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Public Event Requirements

The following are fire safety requirements for event promoters and vendors to ensure fire and life safety measure are in place during an event thus ensuring a fun and safe event for everyone.

If any of the information is unclear in this letter, please contact the Woodburn Fire District for clarification.

The term tent shall include canopies and all other membrane structures.

- 1) Propane cylinders less than 125 water gallons must be at least 5 feet from the booth.
- 2) All propane tanks or other pressure tanks shall be secured in an approved manner, rigidly supported by brackets, or secured upright with chains, or other approved method to prevent the tanks from tipping over.
- 3) Regulators are to be secured to the tank with vents turned downward and pointing away from buildings, booths, portable concessions, or tents.
- 4) The sidewalls, awnings, drops and tops of booth, and tents shall be composed of flame resistant material or shall be treated with an approve flame retardant. The use of thin, non-treated polyethylene tarpaulins is prohibited during the hours the public event is open to the public.
- 5) All cooking and heating appliances used in tents shall be a minimum of 10 feet from the exits or any combustible materials.
- 6) All food concession booths shall have at least one exit for employee use that is approved by the Fire Code official.
- 7) Open flames or other devices emitting flame, fire or heat shall not be located within 20 feet of the tent.
- 8) Each booth or exhibit is required to have a **2A:10BC** rated fire extinguisher that has had annual maintenance within the past 12 months. The annual maintenance tag must be attached to the fire extinguisher.
- 9) A **TYPE-K** extinguisher is required when utilizing equipment such as deep fat fryers, WOKS, skillet frying and griddles that use combustible oil or generate grease laden

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- vapors. Extinguisher must be serviced within last 12 months and have a current tag affixed to the extinguisher.
- 10) Any vendors in enclosed trailers or vehicles shall have a type 1 hood system with fire suppression serviced in the past 6 months with service tag attached plus a "K" style fire extinguisher serviced within the past year with service tag attached.
 - 11) There shall be a fire extinguisher with each generator.
 - 12) Generators can not be closer than 20 feet to the tent.
 - 13) There shall be clear access to all fire hydrants in event area.
 - 14) Hay, straw, shavings or similar combustible materials shall not be located within any tent.
 - 15) Extension cords and relocatable power taps shall be maintained in good condition without splices, deterioration, or damage. No electrical appliance, power tap or extension cord shall be used if it is damaged or altered in any way.
 - 16) The use of non-grounded multi-plug cords ("zip cord"), or any extension cord 16 guage or less is prohibited.
 - 17) Relocatable power tap shall not be plugged into another relocatable power tap (daisy chaining).
 - 18) The length of extension cords shall reach from the appliance to the nearest permanent outlet. Extension cords shall not be coupled together to extend the length of the power source.