

OUTDOOR FESTIVAL and SPECIAL EVENT GUIDEBOOK

The purpose of this guidebook is to establish the responsibilities for the event promoters, sponsors, vendors and the Sacramento Fire Department. This guidebook will also provide information regarding the fire and life safety regulations that will be enforced.

The Sacramento Fire Department views these events as a team effort. The more awareness each member of the team has of the role and responsibilities of the group, the better the team will function. With willingness and effort on the part of all the team members, a safe and enjoyable event is more likely to occur.

Event Sponsor:

The Event Sponsor assumes overall responsibility for the set-up and running of the event and ensures compliance with Fire and Life Safety guidelines.

The Event Sponsor shall:

- Secure the proper permits from the Sacramento City Department of Parks and Recreation
- Secure any additional permits from the Fire Department Prevention Division. These may include Pyro, Open Flame and Tents
- Provide a site plan to the Fire Department showing:
 - The name of all streets and areas that is included in the event
 - The location(s) of Fire Department Access Lanes (20 ft. minimum width)
 - The location of stages, non- food booth vendors, food vendors and display areas
 - Location of Emergency Exits
 - A list of food vendors with the type of food and cooking method
- The Event sponsor shall distribute to each Hot Food Vendor a copy of the requirements for Hot Food Vendors
- Provide event radios (if used) with a list of assigned channels

Event Vendors:

Event Vendors are responsible for the safe operation of their booth, display or attraction. Vendors shall coordinate the event setup and take down with the Event Sponsor to ensure compliance with Fire and Life Safety regulations.

- Shall keep Fire Lanes, Fire Department Connections and building access clear and unobstructed
- Read, sign and post the Hot Food Vendor requirements in the booth
- Be prepared, at any time, for a Fire Inspection
- Correct any violations prior to opening for business
- Maintain all Fire and Life Safety requirements for the duration of the event

Fire Department Special Event Staff:

Fire Department Staff are responsible for inspecting the event prior to opening. They shall inspect all related aspects of the event. The event inspectors shall issue correction notices if required and re-inspect to ensure compliance.

The Fire Department Inspections shall include, but not be limited to the following:

- Hot Food Vendors
- Fire Department access
- Access to hydrants, Fire Department Connections, and Fire Control Rooms
- Event egress
- Rides and displays
- Generators and propane tanks
- Stages
- Non-food vendors
- Beer and wine gardens
- Pyrotechnics and open flame effects

Fire Department Standby and Fees:

There shall be a charge of \$200 per hour with a 3-hour minimum for each Fire Department Event Staff assigned to the event. Fire Department staffing shall be determined by the Special Event Coordinator. Staffing levels will be determined by:

- Duration of the event
- Nature of the event
- Size of the event

First Aid:

While not required, it is highly recommended that large events provide some form of First Aid coverage. A large event is considered to have a daily attendance more than 5,000 people.

Coverage can be provided by either a private entity, the Fire Department, or qualified individuals from the event staff.

PYROTECHNICS AND OPEN FLAME EFFECTS

Pyrotechnics: All Pyrotechnic displays are required to be permitted by the Sacramento Fire Department. A licensed pyrotechnic operator is required for all displays.

The following information is required for a Pyrotechnic Permit:

- A copy of the Operators and crew Licenses
- Site plan of shooting area, including fallout zones
- Show script with a list of products to be used
- Method of transport and storage plan
- Hold harmless or co-insured insurance for the city of Sacramento

Some effects may require a demonstration at the request of the Fire Department. Permit fees for Pyrotechnic Events are \$283, and fire Department standby is required.

Open Flame Effects: All Open Flame and theatrical flame effects shall be reviewed by the Fire Department. Open Flame effects shall include, but not be limited to the following:

- Fire dancing
- Stage props and effects
- Fire eating
- Magic acts
- Bonfires

Movie Productions:

All movies or films produced within the City of Sacramento require permits. These permits are available from the Sacramento Film Commission. They are located at 1608 I Street, in the office of the Sacramento Convention and Visitors Bureau. They can be reached at (916) 808-7777.

Sacramento City Code requires that all filming permits be reviewed and approved by the Fire and Police Departments.

In some instances, Fire Department stand-by may be required. To expedite the process please provide the following:

- A current copy of the shooting schedule
- A list and description of any open flame or pyrotechnic effects to be used
- A description of any stunts
- A site plan, showing basic locations of equipment

This information may be emailed to: Prevention@sfd.cityofsacramento.org

Carnivals:

Carnivals and Circus' require an inspection and a permit. The current permit fee for these events is \$379. To keep the costs at a minimum please request the inspection during normal business hours. The following information shall be submitted:

- Certificate of Liability Insurance
- Site plan
- Date and time of set-up
- Days and time of the event

ACCESS FOR FIRE APPARATUS

During large events it is especially important to maintain access for Fire apparatus. This not only includes Suppression (engines and trucks) vehicles, but Medical Units as well. To ensure a safe event, all fire access code shall be enforced.

