



# SPECIAL EVENT CHECKLIST



## ADMINISTRATION:

- Provide 3 copies of the submitted/approved detailed event contact list.
- Provide 3 copies of the submitted/approved event site map submittal, engineered plans for tents stages and documents.
- Provide 3 copies of the submitted/approved plan outlining trained crowd management.

## GENERAL:

- Waste material in and around tents, booths must maintain 30 feet perimeter and interior floor areas, kept in containers and removed daily or as needed. No overstock of combustible trash/rubbish in area.
- Combustible decorative materials are to be flame resistant except table covers.
- Event location, tents, trailers, stages, egress routes shall maintain 30'-50' minimum clearances from flammable vegetation, per fire official.
- Exits, aisles and passageways (12' min) shall not be blocked or width obstructed in any manner.
- Roads for egress, ingress and emergency evacuation routes must be unobstructed.

## BOOTHS (tent/canopies/trailer):

- Sidewalls, drops, and tops of all such structures shall be made of a flame-resistant material or treated with a flame retardant approved by the California State Fire Marshal.
- A 5-foot wide separation shall be provided for every 200 lineal feet of vendor booths.
- A fire access of 20 feet between rows of booths shall be maintained at all times.
- Sale or display items shall not be allowed within the fire access.
- Booths or rows of booths shall be located more than 20 feet from property lines, buildings, parking areas or internal combustible engines.
- Booths shall have at least one exit.
- All structures shall be adequately braced and anchored to prevent collapse.
- All Permitted tents/canopies required to have emergency lighting and exit signs
- Exit doors must remain open or be covered with flame resistant material and swing outward.

**COOKING AREA LAYOUT:**

- Cooking operations must be 20 feet from other combustible booths, structures, tents AND 10 feet from exits.
- A minimum of 2-foot side clear space shall be provided between the cooking space area and the back of the tent.
- A minimum of 2-foot wide clear space shall be provided between the cooking space and the side and rear of the cooking area.
- Cooking and barbecues shall be a minimum of 10 feet from any booth and shall be protected from access by the public.

**PORTABLE FIRE EXTINGUISHERS:**

- Cooking facility booths and booths adjacent to them shall have a fire extinguisher rating of a minimum 3A:40B: C, unless the cooking involves deep fat frying or WOKS then the additional extinguisher must be a K type extinguisher.

**IGNITION SOURCES:**

- Smoking, fireworks, open flame or hot objects capable of ignited combustible materials shall not be allowed inside the booths.
- 'No Smoking' signs shall be posted.
- Cooking and BBQs shall be a minimum of 10 feet from any booth and shall be protected from access by the public.

**ELECTRICAL & GENERATORS:**

- Extension cords shall be of a grounded type and listed for exterior use.
- Extension cords shall be unplugged after each daily use.
- Extension cords shall not be used in lieu of hardwiring.
- Generators and other internal combustion engines will be 20 feet from tents, isolated from public.
- Generators require appropriate extinguishers and spill kits.

**COMPRESSED GAS TANKS:**

- LPG and other compressed gas tanks shall be secured in an upright position.
- All tanks shall be protected from public access.
- Empty tanks shall be removed on a daily basis.

**USE OF LIQUID PETROLEUM GAS:**

- Vendors may use Liquefied Petroleum Gas (LPG) in booths as defined above, when the booth is separated, from other booths, tents and canopies by at least 20 feet.
- LPG cylinders shall be located outside tents and canopies. Minimum of 10 feet (less than 500 gal) and for any over 500 gallons, a HazMat submittal is required.
- Flammable and combustible liquids must be stored outside in approved containers and no less than 50 feet from tents/membranes/stages. They are required to have secondary containment, spill kit and appropriate extinguisher.

**BARBECUES:**

- Trailer, charcoal, and/or LPG BBQ's shall not be located inside or within 20 feet of combustible walls, roofs, or other combustible material.
- Small barbecues and hibachis may be placed on tables in the cooking space if a thermal barrier is provided between the barbecue and table. This may be a concrete block/board underneath the barbecue, as long as the entire area of the barbecue is provided with protection underneath.
- Luau in ground cooking must maintain clearances of 30 feet and be isolated from public contact.

**SPECIAL APPLIANCES:**

- Warming appliances/steaming trays, both electric and solid fuel types, shall be located inside tents. They will be monitored by the event organizers.
- Deep-fat fryers and other unique appliances for the cooking and holding of food until served will be reviewed by Palo Alto Fire Department and are only approved on a case-by-case basis. If approved, a Class K portable fire extinguisher shall be located within 30 feet of the fryer.
- UL 300 hood systems and K extinguisher required for food service trucks.
- If the appliances used would require food preparation to occur outside, the Fire Marshal may evaluate the heat potential of the appliance and approve its' use within the tent.

***Inspection Checklist for Special Events must be completed prior to public occupancy.***

Fire Official: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_