

SPECIAL EVENTS GUIDELINES FOR EVENT COORDINATORS AND VENDORS

The Denver Fire Department Fire Prevention Division is dedicated to the safety of all citizens and to the efficiency of well-planned and executed events. As a host of Public functions, you are also aware that safety must remain foremost in your efforts. We look forward to working with you to ensure safety for your patrons, customers, and employees. We believe communication is key to successful relationships, and hope that the following information, which addresses our common goal of public safety through permits and floor plan approvals are one component of that communication.

For information in the following areas please contact Lt. Shelburne with Public Assembly at 720-913-3510 or 720-556-2600 or SpecialEventsDFD@denvergov.org

Items that require a fire permit: **Candles/Open Flame, Tents, Canopies, Temporary Heaters, Temporary Generators, Propane Natural Gas Liquid and Solid Fuel-Fired Equipment, Carnivals and Fairs, Parades with Floats, Pyro (Indoor/Outdoor), Flame Effects, Fire Pits, Fire Dancing, Foggers or Hazers.**

1. **Carnivals, street fairs or markets** that use any of the above items are required to have a **SPECIAL EVENT PERMIT** issued by the Fire Department prior to the starting of the event.
2. It is the responsibility of the event organizer and vendor to ensure that all necessary permits are obtained for the event. A printed copy of the necessary fire permit is required and should be posted in individual vendor sites and available upon request.

Event Coordinator and Responsibilities

- Apply for the overall event permit (example: Market/Fair/Parade permit) that includes any of the above listed permissible items.
- Ensure that all Vendors at your event have their appropriate permit for any of the above listed permissible items.
- Ensure that all Food Trucks at your event have a current fire permit and are licensed.
- Provide necessary site plans of your event in your permit application.

Site Plans should include:

1. Location of all tents, temporary generators, temporary heaters, firepits, cooking areas, and propane storage areas.
2. Location of all fencing, entrances, exits, and emergency exits.
3. Distances of the event from buildings, streets, and fire hydrants.
4. Maps of the event grounds including Vendor locations are required to be placed near entrances/exits to assist emergency responders during an emergency.
5. For events with **street closures or partial closures**:
Emergency vehicle access in streets adjacent to the event site include a **minimum 20'** clearance for emergency vehicles unless otherwise specified in your fire permit. Hydrants require a **minimum 3'** clearance for emergency operation.

Items to note for Event Organizers and Vendors:

- Re-fueling is not allowed while the event is open to the public. This includes the changing out of propane cylinders during your event or re-fueling of generators.
- An **on-site inspection** may be required for your event by Fire Department personnel. This inspection will include the following items:
 1. Ensuring that event organizers and vendors have their appropriate fire permits on hand.
 2. Cooking is **not allowed under tents, canopies, or inside of booths**.
 3. Ensure that all propane cylinders are away from the public and secured so that they will not tip over, and that all connections are tight to prevent leaking of gas. Fire inspectors will ensure that gas connections are not leaking using a gas meter.
 4. Ensuring that there are enough fire extinguishers on site and in the vendor booths and tents and in areas where cooking or open flame takes place.
 5. Cooking with grease and oils requires a metal lid to cover container in the event of rain or snow. Additionally, a **class K** fire extinguisher is required for **cooking with oil** with an annual inspection tag.
 6. Extension cords must be outdoor-rated and must not be laying in an area where water might accumulate. Cords should be tended and maintained to not become a tripping hazard.
 7. Food Trucks require an **annual fire permit** and are limited to **80 pounds of propane**. Food trucks must be spaced 10 feet apart, bumper to bumper.