Access thru the event:

- A Fire Lane of not less than 20 feet in width and no lower than 13.5 feet shall be maintained as designated by the Fire Department.
- Fire Lanes more than 150 feet, with no exit, shall have provisions for turning the apparatus. The radius for the turns shall be approved by the Fire Department.
- As required by the Fire Department, signs shall be provided designating Fire Access /No Parking
- All existing Fire Lanes shall be enforced

Access to Buildings:

As required by the Fire Department, access to building openings and walkways shall be provided. The width of the access and walkways shall also be determined by the Fire Department.

Please note: The access to buildings may vary depending on the building and the venue. Access to the following shall not be obstructed:

- All exterior doors and openings
- Fire Control Rooms
- Fire Pump Rooms
- Parking structures
- Exterior SMUD vaults

Access to Water Supplies:

All existing requirements for access to Fire Hydrants and other water supply connections shall be enforced. Vendors shall be required to maintain the same clearance as required for vehicles. [15 feet per side] Any vendors blocking access to water supplies shall be relocated immediately.

The access to the following shall not be obstructed:

- Fire Hydrants
- Fire Department Connections (see illustration at end of section)
- Post Indicator Valves (see illustration at end of section)
- OS&Y Valves (see illustration)
- All Fire Code sections pertaining to blocking of hydrants and connections shall be enforced

Event Egress:

This section will address two types of events:

- First: Fenced off events located in Parks or other open areas
- Second: Events that block street access

Fenced Events:

This type of event typically takes place in a Park or other large open area. The designated area for the event is closed off by temporary fencing.

Number of Exits:

The number of exits shall be in addition to the main entrance.

Three Exits shall be provided when the site accommodates from 1,000 to 3,000 persons. Four Exits shall be provided when the site accommodates more than 3,000 persons.

Exit Spacing:

Exits shall be equally spaced along the perimeter of the fence. The exits shall be spaced so that no exit is greater than 400 ft. of travel. Additional exits shall be added if needed.

Exit Width:

Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.

Exit Staffing:

Each exit shall have a member of the security staff assigned to it. The Security provider shall provide a gate assignment roster upon request.

Exit Sign / Marking:

Each emergency exit shall be designated as follows:

- Exit signs shall have a white background with contrasting red letters; Exit signs shall measure 18 x 24 inches;
- Sign lettering shall measure 12 inches in height;
- Signs shall be placed at the top center of the exit panel

Blocked Streets:

This type of event blocks off a main street and may block cross streets. In addition to providing access for fire apparatus, public egress shall also be accounted for.

Exit Placement:

Exits shall be placed at both ends of the street closure. Cross streets shall also have Emergency Exit access.

HOT FOOD VENDOR REQUIREMENTS

The use of food booths is regulated by the Fire Department and the Sacramento County Health Department. These requirements apply to single vendor, freestanding booths. Cooking within tents containing seating is subject to additional requirements. All food vendors are subject to inspection prior to an event. **Failure to comply with the following regulations may result in closure of the location.**

Flame Retardant Requirements

The sidewalls drop, and tops of tents and canopies shall be of flame-resistant material or treated with a flame retardant in an approved manner. A California State Fire Marshal tag shall be permanently fixed to the structure.

Portable Fire Extinguishers

A portable fire extinguisher shall be provided for each food booth. The minimum size for the extinguisher is 2A 10B: C (5 lbs.). If a Deep Fat Fryer is being used, a K TYPE extinguisher shall also be provided. Extinguishers shall have a current California State Fire Marshals tag. The extinguishers shall be attached in an accessible and visible location, between 3 and 5 feet above the ground.

Location

Food booths shall have a clearance of at least 20 feet on two sides. The booth shall not be located within 10 feet of any rides or devices. Cooking that produces sparks or grease-laden vapors shall not be conducted within 10 feet of a structure.

Gas Stoves

All gas stoves, BBQ's and burners shall be listed by either Underwriters Laboratories (UL) or the American Gas Association (AGA).

Deep Fat Fryers

Deep Fat Fryers shall not be used in food vendor tents. If a Deep Fat Fryer is to be used it shall be outside the tent and at least 18 inches from the outside wall of the tent. If a Fryer is used in conjunction with a BBQ, it shall be at least 3 feet away from the BBQ. Deep Fat Fryers also require the addition of a K TYPE fire extinguisher.

