



Outdoor Special Event Requirements

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**GRANDE PRAIRIE
FIRE DEPARTMENT**

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Should you have any questions or concerns in meeting compliance requirements, contact the Fire Prevention Branch at 780-538-0393.

All Code references are from the Alberta Fire Code 2006(AFC 2006) Division B unless otherwise stated. All National Fire Protection Association (NFPA) are referenced in the AFC 2006. All Code references from the Alberta Building Code 2006(ABC 2006) are from Division B unless otherwise stated.

GRANDE PRAIRIE FIRE DEPARTMENT

OUTDOOR SPECIAL EVENTS REQUIREMENTS

The following document is a guide to ensure occupant safety and compliance with the Alberta Fire Code and the Grande Prairie Fire Department's (GPDF) minimum requirements during special events. Should you have any questions or concerns in meeting compliance requirements, contact the Fire Prevention Branch at 780-538-0393.

Definitions

Assembly Occupancy:	The occupancy or the use of a building, or part thereof, by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes, or for the consumption of food or drink.(AFC 2006)
Canopy:	A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner other than air or the contents it protects and is open without sidewalls or drops on at least three sides of the structure.
Cooking Appliances:	Electric or gas powered equipment used in the process of preparing food. Examples of cooking appliances include but are not limited to deep-fat fryers, ranges, griddles, broilers, woks, tilting skillets, braising pans, and ovens.
Cookware:	Utensils used for cooking e.g. pots and pans.
Cooking Booths:	Booths where food is prepared by a heating or cooking process such as but not limited to grilling, frying, barbecuing, flambé, deep fat frying, baking, warming, and boiling.
Demonstration Cooking:	Cooking for the demonstration of cooking products, cooking processes for a specific food or showcasing of specific cooking skills. In all cases, food cannot be for sale.
Flame Retardant:	A listed chemical, chemical compound, or mixture which when applied in an approved manner to any fabric or other material, will render such fabric or material incapable of supporting combustion.
Labeled:	Equipment or materials to which has been attached a label, symbol or other identifying mark indicating that is has been manufactured under a certification program administered by an accredited Certification Organization or Standards Writing Organization under the National Standards System of Canada.
Listed:	Equipment or materials included in a list published by an accredited Certification Organization or Standards Writing Organization under the National Standards System of Canada.
Shall:	Indicates a mandatory requirement.
Tent:	A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except air or the contents it protects.
Vendor Booths:	Includes all booths other than cooking booths.

Outdoor Special Events

The types of events that must meet these Indoor Special Event Requirements include, but are not limited to:

- home shows
- auto shows
- boat shows
- trade shows
- ice shows
- music concerts
- wrestling events
- religious gatherings
- circuses
- monster truck shows
- rodeos
- any other special event of public assemblage

In addition, events with one or more of the following circumstances will require approval and/or a permit prior to the event:

1. Permit for use of candles or open flames. (No charge)
Smoking or Open Flame Devices are not permitted in a tent or air supported structure used for an assembly occupancy (AFC 2006 2.9.3.3)
2. Permit for Pyrotechnics or fireworks display. (\$200)
3. Tent or air-supported Temporary Membrane Structure over 27.9m² (300sq.ft.)
(City of Grande Prairie Development Services permit)
4. Liquid or gas-fuelled vehicles or equipment in assembly buildings
(see [“Display of Motorized and Non-motorized Vehicles”](#) section).
5. Special amusement (includes haunted houses).
6. Indoor cooking (see [“Cooking”](#) and [“Demonstration Cooking”](#) section)

Special Event Approval

The GPFD must receive an information package for review and approval at least fourteen (14) days prior to the event. The information package shall include payment for permits if required and will include the following:

- [Event information sheet](#). (Page 11)
- Floor plans.
- Special circumstances.

Event Information Sheet

A sample form can be found on Page 11 of document or if one is provided, the Event Information Sheet shall include the following:

1. Event name.
2. Venue name and address
3. Event date(s) and time(s).
4. Set-up and move-out date(s).
5. Description of event.
6. Maximum Estimated number of persons to be in attendance (GPFD posted occupant load will not be exceeded at any given time) (AFC 2006 2.7.1.3)
7. Event coordinator contact information (i.e. name, address, and phone number(s)).

NOTE: This should include contacts for individual(s) that can provide detailed information about set-up and operation of the event.

Special Event Approval

Site Plans

Site plans shall include the following information:

1. Detailed physical layout of the Event Venue must include individual exhibit/booth floor plans.
2. All measurements must be in metric.
3. Floor plans must specify:
 - Access to exits and exit locations.
 - Booth layout (to scale) of the entire show.
 - Location and dimensions of all aisles and cross aisles.
NOTE: Trade Show Aisles shall be a minimum of 2.5m wide with 3.5m for the main aisles preferable at front and rear of exhibit hall.
 - Size and location of stages or other performing areas.
 - Seating layout (non-fixed seats, non-fixed seats and tables, standing space and spaces dedicated for the sale of alcohol) (AFC 2006 2.7.1.5)
 - Location and accessibility of all required fire alarm “pull stations”, fire extinguishers and fire department standpipe connections and cabinets.

