



## TEMPORARY FOOD/ENTERTAINMENT/CONCESSION TENT PROCEDURE NON-ALCOHOL

The criteria listed below are intended for your use in the establishment of temporary food/entertainment/concession tents 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 and health permit. Questions regarding these criteria should be addressed to the Parks and Recreation, Facility Scheduling Office at 3-1-1.

**Step 1** If the event is being held on **municipal property**, apply for and receive approval from Facility Scheduling **two months** in advance to the event. Such approval must be in conjunction with an approved special event. 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 washrooms must be provided Halifax Regional 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 (barbeque, 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** **Tents** (including canopies and other canvas type structures) must meet the **requirements** of N.F.P.A. # 701, 'Standard Method for Flame-Resistant Textiles & Films'. Please submit documentation to the Halifax Regional 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 Halifax Regional Fire and Emergency - Fire Prevention and Life Safety Division. An application can be obtained from the Fire Prevention & Life Safety office:

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

Halifax Regional Fire and Emergency also issues **Occupancy Permits** for the event.

**Step 5** **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 open 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 installation 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 lighting must be placed out of reach and free from shock hazards.

**Step 6**      **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 barbeques, shall be C.G.A. approved and installed and maintained according to plans submitted by the installer to HRM Fire and Emergency - Fire Prevention and Life Safety Division.

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

**Step 7**      **Sanitary facilities** must be provided in accordance with the Nova Scotia Department of Agriculture.

**Step 8**      **Smoking** is **not permitted** in the tent or air-supported structures while occupied by the public.

**Step 9**      **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 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 10**      **Hours of operation:** All established venues must close by 11:00 PM, Monday to Sunday as per municipal regulations.

**Step 11**      Provide and pay for any **set up and take down** in accordance with permitted time frames granted by the municipality.

**Step 12**      **Tent/equipment security** is the responsibility of the applicant. Any structure that remains upright or on site overnight must be watched by security personnel to ensure the safety of the public.

**Step 13**      **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 14**      **Provide a copy of the Certificate of Insurance** with specified reference made to the event. Insurance must include PLPD in the amount of two (2) million dollars and general liability of two (2) million dollars for each incident to save, defend, keep harmless, and additionally insure the Halifax Regional Municipality against any costs, charges, damages, and expenses which the municipality may sustain or incur by reason of this event.

**Step 15**      If the 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 obtained from:

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

**Facility Scheduling Office      3-1-1**

January 26, 2017