Bar –B –Ques

BBQ's are not permitted within the food booth. Fuel for the BBQ shall be kept at least 10 feet away from the BBQ. BBQ's shall be located at least 10 feet from a structure or combustible materials. BBQ's and other open flame devices located outside of structures shall be secured from falling and contact by the public.

Fuel

Fuel tanks (LPG) shall be stored outside of the structure. The tanks shall also be located away from public access. The size of the tank shall be limited to 7 gallons, unless otherwise approved. Fuel tanks shall be secured from falling.

Smoking

Smoking is not allowed at any time within the food booth, or within 25 feet of any fuel source.

Generators

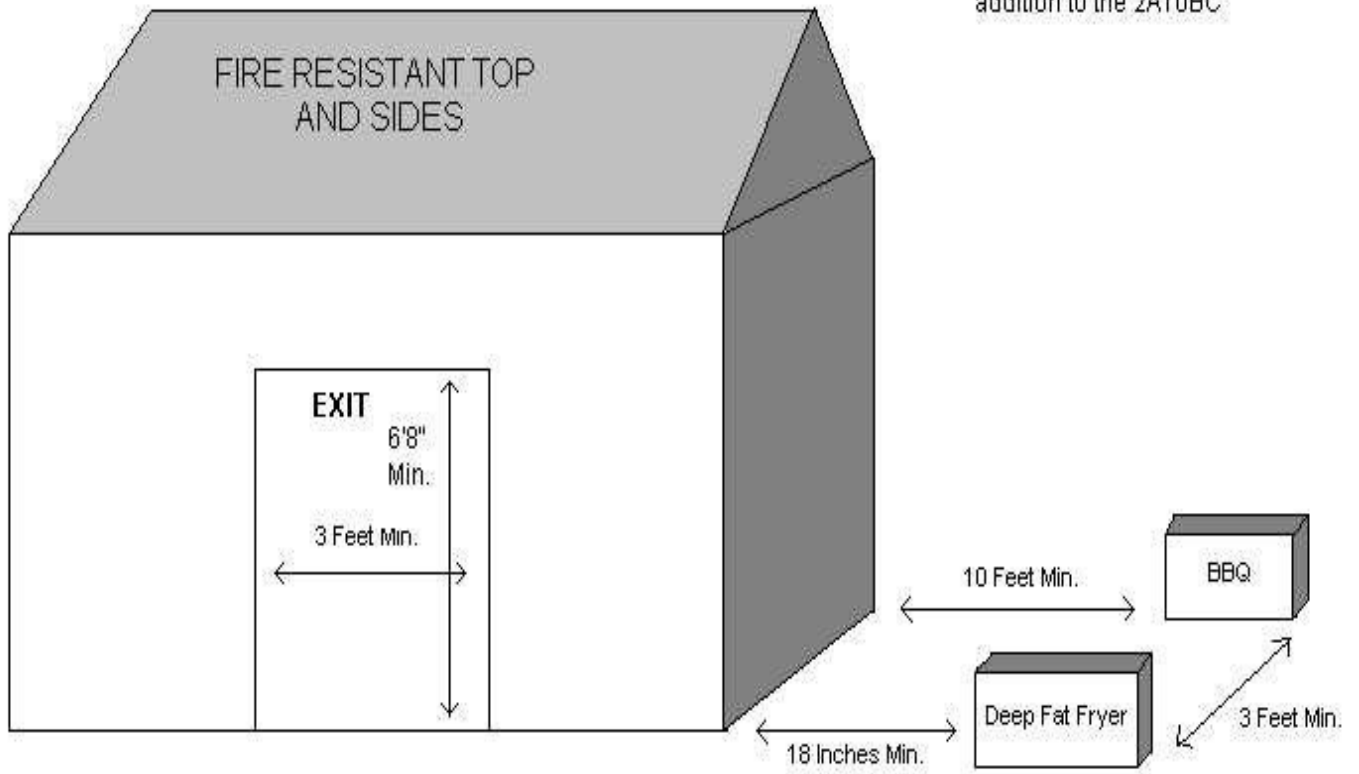
Generators shall be located a minimum of 20 feet from tents or canopies. They shall also be isolated from contact with the public by approved means. The refueling of hot generators is not allowed.

A copy of these regulations shall be posted in the structure and signed by the vendor. By signing this form, the vendor agrees to comply with these regulations. The signed copy will be available on request for review by the Fire Department.

