



# STANDARDS FOR OUTDOOR ASSEMBLY EVENTS

## A Guideline for Sunnyvale Event Operators, Promoters and Vendors

This Guideline was developed to assist event operators and vendors remain in compliance with the Sunnyvale Fire Prevention requirements for Fire Code regulated activities at outdoor public assembly events.

### Definitions

**Booth.** A temporary structure erected to create an enclosure for occupancy by persons to prepare, make sales from and serve food. Booths are typically made of wood (2 x 4 framing with plywood exterior) and may have a fabric or pliable material roof cover.

**Cooking.** 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, or boiling. All such operations shall also have a permit from the Santa Clara County Department of Environmental Health. Food warming using open flame appliances and individual canned-heat (e.g. 'Sterno') containers exceeding 8 ounces is considered cooking.

**Mobile Food Vendor.** A food truck, trailer or push-cart.

**Tent.** A structure, enclosure or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents it protects. (2010 CFC 2402)

### Tents Requiring a Permit (No Cooking)

Vendor Tents/Booths with sidewalls and having a fabric or pliable canopy cover exceeding 400 sq. ft., or a fabric or pliable canopy cover without sidewalls exceeding 700 sq. ft, or a tent designed for use by 10 or more people (e.g. > 10' x 10') must:

- Be located at least:
  - 20 ft. from permanent buildings, cooking booths or open-flame cooking appliances, amusement rides, generators, internal combustion engines and vehicle parking.
  - 10 ft. from outdoor drinking and dining areas.
- Have a minimum clear space of:
  - 20 ft. on the front side (all public aisles shall be at least 20 feet wide)
  - 3 ft. on each side and 10 ft. on the back.
- Have required number of exits based on occupant load and at least one exit 3-ft. wide by 6'8" high.
- Not obstruct exit paths from permanent buildings or other vendor booths/tents.
- Not obstruct fire hydrants.
- The sidewalls, drops and tops of tents and canopies shall be of flame resistant material or treated with a flame retardant in an approved manner. A California State Fire Marshal tag shall be permanently fixed to the structure.
- If tent walls and/or ceiling is covered in taffeta (i.e. velon) the fabric must also be certified as flame resistant from the OSFM

## STANDARDS FOR OUTDOOR ASSEMBLY EVENTS

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- Have a 10-ft. wide separation aisle between every 200 lineal feet of Vendor Booths/Tents.
- Exit signage
- Post maximum occupant load signage at each required exit
- Fire Extinguisher – minimum rating; maximum travel distance

### Cooking Booths/Tents and Outdoor Cooking Areas

- All cooking and food warming appliances inside booths or tents shall be electric or use canned-heat canisters (e.g. Sterno) that do not exceed 8 ounces.
- Open-flame cooking and open-flame food warming inside booths or tents is strictly prohibited.  
**Exceptions:**
  1. Food warming with individual Sterno canisters that do not exceed 8 ounces.
  2. Kettle Corn vendor (only) is allowed to operate a single LPG-fueled kettle inside a compliant tent to comply with Health Department mandate.

Cooking Booths/Tents and outdoor cooking areas must:

- Be located at least:
  - 20 ft. from permanent buildings, amusement rides, stages, generators, internal combustion engines and vehicle parking.
  - 20 ft. from tents requiring a permit.
  - 10 ft. from non-cooking vendor booths and tents and outdoor drinking and dining areas
- Have a minimum clear space of:
  - 20 ft. on the front side (all public aisles shall be at least 20 feet wide).
  - 10 ft. on back side and 3 ft. between other cooking booths or tents.
  - 5 ft. between the public and all cooking appliances located in the outdoor cooking area.  
Cooking appliances must be separated from the public by physical guards or fencing.
- Have at least one exit 3-ft. wide by 6'8" high.
- Not obstruct exiting from permanent buildings, emergency vehicle access lanes or fire hydrants.
- The sidewalls, drops and tops of tents and canopies shall be of flame resistant material or treated with a flame retardant in an approved manner. A California State Fire Marshal tag shall be permanently fixed to the structure.
- Flooring materials used within cooking booths and tents and in outdoor cooking areas shall be non-combustible or fire-retardant. (*Exception: 3/8" plywood or fire-resistant tarp.*)
- A 10-foot separation is required between 2 rows of cooking booths/tents placed back to back or food vendors backed up to a service aisle or other non-public area.
- A minimum 10-ft. separation shall be provided between every 10 connected cooking booths/tents.
- A minimum 20-ft. separation shall be provided between every 150 lineal feet of cooking booths/tents.
- No decorative materials shall be located inside cooking booths and tents.
- Table coverings used under open-flame cooking and food warming appliances, including food warmers using Sterno inside cooking booths/tents, shall be of flame resistant material or treated with a flame retardant in an approved manner.
- All interior cooking appliances shall be FM, UL or NSF evaluated and approved.
- All cooking appliances shall have an ON-OFF valve located far enough away from the appliance to be safely shut off in case of fire.

