

# OUTDOOR SPECIAL EVENT REQUIREMENTS

*The following is an outline of the basic or common requirements found during most events and is not all inclusive. Any special event, tent, canopy, food-vending booth or trailers, or temporary structures not in compliance shall not operate. Additional requirements may exist and the City should be contacted prior to an event with any questions.*

## **Temporary structures, tents, canopies, and air supported membranes:**

1. Secured by staking or not less than 50 lbs per corner. Additional securing is required as tent size increases.
2. Tents in excess of 200 square feet, tents or canopies used for cooking or for the assembly of people shall include a permanently affixed label with the flame resistant information of the structure.
3. Maintain 20 ft between any cooking temporary structure and all other temporary or permanent structures.
4. Cooking shall not be conducted under or within the same tent utilized for seating or assembly.
5. Smoking is prohibited within 20' of any temporary structure. "No Smoking" signs shall be posted.
6. No hay, straw, or easily combustible items shall be used under or within 20 ft. of a temporary structure.
7. Open flames (candles, torches, decorative items) are prohibited under or within 20' of a temporary structure.

## **Fire Extinguishers**

1. Vendors with cooking or food heat processing equipment shall have a 2A:20B:C or larger extinguisher.
2. Vendors utilizing deep-fat frying shall utilize a type K or 40BC rated fire extinguisher.
3. Less than 1 year old (per manufacture) or serviced by a fire protection company within the last 12 months.
4. Distribute extinguishers throughout any tent used for assembly, spaced no further than 75' apart.
5. Extinguishers must be located at each mechanical ride amusement location, or generator.
6. Extinguishers shall be readily accessible at all times.

## **Electrical & Generator**

1. All electrical cords, lights, etc. exposed to the weather must be rated for outdoor use.
2. Multi-outlet devices shall include over current protection and protected from the weather.
3. All cables/cords crossing public areas or drives shall be covered with safety mats.
4. Generators shall not be within 20 ft of structures & isolated from contact by fencing or other enclosures.

## **Compressed Gas Cylinders**

1. Secure to maintain the cylinder in the upright position. Do not secure to tent poles or supports.
2. Cylinders shall be stored or operated on their side, protective collars & caps must be in place when not in use.

## **Access requirements**

1. Maintain an unobstructed fire lane, not less than 20 feet wide, to all areas during the event.
2. Maintain a clear space of 5 feet on either side of fire hydrants and sprinkler or standpipe connections.

## **Other**

1. Trailers or vehicles shall be stabilized to prevent accidental movement by chocking or other methods.
2. Fireworks sales are prohibited, displays require permitting by a state licensed Pyro-technician.
3. All stage or scaffold materials shall be approved by the Building Department prior to the scheduled event.

**These guidelines have been provided by the City of Spartanburg's Fire Marshall's Office. Questions should be directed to the Fire Marshal's Office at 864-596-2083 or the Building Official's Office at 864-596-2041.**