Should you have any questions, contact: Prevention@sfd.cityofsacramento.org

HOT FOOD VENDOR COOKING BOOTH

NOTE: Deep Fat Fryer Requires
A K-Type Fire Extinguisher in
addition to the 2A10BC



TENTS, CANOPIES AND TEMPORARY MEMBRANE STRUCTURES

Do tents need permits?

The following tents and canopies are subject to permits: Tents that are larger than 200 square feet and canopies larger than 400 square feet.

What qualifies as a tent?

For the purposes of this information, a tent shall be defined using the 2013 California Fire Code, section 221. Tent – a temporary structure, enclosure or other shelter constructed of fabric or pliable material supported by any other manner except by air or the contents it protects.

Who needs to apply for a permit?

Any group that uses a tent for any reason.

How do I apply for a tent permit?

Fill the Tent Permit Application form out completely

The following items shall be submitted along with the application:

- A site plan for the location of the tent, with measurements showing distances to buildings and property lines. A minimum 20-foot separation and fire access is required.
- A floor plan of the tent, showing the location and number of exits, fire extinguishers, stages, seating arrangements, tables and other objects.
- Certificates showing the tent to be flame retardant and the State Fire Marshal's seal.
- A copy of your Insurance liability for this event. The City of Sacramento shall be listed as a co-insured or hold harmless.
- Any cooking or open flames.
- Heaters and ventilation
- Any other information that may be required specific to your event.

What fees can I expect?

The following fees may apply to your tent permit:

- \$188 – for the permit
- \$135 – for an assembly permit (if applicable)
- \$200 per hour (minimum 3 hours) – for an overtime inspection (if applicable)

Please note that not all fees may apply to your specific event.

Fees are payable at the time of application for the permit.

Who is responsible for the fees and permit?

That is something you must cover with the rental company. Some companies will do this for you. Remember, the renter is ultimately responsible for the permit.

What happens if I don't get a permit for my tent?

There is a broad range of options. They may range from modification of the tent to meet the code to closure and citation. Please note that a permit shall be required for the continued use of the tent.

Where do I apply for a tent permit?

You may apply for your permit at the Fire Department Headquarters, located at 5770 Freeport Blvd., during normal business hours. **Please have permit applications in a minimum of fifteen days prior to the event.**

How long is the permit good for?

Tents, canopies, and temporary membrane structures cannot be used more than 180 days in a 12- month period. The permits are for the specific event they are issued for and the period of use will be specified on the permit.

When will I receive my permit?

A representative from the Fire Prevention division will set a time for an inspection. The inspection will only occur after the application has been approved and the fees paid. You will be issued your permit upon the successful completion of the field inspection. The permit shall be posted in the tent for the duration of the event.

Generators

Generators and other internal combustion power sources shall be separated from temporary membrane structures, tents and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing enclosure or other approved methods. The refueling of hot generators or other equipment is not permitted. Electrical cords and connections shall be protected.

Flammable and Combustible Liquids

- Flammable liquid filled equipment shall not be used in temporary membrane structures, tents, or canopies.
- Flammable and combustible liquids shall be stored outside and in an approved manner no less than 50 feet from temporary membrane structures, tents, or canopies.
- Refueling shall be performed in an approved location not less than 20 feet from temporary membrane structures, tents, or canopies.

Sources of Ignition

Smoking is prohibited in tents, canopies, and temporary membrane structures and in adjacent areas where combustible materials are stored or used. "No Smoking" signs shall be conspicuously posted.

Fireworks, open flames and devices capable of igniting combustible material shall not be used adjacent to temporary membrane structures, tents or canopies unless otherwise approved. (Propane powered heaters are not permitted inside).

Gary E. Loesch
Fire Chief

5770 Freeport Blvd., Suite 200
Sacramento, CA 95822-3516

Ph: (916) 808-1300
Fax: (916) 808-1629
www.sacfire.org

TENT PERMIT APPLICATION

Location of Tent: _____

Date of set-up: _____ Date of take down: _____

Event Date(s): _____ Start Time: _____

Event Sponsor: _____

Sponsor Address: _____

City: _____ State: _____ Zip: _____

Sponsor Contact: _____ Phone #: _____

Rental Company: _____

Rental Address: _____

City: _____ State: _____ Zip: _____

Rental Contact: _____ Phone #: _____

Brief description of event:

Tent Permit Fees are \$181.00.

Please indicate whom will be responsible for the payment of fees:

_____ Rental Company _____ Event
Sponsor

* Permits that require after hours inspection will be billed by invoice for the inspection.
Normal inspection hours are Monday - Friday 8:00 AM to 5:00 PM.