## STANDARDS FOR OUTDOOR ASSEMBLY EVENTS

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- All cooking and heating appliances shall be located at least 18-inches from the interior walls of the tent and other combustible materials.
- Smoking is prohibited within all booths, tents and canopies.
- Food Trucks shall not be running during an event.
- Trailers shall be disconnected from tow vehicle and the vehicle parked outside of the public area of the event venue.

### Food Warming

- Food warming with electric appliances, individual Sterno canisters not exceeding 8 ounces, and LPG-fueled (propane) steam tables having an enclosed flame are allowed inside cooking booths and tents.
- Food warming with individual Sterno canisters larger than 8 ounces or any appliance having an open flame is **strictly prohibited** inside a booth or tent.

### Propane/Butane (LPG) Cooking

- Only LP-fueled cooking appliances (e.g. rice cookers, griddles) and steam tables having an enclosed flame are allowed inside cooking booths and tents.
- LPG cylinders are prohibited inside booths and tents. All LPG cylinders shall be located **outside**.

LPG used or stored in outdoor vendor cooking areas shall conform to all of the following:

- The maximum capacity of any LPG cylinder connected for use to a single appliance shall be 10 gallons.
- The maximum capacity of any LPG cylinder connected for use to multiple appliances shall be 10 gallons.
- Manifolding multiple LPG cylinders to a single appliance is prohibited.
- Manifolding multiple appliances to a single LPG cylinder is not allowed.
- Not more than 50 gallons of LPG shall be connected for use in an individual vendor cooking area.
- Not more than 10 gallons of LPG shall be in storage (not connected for use) in an individual vendor cooking area.
- LPG cylinders connected for use shall not be located within 36 inches (3 ft.) of the sidewalls of a cooking booth or tent.
- LPG-fueled appliances shall not be located within 5 ft. of a cooking booth or tent.
- A minimum of 5 ft. of clear space shall be maintained between the public and all cooking appliances located in the outdoor cooking area. Cooking appliances must be separated from the public by physical guards or fencing.
- Exchange of LPG cylinders during the event is prohibited.
- Cylinders must have quick fit disconnect fittings and be equipped with an (OPD) Overfill Protection Device.
- Cylinders having a capacity exceeding 5 gallons shall be equipped with a pressure regulator.
- Shut off valves and regulators shall be provided at each fuel source.
- Hoses shall be of a type approved for use with the equipment and LPG.
- LPG cylinders in use shall be secured in an upright position, protected from damage or tampering by the public, and located so that the tank shut off valve is accessible to the vendor.

## STANDARDS FOR OUTDOOR ASSEMBLY EVENTS

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- LPG cylinders not connected for use shall be turned off, secured in an upright position, protected from damage or tampering by the public, and located a minimum of 20 feet from booths and tents.
- The booth operator shall test all connections for leaks with a soap and water solution prior to the event.
- LP-gas tanks not in use shall be turned off and located at least 10 ft. away from the cooking area.

### Charcoal, Wood and Other Solid-Fuel Cooking

- Charcoal, wood and solid-fuel cooking is **prohibited inside booths**.
- Storage of lighter fluid is **prohibited inside booths**.
- Charcoal, wood and solid-fuel cooking shall be located a minimum of 3 ft. from deep fat fryers and other open flame cooking operations.
- Only electric starters or commercially sold lighter fluid is allowed.
- Coals and ashes shall be disposed of in metal containers approved by the fire code official.
- Cooking method shall not create high flames or excessive smoke or flying brands/ash.

