

St. Helens Rural Fire District
Telephone: (503) 397-2990
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**GUIDELINES FOR FAIRS, CARNIVALS, FESTIVALS, BAZAARS
AND OTHER ASSEMBLIES**

This guide lists a number of the areas or activities which require St. Helens Rural Fire District approval. This guide is necessarily brief and cannot cover every possible situation. Therefore, activity promoters are urged to contact the Fire District when planning anything which appears unusual or out of the ordinary.

Prior to the opening of events, please contact the Fire District and request a Fire & Life Safety Inspection. If possible, a ten (10) day notice should be given for arranging inspections.

- A fire extinguisher of not less than 2A-10BC U.L. rating is required at all locations where cooking is done OR flame/heat producing devices are being used. Deep fat fryers of any size will require a minimum 40BC U.L. rated extinguisher.
 - ✓ All other booths and rides not within 75' of a provided, marked fire extinguisher shall provide a 2A-10BC U.L. rated fire extinguisher.
 - ✓ ALL FIRE EXTINGUISHERS WILL BE CHECKED FOR AN ANNUAL SERVICE CHECK TAG OR PROOF OF PURCHASE WITHIN THE LAST YEAR.
- All decorative lighting and wiring used in the booths and on the outside of the booths must be of the approved type, 3-wire grounded. The use of multiple extension cords in tandem or piggy-backed is prohibited.
- Electrical extension cords must be of the three-wire grounded, 14 gauge hard usage type, or a multi-plug extension cord with a circuit breaker of sufficient wire size for the connected load. All extension wiring must be protected from physical damage.
- All electrical equipment, and installation of such, shall be inspected and approved by the State Electrical Division.
- All temporary electrical services require a signed State Electrical Permit before start-up.
- The Uniform Fire Code requires that all cloth, plastic or paper decorations and displays be flame proofed to meet the approval of the Fire Marshal. (Booth Skirting included.) Documentation may be required.
- It shall be the responsibility of the exhibitor to provide a certificate of flame proofing for any material which is to be used in the erection of a tent or canopy structure in which people may enter or gather.
- All cooking appliances shall be on a sturdy base, stand or table to prevent the appliance from being tipped over.
- All cooking appliances that are not U.L. approved must be approved by the Fire Marshal prior to use.
- The entire hood, duct, and appliance shall be inspected daily to determine if grease or other residues

have been deposited. Any noticeable deposits shall require cleaning of the hood, ducts, and appliances.

- All pressurized cylinders (CO₂, helium, etc.) will need to be secured with a chain or stand to prevent falling.
- Gasoline-fueled appliances shall not be allowed unless pre-approved by the Fire District.
- The refueling of vehicles, machines or propane tanks will be done prior to the daily opening time.
- The use, storage, and handling of all flammable and combustible liquids shall be subject to written approval by the Fire Marshal.
- The use and storage of Liquefied Petroleum Gas portable containers inside buildings or tents is prohibited.
- All Liquefied Petroleum Gas tanks shall be located on the exterior of buildings or tents, and shall be secured in an approved manner, rigidly supported by brackets, or secured to an upright member with chains.
- All trash receptacles shall be constructed of non-combustible material.
- All exits and aisles shall be installed / maintained & kept clear as required by the Fire Code for such occupancies and events.
- Fire lanes must be maintained a minimum of 20 feet wide and a minimum of 13'6" high.
- Parking in a No Parking zones will be strictly enforced.
- Candles and/or other open flame devices are not allowed without pre-approval from the Fire District.
- All rides will require Ground Fault Interrupter Circuit protection and proper clamps on the wiring. All main electric boxes are to be locked closed when rides are in operation.
- All rides will need a current State of Oregon certificate of safety approval.
- Sitting of carnival rides, booths and displays shall have pre-approval from the Fire District.
- By order of the State Fire Marshall, **SMOKING WILL NOT BE PERMITTED** in the booths or inside the buildings.

FOR ASSISTANCE FROM THE FIRE DISTRICT, CALL 503-397-2990

Please sign and return one copy

Date