



PARKS AND RECREATION RULES AND STANDARDS FOR TEMPORARY FOOD ESTABLISHMENTS

- The Parks and Recreation Department must consider for approval all Temporary Food Establishments, hereinafter referred to as TFE's prior to the Fire Department and the Building Department.
- All TFE's must sign the Fire Marshalls policy agreement form upon submitting the application. Applications must be submitted no less than **5 business days** prior to event for approval from Fire Marshall.
- Restrooms must be available for the duration of the TFE event.
- All current state licenses must be provided upon submitting the application.
- Damages to city property will be the responsibility of the rental group. A facility must be reserved for all TFE's.
- The sale of food for TFE's must be approved by the Parks and Recreation Department, Building Department and the Winter Park Fire Department prior to the event.
- Proper state, city, and county licenses/permits must be issued and posted prior to the event; a copy of these licenses and permits must be provided with the TFE application.
- The Parks and Recreation Department must approve the manner in which the TFE is operated.
- The Parks and Recreation Department must approve the city property location on which the TFE is provided.
- The use of charcoal grills is prohibited in city parks. Charcoal grilling is permitted in specific locations subject to the approval of the City. If approved, charcoal must be disposed by the vendor off site.
- Recycling is required and is the responsibility of the vendor.
- Deep fat frying products must be disposed of offsite.
- LP gas containers shall not be located, used or stored within (10) ten feet of a building, structure, or any other tent. Said containers shall be properly secured in the upright position to prevent them from being knocked or falling over.
- There shall be no access to any of the cooking appliances by the general public.
- DBPR regulated events require that all cooking and food preparations shall be done undercover. If cooking under a tent is to be performed, the tent must be rated NFPA 701 or the cooking operations will not be allowed, even outside of the tent during acceptable weather conditions.
- The City of Winter Park has the right to cancel or deny any events/rentals in any City owned facility or park.
- All TFE events must meet all requirements of the Winter Park Fire Marshall/and obtain approval of the Winter Park Fire Marshall.
- All TFE events must meet all Florida temporary hand washing station requirements.
- All TFE events must sign the Fire Marshalls guidelines upon submitting the application. Applications must be submitted no less than 5 days prior to event for approval from the Fire Marshall.
- Candle or alcohol burning equipment (Sterno) must be placed in a non-combustible container, with a supported base, with flame protection and non-combustible table mats.

**CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
APPLICATION FOR TEMPORARY FOOD ESTABLISHMENTS**



Vendor Name: _____

Contact Name: _____ Email: _____

Address: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Vendor License Number: DBPR/Department of Ag _____ *Please attach a copy of current license

County Business Permit Number: _____ City Business Permit Number: _____ * Required only if products are being sold to the public

Food Truck Dimensions: _____ Other (specify) _____

Proposed Event Date: _____ Second Choice: _____

Event Time _____ Set up time _____ Break Down Time: _____

Are dates/times flexible? _____ Alternate Dates: _____

Type of Event _____

Describe Event in Detail: _____
(Attach detailed outline)

Facility/Park Requested: _____

List Electricity Requirements? _____

Are you proposing tents: _____ If Yes, type: _____

***Tents must have a 701 NFPA Rating for cooking ***Tents Must be properly weighted for wind load.
***The use of tent stakes must be approved.

Type of Temporary Cooking: _____ Cooking under Tent _____ Cooking without a Cover _____ Temporary Concession
Type of Grill: ___ Propane/Gas ___ Charcoal ___ Electric _____ Truck or ___ Trailer

Type of Fire Extinguisher: _____

Are you proposing food sales? _____ Will this event be catered? _____ If Yes, type/size: _____
Describe in detail? _____

Will there be booths/tables: _____
Describe booth contents and numbers in detail: _____

What Sanitation Facilities are planned? _____

***Temporary Hand washing Stations are mandatory

What Clean up/Recycling Arrangements will be made? _____

"By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City"

By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

SIGNATURE

DATE

For Office Use Only:

Parks and Recreation Staff Approval/Signature _____ Date: _____
If Yes, list conditions of approval if any: _____

Building Department Approval/Signature: _____ Date: _____
If Yes, list conditions of approval if any: _____

Fire Marshall Approval/Signature: _____ Date: _____
If Yes, list conditions of approval if any: _____