NOTE: The Grande Prairie Fire Department maintains a file of pre-approved event floor plans. Applicants shall identify whether a pre-approved plan or another plan will be used for the specific event. Modifications to pre-approved plans shall be detailed and will require review by the Grande Prairie Fire Department prior to utilization of the changed plan. If pre-approved plans are not used, detailed accurate floor plans shall be submitted to the Grande Prairie Fire Department Fire Prevention Branch.



Fire Department Approval of Site Plans

Plans must be approved by the Fire Department prior to any event set-up unless the set-up is a standard arrangement pre-approved by the GPDF Fire Prevention Branch. Copies of the approved plans will be stamped and returned to the event coordinator prior to set-up. Approvals are subject to final inspection by an authorized GPDF Fire-Safety Codes Officer (Fire SCO). No modification of the set-up shall occur once the approved plan has been established without prior written approval on the plans from the GPDF Fire Prevention Branch. Inspections will be conducted according to the approved plans.

Structures and Exhibit Booth Requirements

1.	Decorative material, such as, but not limited to, drapes, theatre curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, plastic displays, canvas, cardboard, etc. shall be of non-flammable material, shall conform to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films", or shall be treated and maintained in a flame retardant condition by means of a flame retardant solution to ensure that the material will pass the match flame test in NFPA 705, "Field Flame Test for Textiles and Films." Plastic cloth and certain other plastic materials, tar-paper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited. Any decorative material may be subject to testing. Materials in violation shall be immediately removed from the building. (AFC 2006 2.3.1.3)
2.	Combustible materials that are 10mm (3/8 inch) or more in thickness or glass may be used without flame retardant treatment. Exception: Paper, cardboard or foam products.
3.	All electrical fixtures and appliances must be approved and carry the appropriate ULC or CSA listing: (AFC 2006 2.4.7.1) a) Three wire (grounded) cords shall not be plugged into two (2) wire extension cords. b) Extension cords shall not run under carpets/rugs unless designed to be used in these locations. c) There shall be a sufficient clearance from lights or other heat sources to any combustible or display materials to prevent any possible ignition or heat damage (melting). d) All electrical plugs, cords shall be free from defects. Only listed electrical devices and cords shall be allowed.
4.	Booths that include tents, canopies and/or other structures inside a building shall not be constructed with any roof, ceiling or other obstruction larger than 27.9m ² (300sq.ft.) without written approval of the Grande Prairie Fire Department.
5.	Booths that include tents, canopies and/or other structures inside a building having between 9.3m ² (100sq.ft.) and 27.9m ² (300sq.ft.) of roof, ceiling or other obstruction shall be provided with a listed single station smoke alarm.
6.	Booths that include tents, canopies and/or other structures inside a building having between 9.3m ² (100sq.ft.) and 27.9m ² (300sq.ft.) of roof, ceiling and/or other obstruction with a source of ignition shall be provided with a listed single station smoke alarm plus a 2A-10BC fire extinguisher within.
7.	Tents and canopies must be approved for indoor use and have a permanently attached label indicating conformance to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films". (AFC 2006 2.9)
8.	Minimum of 3m separation is required between each 27.9m ² aggregate of tents, canopies and/or other structures on all sides. An aggregate area exceeding 27.9m ² shall not be permitted.

Structures and Exhibit Booth Requirements

Tents

Cooking appliances may be used in a tent with the following provisions:

1. Tents must be CAN/ULC-S109-M Flame Resistant certified.
2. No “open flame” cooking appliances are permitted in tents.
3. Any cooking that may produce grease laden vapours is not permitted to be located inside a **tent**, unless the requirements of NFPA 96 are met
4. If NFPA 96 requirements are not met, appliances shall be located outside of tents and may be protected from weather by a non-combustible cover no larger than 3 sq. meters in total area. These appliances must be placed so that they are a minimum of one meter (1m) from the outside tent wall and protected from public access (fenced or barricaded).
5. Microwaves, food warmers and chafing dishes are permitted inside tents.
6. Cooking appliances must be placed on a stable base to limit the risk of the appliance tipping.
7. A one meter (1m) clearance surrounding the cooking appliance shall be maintained for movement of public and staff.



Canopies

Cooking appliances may be used under a canopy with the following provisions:

1. Canopies shall be CAN/ULC-S109-M Flame Resistant certified.
2. Canopies shall be cleaned prior to set up.
3. A maximum of two (2) cooking appliances that may produce grease laden vapours are permitted per canopy space measuring 3 X 3 meters.
4. There shall be a vertical clearance of one meter (1m) from the cooking appliance to the ceiling.
5. Canopies used for cooking shall be a min. of 3 meters from any other tent, canopy or building.
6. The public are not allowed to be under canopies being used for cooking and cooking devices shall be isolated from the public by a minimum one meter (1m) from the front of the booth or provide a sturdy, mounted non-combustible separation shield between the device and the public.
7. All other provisions in this document are to be adhered to.