### Open-Flame Cooking and Flambe´

- Open-flame cooking operations shall **be located outside of booths** and at least 3 ft. from any deep fat frying operations.

**Exception:** Kettle Corn vendor is allowed to operate a single kettle inside a cooking booth or tent as mandated by the Health Department provided the Booth / Tent location and setbacks are pre-approved by the fire code official.

### Deep Fat Frying Operations

- Deep fat frying operations shall **be located outside of booths** and at least 3 ft. from any open-flame cooking operations.
- Deep fat frying appliance(s) shall have a minimum 36-inch working clearance around the front and both sides at all times.
- Deep fat frying operations are limited to a maximum of 10 gallons of cooking grease
- Deep fat fryers shall be provided with a cover that can be placed over the entire cooking vessel in order to smother a fire. The cover shall be easily accessible by the cooking operator. Deep fat fryer units shall have an attached cover that can be lowered onto the surface.
- Deep fat fryers shall be equipped with a temperature regulating device or other method of regulating temperatures approved by the fire code official.
- Surfaces shall be kept clean of any residual grease build-up.
- Booths containing deep fat frying operations require at least one type 'K'-rated fire extinguisher.
- Non-combustible absorbent (e.g. kitty litter) shall be available in deep fat frying areas to clean up spills/drips.

## **Fire Extinguishers**

- All cooking operations shall be equipped with a minimum 2A:10B:C fire extinguisher. This is in addition to the “K” type extinguisher required for deep fat frying operations.
- Extinguishers shall be clearly visible, readily accessible, and located adjacent to exits or exit pathways, no closer than 10 feet to cooking appliances.
- A fire extinguisher having a minimum rating of 2A:10B:C shall be visible and readily accessible at least every 75 ft. in non-cooking vendor areas.
- All extinguishers shall have been purchased or serviced within the past 12-months. Proof of service shall be by certified tag, dated cash register receipt or manufacturer’s date stamp on the fire extinguisher.
- Fire extinguisher gauge shall register in the operative range. Plastic indicator on the pull pin shall be in place.

## **Electrical Power**

- Electrical cooking appliances are allowed to be used inside of tents and booths.
- Extension cords shall be of a grounded type, and approved for exterior use, with no damage or splices.
- Trip protection shall be provided over cords. Large diameter cords must be provided with cord bridges or ramps to facilitate the crossing of wheel chairs, strollers, and similar wheeled equipment.
- No cords shall be subject to vehicle traffic.
- Temporary power cords shall not be affixed to structures, extended through walls, or subject to environmental or physical damage.

## **Generators**

- Generators shall not be located within 20 ft. of a booth, tent, or bounce house or within 10 feet of rides.
- Generators shall be separated from contact with the public by physical guards, fencing or an enclosure.
- Refueling shall not be conducted during event hours.
- Extra fuel shall not be stored in vendor booths during event hours.
- Smoking and open flames shall be prohibited within 25 feet of refueling operations.
- Each generator or generator area shall be provided with at least one fire extinguisher having a minimum rating of 2A:10BC.

## **Stages & Public Seating**

### **Inside Tents:**

- Shall have 2 exits 48” wide.
- Tents with interior seating shall have:
  - a main aisle 48” wide extending to each exit
  - two (2) feet of separation between rows of chairs

## STANDARDS FOR OUTDOOR ASSEMBLY EVENTS

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- Hay bales prohibited inside.
- All stage decorations shall be fire-retardant treated.
- Emergency lighting and exit signage shall be provided if used after dark.
- Only electric heaters are allowed inside tents. All other fuel sources for heating must be outside the tent.
- LP-gas used for heating must be located at least 10 feet away from the tent and required exit(s).
- A minimum 2A10BC fire extinguisher shall be located within 75 feet of travel distance from a stage.

### Crowd Managers

- Events where attendance is anticipated to exceed 1,000 trained crowd managers are required to least at least one crowd manager for every 250 persons anticipated. (CFC Sec. 403.3)
- Approved training can be obtained online through any of the following website:  
crowdmanagers.com

### Fire Safety Tips

- Know where fire extinguishers are and how to use them.
- Do not leave cooking unattended.
- Do not wear loose-fitting clothing while cooking.
- Remove trash accumulation regularly.
- Keep combustible materials away from heat sources.
- In case of an emergency, dial 9-1-1.