City of Winter Park Fire-Rescue Department

343 West Canton Avenue ~ Winter Park, Florida 32789

OFFICE OF THE FIRE MARSHAL

The requirements of FSS 633.081 require all food vending trucks to comply with the Florida Fire Prevention Codes 2010 Edition of NFPA 1 Chapter 50, in regards to a hood suppression system. If you do not fully comply with these requirements you will be instructed to stop your operation forthwith and obtain a Business Certificate for Food Vendors through the City of Winter Park. If you comply with the requirements of FSS 633.081, but do not have a Business License Certificate for Food Vending your State License will be sent over to our Code Enforcement Department for any enforcement action for operating within the City without a license. The following are the Code requirements under FSS 633.081, from this point forward AHJ shall also mean the Local Fire Authority:

1.7.6.3 To the full extent permitted by law, any AHJ engaged in fire prevention and inspection work shall be authorized at all reasonable times to enter and examine any building, structure, marine vessel, vehicle, or premises for the purpose of making fire safety inspections.

1.7.7 Where conditions exist and are deemed hazardous to life or property by the AHJ, the AHJ shall have the authority to summarily abate such hazardous conditions that are in violation of this Code.

1.7.8 Interference with Enforcement. Persons shall not interfere or cause conditions that would interfere with an AHJ carrying out any duties or functions prescribed by this Code.

1.7.6.2 The AHJ shall have authority to order any person(s) to remove or remedy such dangerous or hazardous condition or material. Any person(s) failing to comply with such order shall be in violation of this Code.

1.7.6.1 The AHJ shall be authorized to inspect, at all reasonable times, any building or premises for dangerous or hazardous conditions or materials as set forth in this Code.

50.2.1.9* Cooking equipment used in fixed, **mobile**, or temporary concessions, such as **trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure**, shall comply with **NFPA 96** or this chapter. [96:4.1.9]

50.4.3.2* Cooking equipment that produces grease-laden vapors and that might be a source of ignition of grease in the hood, grease removal device, or duct shall be protected by fire-extinguishing equipment. [96:10.1.2]

50.4.4.1 Fire-extinguishing equipment shall include both automatic fire-extinguishing systems as primary protection and portable fire extinguishers as secondary backup. [96:10.2.1]

50.4.4.2 A placard identifying the use of the extinguisher as secondary backup to the automatic fire-extinguishing system shall be conspicuously placed near each portable fire extinguisher intended to be used for protection in the cooking area. [96:10.2.2]

50.4.4.3.1 In existing systems, when changes in the cooking media, positioning, or replacement of cooking equipment occur, the fire-extinguishing system shall be made to comply with **50.4.4.3**. [96:10.2.3.1]

50.5.2.1* Maintenance of the fire-extinguishing systems and listed exhaust hoods containing a constant or fire-activated water system that is listed to extinguish a fire in the grease removal devices, hood exhaust plenums, and exhaust ducts shall be made by properly trained, qualified, and certified person(s) acceptable to the AHJ at **least every 6 months**. [96:11.2.1]

50.5.3.3.1 The year of manufacture and the date of installation of the fusible links shall be documented. [96:11.3.3.1]

50.5.6.1 Upon inspection, if the exhaust system is found to be contaminated with deposits from grease-laden vapors, the contaminated portions of the exhaust system shall be cleaned by a properly trained, qualified, and certified company or person(s) acceptable to the AHJ. [96:11.6.1]

50.6.2 Operating Controls. Deep-fat fryers shall be equipped with a separate high-limit control in addition to the adjustable operating control (thermostat) to shut off fuel or energy when the fat temperature reaches 475°F (246°C) at 1 in. (25.4 mm) below the surface. [96:12.2]



City of Winter Park Fire-Rescue Department
343 West Canton Avenue ~ Winter Park, Florida 32789

**COOKING EQUIPMENT IN FIXED, MOBILE, OR TEMPORARY CONCESSIONS,
SUCH AS TRUCKS, BUSES, TRAILERS, PAVILLIONS**

1. Shall comply with NFPA 96 Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations, *Cooking equipment used in processes producing smoke or grease-laden vapors shall be equipped with an exhaust and suppression system that complies with all the equipment and performance requirements of this Standard.*
2. Prior to any approval by the Office of the Fire Marshal an inspection of the above listed items shall be performed to verify that a Certified Hood suppression system has been installed and is currently certified.
3. The hood suppression system has been professionally cleaned within the last 6 months.
4. There is a minimum of a 16 inch vertical or 8 inches horizontal separation from any deep fat fryer and any other cooking appliance.
5. A State of Florida K Class extinguisher shall be properly mounted.
6. There shall be a State of Florida certified 3A 40BC fire extinguisher.
7. You will be issued a approval form from this office that is valid for 6 months. To renew this approval letter you shall contact this office at 407-599-3612 to schedule another inspection.
8. This approval letter is required to be on site and shall be presented at anytime that is requested by a Fire Inspector. **If this form is not presented at the time of request you will be requested to stop all cooking operations immediately.**

