

Important Information when planning a Special Event

APPENDIX A

PUBLIC SAFETY REGULATIONS FOR SPECIAL EVENTS TEMPORARY VENDING ESTABLISHMENTS

The following regulations apply to all temporary vending, food service establishments or Places of Assembly that require licensing pursuant to Chapter 161 of the Laconia City Ordinances. In addition to these regulations, the requirements set forth in the *Informational Bulletin 2011-01* from the state Fire Marshal's office must be complied with. Unless noted otherwise, the definitions of terms set forth in Ch. 195 are applicable.

1. All fixed, mobile or temporary concessions, including tents, trucks, trailers, buses or pavilions utilizing deep-fat fryers, grills, griddles or burners of any kind shall be equipped with at least ONE portable fire extinguisher with a minimum rating of 20BC and ONE K-type fire extinguisher with a valid inspection tag dated within the twelve (12) months.

2. All fixed, mobile, including tents, trucks, trailers or pavilions utilizing deep-fat fryers, grills, griddles, or burners capable of producing grease laden vapors of any kind shall have a hood system and fire suppression system installed per NFPA-96.

Exception: Tents that are open on all sides, not occupied by the public, that house cooking equipment (and outside cooking) are not required to have hoods or extinguishing systems.

Residential cooking equipment used in commercial operations will be considered commercial cooking equipment.

3. All fire extinguishers shall be securely mounted in a conspicuous location near a door or entranceway to the establishment and be available to employees at all times. Additionally, vending sites with five (5) vendors or more shall provide one fire extinguisher for every five (5) vendors.

4. LP GAS - The storage and use of liquefied petroleum gas shall require a permit from the Laconia Fire Department. Permits can be obtained at the Laconia Fire Department. A permit fee will be assessed for each storage tank. All temporary LPG tank installations shall meet the following requirements:

- Each tank shall be a minimum 50-gallon (200-lb.) capacity.
- All LPG tanks and cylinders shall be placed on a firm, level base (not exceeding 5 degrees from vertical).
- The applicant for the permit must identify the quantity of LPG stored on site, its location and use
- LP fuel storage tanks not permanently attached to a vehicle, shall be located a minimum of 10 feet from any ignition source and be protected from damage, tampering or vehicular impact.
- All LP appliance and piping installations shall be completed by a NH licensed gas fitter.
- LP Gas piping shall be installed using approved piping methods and materials as allowed under NFPA 54 and NFPA 58.

Approved flexible hose is acceptable. Gas regulators shall be properly secured. COPPER TUBING SHALL NOT BE USED for temporary hookups.

- All tank valves shall be protected from the weather and physical damage by approved hoods or protective caps.
- Each cylinder shall be in good condition, free of physical damage or corrosion.

Exception: LPG storage tanks that are permanently installed into an integral unit or trailer shall be permitted if installed per the manufacturer's requirements and all applicable codes.

5. Flammable Liquids – NO flammable liquids shall be present in any vendor's site, vending vehicle or building unless specifically approved by the Laconia Fire Department. A permit is required to use or store any flammable liquid at a temporary-vending site. The Fire Prevention Officer will indicate any restrictions on the permit. A fee will be assessed for each permit and can be obtained through the Laconia Fire Department.

6. All doors and/or exit ways which may be used as a means of egress by an employee or customer of any vendor site shall be kept clear of all debris, refuse or other obstructions at all times.

7. Facilities utilizing electricity not supplied by a self-contained generator shall comply with NFPA70 [*National Electrical Code*] Section 305 (Temporary Wiring) and the requirements of the City of Laconia Code Enforcement Director. The property owner shall provide adequate power to each vendor.

8. Excess accumulations of combustible materials, waste or refuse shall be removed from the vendor's area to an approved, vendor accessible disposal facility or container. Trash containers shall be emptied when full. Daily pickups are required as a minimum.

9. All tents and enclosures shall be labeled in accordance with the requirements of the CA State Fire Marshal, NY State, NFPA 701 or other approved agency as FIRE RETARDANT. A certificate verifying compliance shall be provided to the Laconia Fire Department PRIOR to erection of the tent. Plastic tarpaulins are prohibited from use during hours that the vendor sites are open for business.

10. All temporary structures including platforms, decks, stages, stairways and booths shall require a building permit and inspection by the Code Enforcement Office.

