



Special Event Organizer Safety Requirements Form

The following conditions apply to vendors operating in Norfolk County. It is the organizer's responsibility to undertake all reasonable precautions to ensure that the fire safety of the function/event is maintained.

All vendors must provide the organizer with a signed copy of Form FO-188 Special Event Vendor Safety Requirements Form.

1. Fire Extinguishers

All vendors must have a fire extinguisher that has been inspected by a qualified person within a 12 month period and has a tag securely attached.

- a) All vendors must have not less than a 2A10BC extinguisher
- b) All cooking vendors using grease or creating grease laden vapours must have not less than a 40BC or Type K extinguisher

2. Tents

All tents that are larger than 60 square metres (645 square feet) in aggregate area or within 3 metres (9 square feet) of a permanent structure must be fire retardant in accordance with NFPA 701 or CAN/ULC S-109 standards.

Building Permit Requirements

All tents or group of tents having an area of 60 square metres (645 square feet) or be within 3 metres (9 square feet) of a building must have a building permit prior to putting up the tent.

All tents or group of tents having an combined area of 225 square metres (2420 square feet), used for Assembly Occupancy, accommodating more than 30 persons consuming food or drink or containing bleachers, must be approved by a Professional Engineer.

Fire Safety Plan Requirements

Common tent uses that require Fire Safety Plans are:

- a) Assembly occupancy
 - if your tent/facility will be used for assembly purposes (beer garden, bingo, gaming setting, theatrical, etc.) or
 - Restaurant setting – if more than 30 members of the public will be consuming food and drink in the tent.

If you have any questions about whether or not your tent requires a Fire Safety Plan please contact Norfolk County Fire and Rescue Services Ext. 6021.



Fire Watch Requirements for Vendors

If a tent requires a fire alarm system under the Building Code but does not have a fire alarm system a person shall be assigned to fire watch duties. Please contact the Building Division to determine if your tent requires a fire alarm system.

For information on how to perform your fire watch, visit: norfolkcountyfire.ca.

Specific Requirements for Tents

- a) Cooking with fuel fired appliances (open fires), smoking, the use of candles or other open flames is strictly prohibited in any tents used by the public.
- b) An area at least three metres (nine feet) surrounding the tent must be kept clear of all materials or vegetation that will support and allow fire extension.

3. Other Fire Safety Provisions

- a) Open air burning is prohibited without approved burn permits. Fire and Rescue Services must be contacted to obtain a permit.
- b) Fireworks displays must be in compliance with the Fireworks By-law and federal legislation. Fire and Rescue Services must be contacted to obtain approval.

4. Stages

Building Permit Requirements

Having consideration for the safety of the performers and the public, a building permit is required for any performance stage that:

- a) exceeds 10 sq m (108 square feet) in area, and
- b) exceeds 600 mm (23 $\frac{5}{8}$ inches) from walking surface of the stage to finished grade level adjacent to the stage

Design Requirements

All structural members and connections including formwork and falsework shall be designed to have sufficient structural capacity and structural integrity to safely and effectively resist all loads, effect of loads and influences that may reasonably be expected and shall satisfy the requirements of Ontario Building Code Part 4 – Structural Design. All performance stages shall be designed by a Professional Engineer.

5. Technical Standards & Safety Authority Requirements

Organizers must comply with the requirements of the TSSA for operation of amusement devices (ie. amusement rides, water slides, go-karts and inflatable/bounce devices), appliances and fuel requirements. Refer to: www.tssa.ca for further information.



6. Electrical Safety Authority Code Requirements

Under the provisions of the Ontario Electrical Safety Code, any electrical equipment installed in Ontario, temporary or otherwise, must have an application for inspection. This includes all film, television, live performance or event productions. Failure to comply could result in unsafe working sites, production downtime and/or fines.

An application for electrical inspection must be filed, **at least 48 hours prior to the production set up** with the ESA Customer Service Centre, Cambridge at 877-372-7233 / Fax 800-667-4278 / Email: esa.cambridge@electricalsafety.on.ca .

7. Food Safety/Public Health Requirements

Food providers must ensure that food and beverage items are offered in a manner that is in compliance with **Food Premises – R.R.O. 1990, REGULATION 562** and the **Health Protection and Promotion Act**. Please visit: <http://hnhu.org/health-topic/food-safety-at-special-events/> to learn more about these regulations. Failure to comply may result in enforcement action or closure of the special event premise.

All food providers must submit a **Haldimand-Norfolk Health Unit Special Event Food Provider's Application** package to the health unit **at least thirty 30 days prior to the start date of the special event** which can be obtained from this link:

http://hnhu.org/wp-content/uploads/Special_Event_Food_Provider_Application.pdf.

The Haldimand-Norfolk Health Unit reserves the right to not approve late applications.

The organizer/applicant should be satisfied that all vendors have complied with the aforementioned safety requirements. Non-compliance may result in your license being revoked.

By signature, the vendor certifies that they understand and will comply with the above conditions. Non-compliance may result in your license being revoked.

Applicant Signature: _____

Date: _____