ANY NON-COMPLIANCE WITH ANY OF THE ABOVE WILL BE CAUSE FOR THE OFFICE OF THE FIRE MARSHAL TO IMMEDIATELY STOP ALL OPERATIONS UNTIL FULL COMPLIANCE. IF ENFORCEMENT IS REQUIRED AFTER NORMAL WORKING HOURS, THE AFTER HOUR FIRE INSPECTION FEES WILL APPLY.

I have read and will comply with the requirements as listed above.

<hr/>		<hr/>	
<i>Company Name</i>		<i>Contact Name</i>	
<hr/>		<hr/>	
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<hr/>		<hr/>	
<i>Contact Phone Number</i>			
<hr/>			
<i>Signature</i>			
<hr/>			
<i>E-Mail address</i>			

SCOTT DONOVAN - FIRE MARSHAL - OFFICE OF THE FIRE MARSHAL
WINTER PARK FIRE-RESCUE -343 W CANTON AVE -WINTER PARK, FL. 32789
407-599-3608 (OFFICE) - 407-691-6414 (FAX) - SDONOVAN@CITYOFWINTERPARK.ORG



City of Winter Park Fire-Rescue Department
Memorandum

To: Tent Permit Applicants
Through: Doug Diebler - Deputy Building Official
From: Captain Scott Donovan – Fire Marshal
Subject: Fire Prevention Code Requirements

In an attempt to streamline our permitting process, the Building Department will issue all tent permits for the Fire Department. The following requirements are outlined in the Florida Fire Prevention Codes 2007, NFPA 1 Chapter 25, and shall be adhered to when erecting a tent within the City of Winter Park limits.

Date of the Event: _____ Size of the tent: _____

Address of venue: _____

Venue Name: _____ Phone number: _____

Date of tent erection: _____ Date of dismantle of tent: _____

Describe type of event and all activities that the tent is going to be used for:

CHECK ALL THAT ARE APPLICABLE

- USED FOR COOKING UNDER
 OVER 750 SQ/FT OF SPACE BEING COVERED WITH SIDES (ENCLOSED)
 TENTS OVER 1500 SQ/FT WITH SIDES (ENCLOSED)

NO TENT OR A COMBINATION OF TENTS MEETING THE CONDITIONS BELOW SHALL NOT BE ERECTED OR USED WITHOUT APPROVAL FROM THE LOCAL FIRE MARSHAL OR WITHOUT A PERMIT BEING ISSUED FROM THE CITY OF WINTER PARK. ALL TENT(S) NOT COMPLYING WITH THIS REQUIREMENT SHALL BE INSTRUCTED TO IMMEDIATELY STOP WORK AND NOT TO USE THE TENT UNTIL HAVING THE PROPER APPROVAL.

TENTS USED FOR COOKING

1. All tents used to cook under shall be submitted no later than 5 business days prior to the erection of the tents and will be required to an inspection at least 90 minutes prior to the cooking operations and subject to all fees per the City of Winter Park.

1.1. Submit copy of the flame retardant certification with the permit application, this shall be complaint to NFPA 701 standards ONLY California Standards are not accepted. If tent has been treated then documentation showing the date of the last fire retardant treatment that was performed, last tested and manufacture's specs, when applicable for cooking purposes.

1.2. Submit for approval plans if tents are being adjoined together by any type of corridor, when applicable.

1.3. Placement of the tent(s) with adjacent structures shall be at the discretion of the AHJ.

1.4. The ground enclosed by the tent(s) and the ground surrounding the tent(s), shall be cleared of not less than (10) ten feet of any combustible/flammable material or vegetation.

1.5. Provide a State of Florida certified (ONLY) 3A 40BC fire extinguisher for every 1500 sq/ft or so that the travel distance does not exceed 75 feet, whichever is the strictest, and that they are properly mounted and marked per NFPA 10.

1.6. No LP gas containers shall be located, used or stored within (10) ten feet of a tent. Said containers shall be properly secured in the upright position to prevent them from being knocked or falling over.

