



TEMPORARY ALCOHOLIC/ENTERTAINMENT BEVERAGE TENT/GARDEN PROCEDURE

The criteria listed below are intended for your use in the establishment of temporary alcoholic beverage tents/gardens on designated outdoor facilities in the Halifax Regional Municipality. If you supply the following information and abide by the listed regulations, you should be able to obtain an occupancy permit, a health permit and a liquor license for the operation of the beer garden. Questions regarding these criteria should be addressed to Parks and Recreation, Facility Scheduling Office by calling 3-1-1.

Step 1 If the **event** is being held on municipal **property**, you must apply for and receive **approval** from the Facility Scheduling office **two months in advance** of the event. Such approval must be in conjunction with an approved special event. Any approved beer tent/garden can only be set up on area(s) designated by the Halifax Regional Municipality within the facility. If the event is approved and meets all regulations, a \$115.00 fee will be charged for the set-up of each tent (minimum 10' x 10' dimension) per site. **If not on municipal property, please skip to Step 2.**

Step 2 A **diagram** indicating the measurements of the tent, canopy, other canvas type or temporary structure as well as to any other building, distance to any type of storage tank, and distance to washroom must be provided to the Nova Scotia Alcohol and Gaming Control, Facility Scheduling Office, and Fire and Emergency - Fire Prevention and Life Safety Division. The diagram should also indicate the potential load of the facility (which must be posted if it exceeds 60 people), the location of exits, open flame devices (barbecue, propane, etc.), and any other items.

Step 3 A **health permit** is to be secured from the Nova Scotia Department of Agriculture, Food Protection (902.424.0345). The Department of Agriculture also inspects the site to ensure ample **washrooms** are in place for the event.

Step 4 **Apply** for and meet all specifications as designated by the **Nova Scotia Alcohol and Gaming Control** (902.424.6160), 780 Windmill Road, 2nd Floor, Dartmouth. You must secure a **daily special occasion license** and present to HRM Fire and Emergency - Fire Prevention and Life Safety Division and Facility Scheduling staff prior to receiving facility contract.

Step 5 **Tents** (including canopies and other canvas type structures) must meet the

requirements of the NFPA #701, 'Standard Method of Fire Tests for Flame-Resistant Textiles & Films'. Please submit documentation to Fire and Emergency - Fire Prevention and Life Safety Division stating the tent to be used meets with this standard. All exits and access to exits shall be fully maintained by the applicant at all times while tents are occupied by the public. All tents must be approved by Fire and Emergency - Fire Prevention and Life Safety Division. An application may be obtained from the Fire Prevention & Life Safety office:

7 Mellor Ave., Suite 10, Dartmouth, NS 902.490.5546

Fire & Emergency also issues **Occupancy Permits** for the event.

Step 6 The **electrical system** in a tent (or canopy or canvas type structure) or air-supported structure shall be maintained and operated in a safe manner. Portable electrical systems will be inspected for fire hazards, and defects must be corrected before the tent (or canopy or canvas type structure) or air-supported structure is occupied by the public. Power is to be the responsibility of the applicant and the applicant is to make arrangements with Nova Scotia Power Corporation. The special event form for electrical installations must be filled out and signed by a certified electrician. The applicant is responsible for all charges for this procedure. The electrical system and equipment in a tent or an air-supported structure, including electrical fuses, and switches shall be inaccessible to the public. Cables on the ground in areas used by the public in a tent or air supported structure shall be placed in trenches or protected by covers to prevent damage from pedestrian traffic. Ensure there is enough power supply for the appliances to be run from it. Any temporary lightening must be placed out of reach and be free from shock hazards.

Step 7 **Open flame devices** shall not be permitted in a tent or air-supported structure while it is occupied by the public. All propane equipment and appliances, including barbecues, shall be C.G.A. approved and installed and maintained according to plans submitted by the installer to Fire and Emergency - Fire Prevention and Life Safety Division.

All approved barbecues are **not** to be located less than 1.5 meters from any exit. Barbecues shall not accessible to the public and shall not be used inside any tent.