Portable Food Service Vehicle (Municipal Affairs Notice)

1. Applies to any portable food-services vehicle (chip truck, burger wagon, donut shack, etc.)
2. Cooking equipment used in a fixed, mobile, or temporary, concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall comply with this standard.
3. Standard NFPA 96-2004 “Standard for Ventilation Control & Fire Protection of Commercial Cooking Operations” (also deals with cleaning requirements.)



4. Standard NFPA 17A-2002 “Standard for Wet Chemical Extinguishing Systems.”
5. Standard NFPA 10-2002 “Portable Fire Extinguishers” Additional requirements may apply involving fire protection, air supply, exhaust or ventilation systems that may require additional permits within the building or electrical disciplines. Particular attention needs to be considered when a portable commercial kitchen is served by an exhaust hood and/or fire suppression system to ensure all code requirements, permits, inspections, and compliance monitoring is completed.

NOTE: Any portable food-service vehicle utilizing propane or natural gas as a cooking fuel must meet requirements from gas inspector.



Special Circumstances

If the following situations and/or circumstances are to occur during an event, then detailed plans of use shall be included in the information package:

1. Displays and operation/use of any open flame, candles, lamps, torches, cooking, etc.
2. Use of Liquefied Petroleum Gas (LPG)/Liquefied Natural Gas (LNG).
3. Use, handling or storage of any pyrotechnic materials or devices.
4. Temporary membrane structures, tents, canopies, or covered exhibit booths.
5. Display of any motorized or non-motorized vehicles.

Cooking/Warming (ABC 2006. 6.2.2.6)

1.	Cooking and/or warming appliances shall be listed and labeled for commercial use (not residential) by a recognized testing laboratory (e.g. CSA or ULC).
2.	Cooking/warming appliances shall be isolated from the public having a minimum of 1 meter separation on all sides, or by providing a sturdy, mounted separation shield between the appliance and the public.
3.	The surfaces, on which cooking/warming appliances are located, shall be constructed and arranged such that their proximity to combustibles will not pose a fire danger. When cooking equipment generates high temperature heat, the surface will be provided with adequate protection.
4.	All extinguishers must be listed, labeled and tagged.
5.	Fire protection shall be provided for any booth utilizing cooking/warming appliances. Each booth shall have the following fire protection equipment: <ol style="list-style-type: none">a. a mounted 2A-10BC extinguisher.b. a portable "K" class extinguisher.(if using or producing grease laden vapors)
6.	Cooking or warming appliances used inside an enclosure (tent, trailer or truck) that produce grease laden vapors must meet NFPA 96 requirements. "Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations".
7.	Any additional requirements will be determined by the Grande Prairie Fire Department for each event.



Inspection of the Event

In order to maintain compliance with Fire and Life Safety requirements, periodic inspections may be conducted by a GPFD Fire SCO. These inspections may include:

- A walk-through inspection with the event coordinator and a GPFD Fire SCO during the move-in/set-up period and any deficiencies noted shall be corrected immediately or within the time frame agreed upon.
- Once the event has opened, daily visits by a GPFD Fire SCO may be conducted.
- Cooking and motor vehicle displays may be spot checked by a GPFD Fire SCO and requirements will be strictly enforced.
- During the closing (move-out) and removal of materials used in the event, a GPFD Fire SCO may inspect for emergency access and exiting.



Onsite Fire Safety Codes Officer

At the discretion of the Grande Prairie Fire Department, one or more GPFD Fire SCO(s) may be required to be present at the event. If a Fire SCO is used, the event will be billed at the current GPFD fee rate.

Event Interruption/Shutdown

Upon finding any unsafe act or condition or any act or condition that constitutes imminent danger, the Grande Prairie Fire Department has the authority to stop the event until such condition is corrected.



The above requirements are basic 2006 Alberta Fire Code and Grande Prairie Fire Department requirements for special events. Depending on the type and scale of the special event, further requirements may apply.

Event Information Sheet

Event Name:

Venue Name:

Venue
Address:

Event Date(s):

Event Time(s):

Setup Date:

Move Out Date:

Description of Event:

Maximum Estimated Number of Attendees:

Event Coordinator Contact Information:

Name:

Address:

Contact Information:

Phone:

Cell:

Fax:

Email:

Site Plan Attached: Yes No

**Send Completed Information Sheet to:
Grande Prairie Fire Department- Fire Prevention Branch
Fax: 780-538-0395
Email: fire_prevention@cityofgp.com**

Should you have any questions or concerns in meeting compliance requirements, contact the Fire Prevention Branch at 780-538-0393.