Vendor Responsibilities

- Ensure you have your appropriate fire permit if using any of the above listed permissible items.
- Be ready for an on-site inspection from Fire Department personnel and follow the above on-site inspection guidelines.
- No heating or cooking is allowed under tents or canopies.
- When cooking, a metal trash can with lid must be on site and used to smother small flames.
- Minimum of **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year is required to be present for all vendors cooking, or within tents/canopies.
- Cooking with **oil or grease** requires **ONE (1) Type K** fire extinguisher serviced in the last year.
- Fire permits **must** be current and on-site in possession of the vendor.
- Propane cylinders shall be staked and chained to prevent tipping.
- Propane cylinders shall be protected from traffic both vehicle and pedestrian.
- Propane cylinders may not be changed out during event operating hours.
- Each vendor site permit is limited to a total of **300 pounds** of propane.

Tents & Canopies

- Permits are required for **tents over 200 square feet** or larger and **canopies over 400 square feet**.
- Tents and canopies must have a **certification of flame resistance** included in the permit application.
- **Site plan** showing distances to other structures, buildings, streets, alleys, and parking areas.
- Floor plan indicating all chairs, tables, stages, or other obstructions to exits. Location and widths of all exits and emergency exits should be included.
- No heating or cooking is allowed under tents or canopies.
- No flammable/combustible liquid or propane shall be used or stored in a tent or canopy.
- At least **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year is required to be present for all tents and canopy use.

Temporary Heating

- A permit is required for all temporary heating.
- Types: Propane, diesel, electric, natural gas, or kerosine-powered
- For blow-in type heaters, include the **make/model** you are requesting to use including the type of fuel used for the heater and the size or propane cylinder or capacity of the fuel tank.
- Fuel is calculated and assessed separately.
- No refueling of heaters while the event is open to the public.
- Propane cylinders are to be secured away from the public and so they will not tip over.
- Mushroom heaters can obtain a temporary or annual permit.
- Mushroom heaters shall not be used under tents or canopies.
- Mushroom heaters shall not be within 10' of any opening in a building.
- Electric heaters should be UL listed and equipped with a limit switch that deenergizes the heating element(s) if the unit is not in an upright position.
- No extension cords are allowed for electric heaters.

Generators

- Generators **over 5kW** require a fire permit.
- Generators may not be refueled while the event is open to the public.
- Please include the **make/model** of the generators you are requesting to use for including the **type of fuel** used in the generator and the **capacity of the fuel tank**.
- Fuel is calculated and assessed separately.

Parades with Floats

- Each ground and air float entry requires a fire permit.
- A float safety inspection is required before the start of the event for each ground float.
- Each float is **required** to have at least **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year. (even if a generator is not present)
- Each **generator over 5kW** requires a fire permit. Included in the permit will be the make/model, fuel type, and tank capacity. Minimum 12" clearance from combustibles is required. No refueling of the generator is allowed or storage of extra fuel.
- Riders must have a solid sitting arrangement with handholds readily available to them.
- With standing riders, a safety rail, barrier, or rope with a minimum **42" height** must be secured to the outside of the float.
- Throwing of candy or other objects from a float is not allowed. Handing out items to spectators from walking parade participants is allowed.
- A current **Certificate of Insurance** (COI) is required for all parades with floats naming the City and County of Denver as the co-insured.

Pyrotechnics

- All indoor and outdoor pyrotechnics requires a fire permit.
- For all indoor pyrotechnics, a demonstration is required prior to the start of the event.
- For outdoor displays, a scheduled load-in safety inspection if required.
- For all indoor and outdoor pyrotechnics, a safety pyrotechnic regulator is required to be present during the event from the Denver Fire Department.
- A current **Certificate of Insurance** (COI) is required for all pyrotechnics naming the City and County of Denver as co-insured or the facility it is shot within.

- Current Colorado Pyrotechnic Operator license is required for all pyrotechnic shoots.
- A site map listing locations and type of the product being used shall be provided. Minimum **15-foot separation** distance from the audience is required.
- A complete product list and all MSDS (SDS) forms of the product are required.
- At least **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year is required to be present for all pyrotechnics.
- **All Cold Spark Machine use requires a special event fire permit and falls under the same requirements listed above for pyrotechnics.**
- Cold spark machines 'Sparkulars' require a Class D fire extinguisher (for metal fires)
- Fog/Haze machines, while not pyrotechnics, require a fire permit. If any or all of the fire alarm system is taken off-line for the use of a fog machine, firefighter stand-by is required for each event. (See specifics listed below.)

