Building department permit and inspection required when using generator(s) having a 5kW rating or greater to provide power to the tent.

Fired Heaters

1. The authority having jurisdiction shall approve fuel-fired heaters and their installation.
2. Containers for liquefied petroleum gases shall be installed not less than 5-ft (1.5 m) from any tent and shall be in accordance with the provisions of NFPA 58, Liquefied Petroleum Gas Code.
3. Tanks shall be secured in the upright position and protected from vehicular traffic.

Electric Heaters

1. Heaters used inside a tent shall be UL approved and listed for such a purpose.
2. Heaters shall be connected to electricity by electric cable that is suitable for outside use and is of sufficient size to handle the electrical load.