1.7. No smoking signs shall be properly erected around all gas cylinders.

1.8. The filling of gas tanks on site is strictly prohibited.

1.9. All cooking that would create any grease laden vapors shall be protected by a certified hood suppression system or and certified Class K extinguisher, unless it is determined by the AHJ not to be required.

1.10. Cooking inside to include, but not limited to, trailers, portable kitchens, box trucks shall have a certified commercial hood suppression system.

1.11. There shall be no access to any of the cooking appliances by the general public.

1.12. No cooking or gas powered appliances of any type, shall be used within 10 feet of any occupied building or any part of the building's overhang.

1.13. Due to DBPR regulations and Florida Administrative Code 61C-4.016, all cooking and food preparations shall be done under cover. If cooking under a tent is to be performed the tent shall be properly fire treated or the cooking operations will not be allowed, even outside of the tent during acceptable weather conditions.

TENTS EQUAL TO OR GREATER THAN 750 SQ/FT – 1500 SQ/FT

2. All tents or a combination of attached tents that is equal to or greater than 750 sq/ft and that will be enclosed by 3 or more sides shall be submitted no later than 5 business days prior to the erection of the tent(s). The permit submission shall include a detailed floor plan of the interior of the tent(s). The tents will be required to have an inspection at least 90 minutes prior to the event opening to the public or its use, and subject to all fees per the City of Winter Park.

2.2. Submit documentation of the size of the tent(s) that will be used on the premises.

2.3. Submit construction documents that show structural design loads, stability, electrical installation needs and if heating appliances will be used, when applicable determined by the AHJ.

2.4. If tent or tents are enclosed and/ or will accommodate an occupant load of 50 or more persons, submit for approval a detailed site and floor plan for each tent that shows, but not limited to, means of egress, seating capacity, seating arrangements, electrical and heating plans.

2.5. All tents and/or combination of adjacent tents that will be used for the assembly of 50 or more persons shall meet the requirements the Assembly Chapter in NFPA 101 Chapter 12. This is to include, but not limited to, emergency lights, swing direction of exit doors, marked exits, width of pathways to exits and decorations/fabrics fire resistant.

2.6. If deemed by the AHJ a fire watch and/or fire managers shall be required for the amount of participants. The fires watch and/or fire managers shall be approved by the AHJ.

2.7. Placement of the tent(s) with adjacent structures shall be at the discretion of the AHJ.

2.8. The ground enclosed by the tent(s) and the ground surrounding the tent(s), shall be cleared of not less than (10) ten feet of any combustible/flammable material or vegetation.

2.9. Provide a State of Florida certified (ONLY) 3A 40BC fire extinguisher for every 1500 sq/ft or so that the travel distance does not exceed 75 feet, which ever is the strictest, and that they are properly mounted and marked per NFPA 10.

2.10. No LP gas containers shall be located, used or stored within (10) ten feet of a tent. Said containers shall be properly secured in the upright position to prevent them from being knocked or falling over.

2.11. The use of all heaters gas or electric shall be approved by the AHJ.

2.12. The use of gas heaters shall be only be used under a fire tested tent and meet all clearance requirements per the manufactures requirements and safety testing standards.

- 2.13. The filling of gas tanks on site is strictly prohibited.
- 2.14. No pyrotechnics or any type of open flame device will be allowed inside or outside of the tent without approval of the AHJ.
- 2.15. Submit plans for all spot or special effect lighting that will be used.
- 2.16. At least a Florida State Certified 40BC fire extinguisher shall be provided at all power generators and locations where flammable liquids are used, stored or dispensed.
- 2.17. Emergency access to the tent shall not exceed 150 feet from any portion of the exterior wall of the tent and a lane width of a minimum of 20 feet and a height of 13.5 feet shall be maintain, without a dead end exceeding 50 feet.
- 2.18. Any event accommodating more than two hundred (200) people shall have the seating secured to the ground or fastened together of not less than three (3) chairs and not more than seven (7) chairs. Fastening shall be approved by the AHJ.

TENTS GREATER THAN 1500 SQ/FT

- 3. All of these tents or a combination of tents exceeding 1500 sq/ft shall meet all of the requirements in the above section 2, enclosed or not enclosed.

These requirements do not circumvent any other departmental requirements. Failure to adhere to the above requirements could result in fines and/or penalties, not limited to, the immediate vacancy of the tent(s) through code enforcement action.

I have read and will comply with the requirements as listed above.

Company Name

Contact Name

Address

City

State

Zip

Contact Phone Number

Signature

E-Mail address