Flame Effects

- All flame effects require a fire permit.
- A **Certificate of Insurance (COI)** is required listing the flame effects being used and naming the City and County of Denver as co-insured.
- A **current Colorado Pyrotechnic Operator license is required** for all flame effects.
- A demonstration is required prior to the start of the event.
- A safety pyrotechnic regulator is required to be present from Denver Fire during the effects shoot.
- A site map of the flame effects is required including setbacks from the audience and LPG location.
- Set list (operation times obtained from the shooter)
- When using propane-fueled effects, **LPG needs to be 25 feet** from the effect, secured from the public, and ensured that cylinders will not tip over.
- No changing of LPG cylinders during the event is allowed.
- Safety barriers with a minimum of 15 feet separation from the audience is required (non-flammable barriers like cattle guard, bike racks, metal fencing).
- Supporting pictures or video of the flame effect/art may be required for the permit or a demonstration of the flame effect/art may be required prior to the event date.
- At least **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year is required to be present for all flame effects.

Fire Dancing/Fire Performances

- All fire dancing or fire performances require a fire permit.
- **Certificate of Insurance (COI)** is required listing the fire performance being used naming the City and County of Denver as co-insured.
- Site plan of the performance area listing all distances from other objects or nearby flammables, crowd, buildings, fuel storage areas, number of performers, and safety personnel on site.
- Complete list and quantity of all fuels, props or flammables used.
- At least **ONE (1) 2A:10BC** portable fire extinguisher that has been serviced within the last year is required to be present for all fire performances. This extinguisher shall be staffed any time open flame is present. (A wet towel may be used for extinguishing flames in a controlled manner, but the other extinguishers must be present in case of emergency).
- Precautions shall be taken to avoid spilling or dripping of any fuel or product
- A spin off area shall be away from ignition source and people.
- There shall be always one assistant per fire dancer.
- Minimum 15' separation from the crowd shall be maintained.

- Supporting pictures or video of the performance/performers may be required for the permit or a demonstration of the performance may be required prior to the event date.
- Depending on the size or complexity of the performance, **ONE (1) firefighter may be required** to be present during the fire performance.

Fueled Vehicles Indoors

- All fueled vehicles displayed or operating indoors before an audience requires a fire permit.
- Display vehicles shall have no more than $\frac{1}{4}$ tank of fuel or **5 gallons max**.
- Display vehicles shall have their battery disconnected and require a load-in inspection by fire department personnel.
- Fueled display vehicles indoors will require at least **ONE (1) detail firefighter move-in inspection** at the cost of the show organizer

Fog/Haze Machines

- **All fog or haze machine use requires a special event permit.**
- The permit can be obtained on an event-by-event basis or as an annual permit.
- Annual permits are limited to the same venue.
- Fog or haze machine permits obtained by a facility can be extended for use to performers, touring shows, or rotating events within the facility.
- If any or all of the fire alarm panel has to be taken off-line, placed in test mode, or in any way compromised for the use of the fog/haze machine, a detail firefighter needs to be present for the event.
- If you are unsure if a fog/haze machine will place your fire alarm system into alarm, contact Chuck Dugue with Special Details to set up a time to test your facility with the machine while in test mode.
- When the fire alarm system is disabled for fog/haze use, depending on the size of the facility or number of attendees, more than one detail firefighter **may** need to be staffed to monitor the fire alarm panel and walk the facility.
- Contact **Technician Chuck Dugue** for **Special Detail firefighter staffing** at: Charles.Dugue@denvergov.org, 720-913-3447, 720-668-6899