



EVENT REQUIREMENTS CANOPY & TENTS

DEFINITIONS

General use canopy

A temporary membrane structure having a top and no side panels.

General use tent

A temporary membrane structure having side panels and a top.

Cooking tent

A temporary membrane structure having side panels and a top used to house cooking equipment.



COOKING WITHIN A CANOPY OR TENT

It is not permissible to use fire within a canopy or tent unless all material (top, sides, and floor) is labeled "flame retardant" with the California State Fire Marshal registered seal or NFPA 701 compliant (equivalent). Consumer grade tents and canopies are made specifically to be compliant with CPAI-84 (a test standard for camping tents not commercial cooking tents) and this standard does not apply to open flame or cooking appliances in proximity to material; if your tent or canopy label states CPAI-84 compliant or "KEEP AWAY FROM HEAT" it is not flame retardant and cannot be used in proximity to open flame or cooking appliances.



SITE CONFIGURATION

Tents or canopies shall not be placed within 12 feet of structures.

Maximum amount of 10X10 tents or canopies placed together shall not exceed 6.

Cooking tents or canopies shall not be within 12 feet of general use tents or canopies.

PERMITS

Tents or canopies exceeding 400 square feet require additional permits; additional fees apply.

SETUP

All temporary structures including tents and canopies **shall be secured** to the ground at every point of contact using surface methods such as sandbags, concrete blocks, or similar surface placed anchoring. Poles, stakes, nails, or other objects inserted into the turf area are prohibited.

RIGHT

Surface mounting methods of weighing down your canopy are the way to go!



WRONG

Inserting anything into the ground can cause damage and not weighing down a canopy is dangerous!





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GENERATORS

Generators shall be protected from public access by fencing or a similar physical barrier. Spare fuel shall be stored within approved fuel containers, placed away from direct sunlight and protected from heat. Generators are not permitted within 20 feet of any tent or canopy.

OUTDOOR COOKING

Charcoal, wood and other class A fuels

Class A fuels such as these can be used if precautions are observed, proper setbacks from structures are maintained and the public is kept safely away. For these fuels to be used there needs to be a plan for hot coal disposal. If the event is within park hot coal receptacles are required to be used to dispose of hot coals, never use a trash can for coals. If your event is not located within a park you will need to provide the city with a detailed plan identifying how coals will be disposed. **Barbeques are never permitted to be used within a tent or canopy.**

Propane

Propane appliances are permitted to be used flame rated / state fire marshal approved tents or canopies. Propane cylinders cannot be stored in direct sunlight and shall be protected from heat.

Electric cooktops, hot plates and similar

All power cords serving electric appliances shall be free of damage. Power cords shall not be placed in areas of standing water.

Fryers, woks, kettle corn and similar operations using cooking oils

Cooking operators using oil are required to provide their own (1) class K portable fire extinguisher in addition to the required 3A:40B:C portable fire extinguisher. Spill protection is mandatory and shall be provided by using a flame rated / state fire marshal approved tarp underneath the potential spill area. Substantial fees shall be assessed to any cooking operator who spills onto or otherwise damages any public area.

- You are responsible for providing (1) ready for use 3A:40B:C portable fire extinguisher to protect **each** cooking operation.
- Cooking cannot take place within 12 feet of any unrated tent, unrated canopy or structure (flame rated / state fire marshal approved tents or canopies may be located less than 12 feet).