11. All temporary tents or structures used for the purpose of a Place of Assembly shall have a minimum of two (2) remote exits, self-illuminating exit signs and sufficient emergency lighting to meet the requirements of NFPA 101, *Life Safety Code*, 2003 Edition and the Laconia Fire Department Fire Prevention Bureau. All Places of Assembly are subject to final approval and periodic inspection during hours of operation.

12. On all Assembly tents there shall be a minimum of 10 feet between tents stakes.

13. There shall be a minimum of 10 feet between adjacent Assembly tents occupied by the public and a 10 feet separation of any Assembly tent to any occupied structure. This is to assure that in the need for evacuation, public does not need to exit from one Assembly tent through another in order to exit.



14. Assembly tents shall be equipped with at least ONE portable fire extinguisher with a minimum rating of 2A:10-BC at every bar and stage/platform.

15. LP Tanks shall be a minimum of 60" from the tent.

16. Fluid Changes – Changing or recycling of oil transmission fluid, coolants, gasoline and other dangerous products is prohibited except at established oil/fluid changing facilities and service stations. The Laconia Fire Department will inspect establishments for compliance with these regulations prior to operation and issue a temporary permit to operate. Additional inspections may be conducted at any time to determine continued compliance.

Failure to adhere to the regulations may result in fines, penalties and loss of License to Operate. Rev. September 10, 2012

APPENDIX B

Electrical Safety Policy for Special Events and Temporary Vending Establishments

The following list is a guideline for items that are typical to the preparation and vendor set-up during the motorcycle week event. Although some of these items may constitute a new or different approach to the customary installation, the intent is to prevent any electrical accidents from taking place during these temporary installations.

- (1) All electrical panels shall have functional doors that properly close.
 - (2) All electrical panels shall be labeled and circuits identified.
 - (3) All electrical panels shall have blanks (replacement metal cover plates) in spots where a breaker has been removed.
 - (4) All exterior weather tight outlet boxes shall have functional covers with gasket, etc. and have the ability snap tight in the closed position.
 - (5) All weather tight outlet boxes shall be labeled to correspond with the breaker labeling in panel.
 - (6) All extension cords shall be "heavy duty" grade, and, when possible, shall be utilized as a single extension cord from outlet to vendor space, without coupling of extension cords.
 - (7) All extension cords that travel across a pedestrian walk way or driveway shall be covered to avoid damage to the wire and casing. Trenching with conduit is also acceptable.
 - (8) All electrical panels shall be secured to a plywood backer. The plywood backer shall be secured to posts, wall, etc. to prevent the panel from accidental movement. Thank you for your cooperation
- Rev. September 10, 2012*
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Propane Tank Permitting

Permits are required for all temporary tanks, except as noted below.

- Temporary permits shall be valid for the period specified on the permit.
- Permits shall be issued by the Laconia Fire Department
- A \$10.00 fee per tank is required and will be collected with the Special Event Application Fee
- Minimum size for a temporary tank is 50 gallons (200 LBS)
- Maximum size tank is 100 gallons (420 LBS)

The following exceptions apply: (No permit is required)

- Tanks permanently attached to food service trailers, 2- 40 LB Cylinders maximum
- 20 LB Cylinders supplying residential gas grills or portable food carts, 2 Cylinders maximum per site.
- Tanks shall be on a firm surface and shall not be located along or under any walkway or customer service area.
- Tanks shall be attached to appliances via rubber hose assembly. Larger venues may use black iron pipe where necessary.
- All installations are subject to inspection and approval of the Laconia Fire Department
- No Tanks shall be filled during normal operating hours or at times of increased public activity.

Tanks shall be removed within 24 hours of the conclusion of the event.

Outdoor Loudspeaker Regulations

Per City Ordinance 161-4 B

No outdoor sound equipment and/or loud speakers shall be permitted to operate past the hour of 9:00 pm Sunday thru Thursday, and 10:00 pm on Friday and Saturday.

Vendor Hours

Per City Ordinance 161- 10 B

Vending hours are not permitted prior to 8:00 am and after 8:00 pm

Liability Insurance

Certificate of Liability Insurance is required for all events/ activities on City Property and City Streets
Coverage must be at least \$1,000,000.00 per occurrence listing the City of Laconia as the additionally insured.