Step 8 **Sanitary facilities** must be provided in accordance with the Nova Scotia Department of Agriculture.

Step 9 **Smoking is not permitted** in the tent or air-supported structures while occupied by the public.

Step 10 OCCUPANCY LOADS OVER 1000 PERSONS

A **person** is required to be **designated to watch for fire** in tents occupied by the public for this **level of occupancy**. This person shall be familiar with all fire safety features including the fire safety plan and the condition of exits and shall patrol the area to ensure means of egress are kept clear and that regulations are enforced.

You must submit a **fire safety plan** to Halifax Regional Fire and Emergency - Fire Prevention and Life Safety Division.

It is strongly advised that in these cases a **fire prevention staff be hired** to act as Fire Watch and all associated costs with the Fire Watch are the responsibility of the applicant. An acceptable fire alarm and emergency communications system shall be provided.

Emergency lighting and number of **portable fire extinguishers**, based on travel distance and the particular hazard must be provided.

Step 11 Hours of operation cannot open before 12:00 PM (noon) and must close by 11:00 PM Monday to Sunday as per the municipality and not per Liquor Board regulations of 11:00 AM opening.

Step 12 Area must be properly **enclosed** with a minimum four foot high type **of fencing** that is securely installed around the complete area where beer is to be served. Fencing is to be supplied by the applicant or by the municipality at cost to the applicant (no exceptions). All openings in fencing are to line up with the exits from the tent or air-supported structure.

Step 13 Provide and pay for any **set up and take down** in accordance with permitted time frames as granted by the municipality.

Step 14 Provide security as deemed necessary by the municipality, Nova Scotia Liquor Licensing Board, and other appropriate agencies during hours of operation. Tent security is the responsibility of the applicant. Any structure that remains upright overnight must be watched by security personnel to ensure the safety of the public.

Step 15 Halifax Regional Police must be on site for the times the beer tent is open to the public. The numbers of officers required will be determined by the Police based on the scope of the event. All costs associated with police services are the responsibility of the applicant.

Step 16 **Maintain clean area** and provide **clean up** at the end of each day. Providing **recycling** containers is the responsibility of the applicant. The municipality does not have any recycling bins available for use on outdoor sites. You must pay for any additional clean up, damages, etc., incurred by the event. Any facility restoration is to be completed immediately following the end of the event.

Step 17 **Provide** a copy of the **Certificate of Insurance** with specific reference made to the event and the beer garden. Insurance must include PLPD in the amount of five (5) million dollars, liquor liability insurance of five (5) million, and general liability of five (5) million dollars for each incident to save, defend, keep harmless, and additionally insure the Halifax Regional Municipality against all costs, charges, damages, and expenses which the Halifax Regional Municipality may sustain or incur by reason of this event.

Step 18 Maintain **supervision** of and monitor consumption with close consultation with Halifax Regional Police. You must follow the liquor regulations in regards to age restrictions. Consumers must be nineteen (19) years of age or older.

Step 19 **Beer must be served** in plastic cups with bottles kept away from the public.

Step 20 Once the **beer garden** area is complete in its **set up**, it must be **checked** by a staff member from Halifax Regional Fire and Emergency - Fire Prevention and Life Safety Division, and upon approval, an **occupancy permit will be issued** and the Liquor Board will be contacted by applicant and made aware of the approval.

If the **temporary beer garden/tent** cannot be **set up** on a normal working day between 9:00 AM and 4:00 PM Monday to Thursday or between 9:00 AM and 12:00 PM (noon) Friday, arrangements must be made well in advance with Halifax Regional Fire and Emergency - Fire Prevention and Life Safety Division to perform their respective inspections at the full cost of the organizer.

Check List:

Letters of permission/approval must be submitted to the N.S. Alcohol and Gaming Control from:

Halifax Regional Police 902.490.5020

Halifax Regional Fire and Emergency - Fire Prevention and Life Safety Division 902.490.5546

Facility Scheduling Office 3-1-1

January 26, 2017