



# City of Gilroy

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## **GILROY FIRE MARSHAL STANDARDS FOR VENDORS AT OUTDOOR CARNIVALS AND FAIRS (2013)**

These standards apply to outdoor carnivals, festivals/events, and public fairs under a Special Event Permit approved by the Gilroy Special Event Review Committee. For tents at non carnival/festival/fairs see the Gilroy Fire Department Tent Standards and Permit Conditions.

### **A. Definitions: For the purposes of this document, the following definitions shall apply:**

**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.

**Booth**- A temporary structure erected to create an enclosure for occupancy by persons to prepare, make sales from and serve food. These Booths are typically made of wood (2x4 framing with plywood exterior).

**Tent**- A shelter, structure or enclosure made of fabric or similar pliable material with a wood or metallic frame. This term applies even when there are no sides; therefore a fabric canopy is considered a tent. All tents shall be certified flame retardant. Tents that are to be occupied by more than **10 persons or are 700 sq. ft./20X30 or greater** shall have a separate Fire Code/Tent Permit from the Fire Marshal.

**Mobile Food Vendor**- This may be a food truck or a trailer or a push cart. Any of these shall have a Department of Health Sticker. Food Trucks shall not be running during an event. Trailers should be disconnected from their tow vehicle and the vehicle parked outside of the public area of the event venue.

**Vendor Booth**- Any booth other than a cooking booth.

### **B. Cooking Booths/Tents/Mobile Food Vendor. This would include a demonstration vendor where food is only prepared but not sold.**

1. No Decorative materials shall be inside cooking booths.
2. Flooring materials used within cooking booths and cooking equipment shall be non-combustible or fire-retardant. (*Exception: 3/8" plywood or fire resistant tarp.*)
4. Each cooking booth shall have at least one exit-way, a minimum three (3) feet wide and 6'8" high. Booth frames shall not obstruct exit paths.
5. Cooking booths shall have a minimum clearance of twenty (20) feet on front side, and ten (10) feet on back side\*, with clearance of at least ten (10) feet from any vendor booth. Note all public aisles shall be twenty (20) feet wide. \* The ten (10) feet separation is when there are 2 rows of food vendors back to back or food vendors are backed up to a service aisle or other non public area.
6. A minimum twenty (20) feet separation shall be provided between every 150 lineal feet of cooking booths.
7. Cooking Booths / Tents shall not be within twenty (20) feet of any fixed building unless approved by the Fire Marshal.

### C. Cooking Equipment

1. All interior cooking equipment shall be electrical or Sterno.
2. Butane and Propane equipment shall conform to the following:
  - a. All propane shall be **outside** the booth/tent, maximum size of any tank is 10 gallons. No more than 50 gallons per individual vendor "booth" area. \*
  - b. Shut off valves and regulators shall be provided at each fuel source;
  - c. Cooking appliances shall have an ON-OFF valve located far enough away from the appliance to be safely shut off in case of fire;
  - d. The booth operator shall test all connections for leaks with a soap and water solution;
  - e. Fuel tanks shall be protected from damage and secured in an upright position outside of the booth/tent.
  - f. Hoses shall be of a type approved for use with the equipment and fuel type;
  - g. Tanks not in use shall be turned off and set ten (10) feet away from cooking area and not stored inside tents.

*\*Specialized cooking equipment used outside of booths may have larger tanks when approved.*

### D. Vendor Booth/Tent Construction and Location (non-cooking). This can include sales of prepackaged foods for consumption like soda, candy, and food goods, etc.), as well as seating areas.

1. Each vendor booth/tent shall have at least one exit-way, a minimum of three (3) feet wide by 6'8" high. Booth frames shall not obstruct exit paths. Seating canopies shall have 2 exits 48" wide.
2. Provide a minimum clearance of twenty (20) feet on front side, with clearance of at least ten (10) feet from any cooking booth and three (3) feet at side separation and ten (10) feet on the back. All public aisles shall be twenty (20) feet wide.
3. Provide twenty (20) feet wide separation for every 200 lineal feet of vendor booths/tents.
4. Vendor Booths /Tents shall not be within twelve (12) feet of any fixed building unless approved by the Fire Marshal.
5. Seating Tents shall have a main aisle 48" wide to each exit; rows of chairs have two (2) feet separation, no use of hay bales under canopies, all decorations fire retardant treated, provide lighting and exit signage if used after dark.

### E. Electrical Power

1. Electrical cooking appliances may be used inside of tents and booths.
2. Generators shall be placed only in locations approved for festival use, and shall not be refueled during event hours. Extra fuel shall not be stored at the booth during event hours. Smoking and open flames shall be prohibited within 25 feet of refueling operations.
3. Extension cords shall be of a grounded type, and approved for exterior use, with no damage or splices.
4. Trip protection shall be provided over cords. No cords shall be subject to vehicle traffic.

### F. Charcoal & Wood Cooking

1. Charcoal cooking and storage of lighter fluid **is prohibited inside booths.**
2. Charcoal cooking shall be located a minimum of ten (10) feet away from the tent or booth, from combustible structures and parked vehicles.
3. Use only an electric starter or commercially sold lighter fluid.
4. Coals shall be disposed of in metal containers approved by the Fire Marshal.
5. Do not create high flames or excessive smoke or flying brands/ash or risk having the system shut down.

## **G. Deep Fat Frying, Flambé, and Open Flame Cooking**

1. Deep fat frying, flambé, and open flame cooking operations shall **be located outside of booths** and no closer than 18 inches from any combustible material unless the booth is provided with a metal roof and approved by the Fire Marshal.
2. Cooking areas shall not be accessible to the public.
3. Deep fat frying equipment shall be equipped with a temperature regulating device or other method of regulating temperatures approved by the Fire Marshal.
4. Deep Fat frying equipment 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.
5. Separation shall be maintained with a minimum of three (3) feet clearance between deep fat frying and flambé or open flame cooking. Kitty litter or non combustible absorbent shall be kept in deep fat frying areas to clean up spills/ drips of oil.

## **H. Fire Extinguishers**

1. Each cooking booth and seating tent shall be equipped with a fire extinguisher with a minimum rating of 2A: 10B:C. Booths with deep fat frying or flambé cooking shall be equipped with an extinguisher rated for class " K" fires.
2. Cooking booths shall be equipped with **visible and accessible** fire extinguishers mounted adjacent to the exit.
3. For vendor tent/booths, the maximum travel distance to a fire extinguisher with a minimum rating of 2A:10B:C shall not exceed seventy-five (75) feet. Most of the time each vendor has their own extinguisher.
4. All fire extinguishers shall be serviced and tagged annually by a State-licensed contractor.

## **I. Miscellaneous**

1. All compressed gas cylinders shall be secured in an upright position. Use a stake driven into the ground to provide a post to secure to.
2. All cooking areas shall be cleaned regularly to prevent the build-up of grease.
3. A three (3) feet minimum width is required inside all work areas inside of a booth or tent.
4. Any chemical product use, storage or sale shall be reviewed and approved by the Fire Marshal.

## **J. Fire Safety Tips**

1. Know where fire extinguishers are and how to use them.
2. Do not leave cooking unattended.
3. Do not wear loose-fitting clothing while cooking.
4. Remove trash accumulation regularly.
5. Keep combustible materials away from heat sources.
6. In case of an emergency, dial 408-842-0191 for Gilroy Police & Fire Dispatch. *Program this # into your cell phones.*