



## REGULATIONS FOR FESTIVAL VENDORS & OUTDOOR COOKING BOOTHS

### ***FESTIVAL VENDOR AND COOKING BOOTH LOCATIONS***

1. Booths shall be located a minimum of **20 feet** from any permanent structure.
2. Cooking booths must be separated from other booths by **20 feet**.
3. Fire lanes and access to be maintained at all times. Fire lanes shall be a minimum of **20 feet** in width with unimpaired vertical clearance of **13 feet 6 inches**. Nothing shall project into the **20-foot-wide** fire lane.
4. All fabric or pliable canopy covers, side and back drops, and decorative material must be inherently fire-resistive and labeled as such and treated by a State Fire Marshal licensed applicator. If the booth is owner occupied, it may be treated by the owner by the use of State Fire Marshal approved fire retardant chemicals. All booth materials are subject to testing by the Fire Department.
5. The Fire Prevention Office must approve generators or gas/diesel-powered equipment. Use of flammable/combustible liquids requires special review.

*See attached guidelines.*

### ***EXITING FROM BOOTH***

1. Exits are required for each booth.
2. Exit openings shall be a minimum of **3 feet** in width and **6 feet, 8 inches** in height.
3. Exit pathways leading to an exterior safe area shall not be less than the width of the exit door and must be maintained clear at all times.

### ***ELECTRICAL EXTENSION CORDS***

1. All cords must be plugged directly into an approved receptacle and shall only serve one (1) appliance unless approved by the Fire Department.
2. The current capacity amperes shall not be less than the rated capacity of the appliance or fixture. (It is recommended that extension cords be a minimum of 12 AWG size and rating.)
3. Only extension cords in good repair, absent splices, cracking or deterioration, or damage shall be used.
4. Extension cords must be of the grounded type when serving grounded appliances or fixtures. Use of G. F. I's is recommended.
5. Extension cords must be located in a manner so as not to create a safety hazard by people walking and tripping on the cord.

### ***COOKING EQUIPMENT***

1. All cooking equipment shall be of an approved type. All hoses, fittings, couplings, etc., must be approved for use with cooking equipment.
2. Cooking and heating equipment shall not be located within **10 feet** of exits or combustible materials.
3. Butane or propane equipment shall conform to the following:
  - The maximum size of L. P. G. tanks used for cooking is ten gallons.

- Tanks must be located outside of the booth at least **10 feet** from the booth, any exit door or passageway and cooking equipment.
- Tanks must be secured in an upright position (attached to a stationary object) and must be protected from damage.
- No storage of spare butane or propane tanks allowed in booths.
- Tanks should have an on-off valve and be in the closed position when not in use.
- After April 1, 2002, propane cylinders not equipped with an OPD must be retrofitted with the device before refilling can occur or properly disposed of and replaced with an OPD-equipped cylinder.

4. Stoves must have an on/off valve.

#### **CHARCOAL OR WOOD BARBECUE COOKING**

1. Charcoal barbecue cooking is prohibited inside of booths.
2. Only commercially sold charcoal fuel may be used.
3. Charcoal cooking shall be performed in areas away from public access and shall be located a minimum of **20 feet** from any booth with a minimum of **20 feet** from any permanent structure.
4. Only commercially sold charcoal lighter fluid or electric starters may be used. (No gasoline, kerosene, etc.)
5. No storage of starter fluid in booth.
6. Coals shall be disposed of only in metal containers that have been designated for such use and approved by the Fire Marshal.

***Dumping of coals in trash container is prohibited!***

#### **OPEN FLAME STERNOS**

1. Sternos used for heating food must be secured to a noncombustible surface to prevent tipping.
2. All combustibles must be stored at least **10 feet** from any sterno.
3. Sternos must have lid to smother fire in case of emergency.
4. Sternos should only be lit when in use.
5. Maintain at least 1 inch of water in lower chaffing dish when using sterno.

#### **DEEP FAT FRY/FLAMBE` COOKING**

1. Deep fat frying or flambé cooking operations shall be located in a separate enclosure where only cooking operations are performed. Such enclosures shall be noncombustible construction, and the top of the enclosure shall be open or when required by the Health Department, shall be provided with metal screening with a minimum height of 7 feet.
2. All combustibles must be stored at least **10 feet** from fryers.

#### **FIRE EXTINGUISHERS**

Each booth shall be provided with a minimum 2A10BC rated portable fire extinguisher. Note: Deep fat cooking operations require an additional 40BC and or a K-type extinguisher. Fire extinguishers shall conform to the following:

- The fire extinguisher must be mounted or secured so that it will not fall over.
- It must be visible, accessible and away from cooking area.
- It must be serviced within the last year with a service tag attached.

## ***HOUSEKEEPING***

1. The Fire Marshal encourages the use of noncombustible materials in the cooking areas.
2. Remove accumulations of trash frequently.
3. Clean all cooking surfaces regularly to prevent the buildup of grease.

## ***FIRE SAFETY TIPS***

1. Know where the fire extinguisher is located and how to use it.
2. Don't leave food cooking unattended.
3. Don't wear loose fitting clothing when cooking.
4. Keep combustibles away from heat source.
5. In case of emergency, call **9-1-1**.
6. If a small grease fire occurs, shut off the fuel source to the cooking appliance and smother the pan with a lid or use the fire extinguisher. ***NEVER MOVE THE PAN!*** You may injure yourself and spread the fire. ***Call 9-1-1.***
7. If you smell leaking gas, evacuate the area and shut off the gas supply. Notify the Fire Department at ***9-1-1.***
8. When using an extinguisher remember to use the acronym **P A S S**:
  - **P**ull the pin at the top of the fire extinguisher.
  - **A**im at the base of the fire approximately 3 feet away.
  - **S**queeze the handle at the top of the extinguisher.
  - **S**weep the fire in a left to right direction.

## ***PERMIT PROCESS***

Fill out the City of Hayward Fire Department Responsible Vendor form for an Outdoor Cooking Booth. The vendor will be responsible for satisfying all regulations in their cooking booth area. A permit fee may apply when submitting the vendor form to the City of Hayward Fire Department, Fire Prevention Office. A fire safety inspection must be scheduled 24-hours prior to the event. If a Saturday or Sunday inspection is required, then special arrangements will be made. If all requirements are met, you will receive your permit for Outdoor Cooking and a copy of your Responsible Vendor Form for Outdoor Cooking Booth. The permit is good for as long as the event takes place not to exceed one year from the initial date of the event. If for any reason you do not satisfy these regulations, you will be denied a permit. If you have any questions, contact the Fire Prevention Office at (510) 583-4900.



**CITY OF HAYWARD FIRE DEPARTMENT**  
**Responsible Vendor Form for Outdoor Cooking Booth**

Name of Vendor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of Outdoor Cooking Booth: \_\_\_\_\_

Date(s) of Function: \_\_\_\_\_

Location of Function: \_\_\_\_\_

I, \_\_\_\_\_, (Print Name) hereby represent and warrant that I am the authorized agent of \_\_\_\_\_ (Print Name of Vendor), with the authority to act on its behalf. On behalf of said vendor, I have read and understood the Hayward Fire Department's "Regulations for Festival Vendors & Outdoor Cooking Booths" and I agree to comply with the Regulations at the location and on the date(s) specified above. I understand and agree that the City of Hayward Fire Inspector may inspect said vendor's cooking booth at any time to enforce the Regulations. I further understand and agree that said vendor shall be held liable for any and all fees and costs related to violations of the Regulations, as determined by the Fire Inspector, in the exercise of his/her sole discretion.

**READ, UNDERSTOOD, AND AGREED:**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

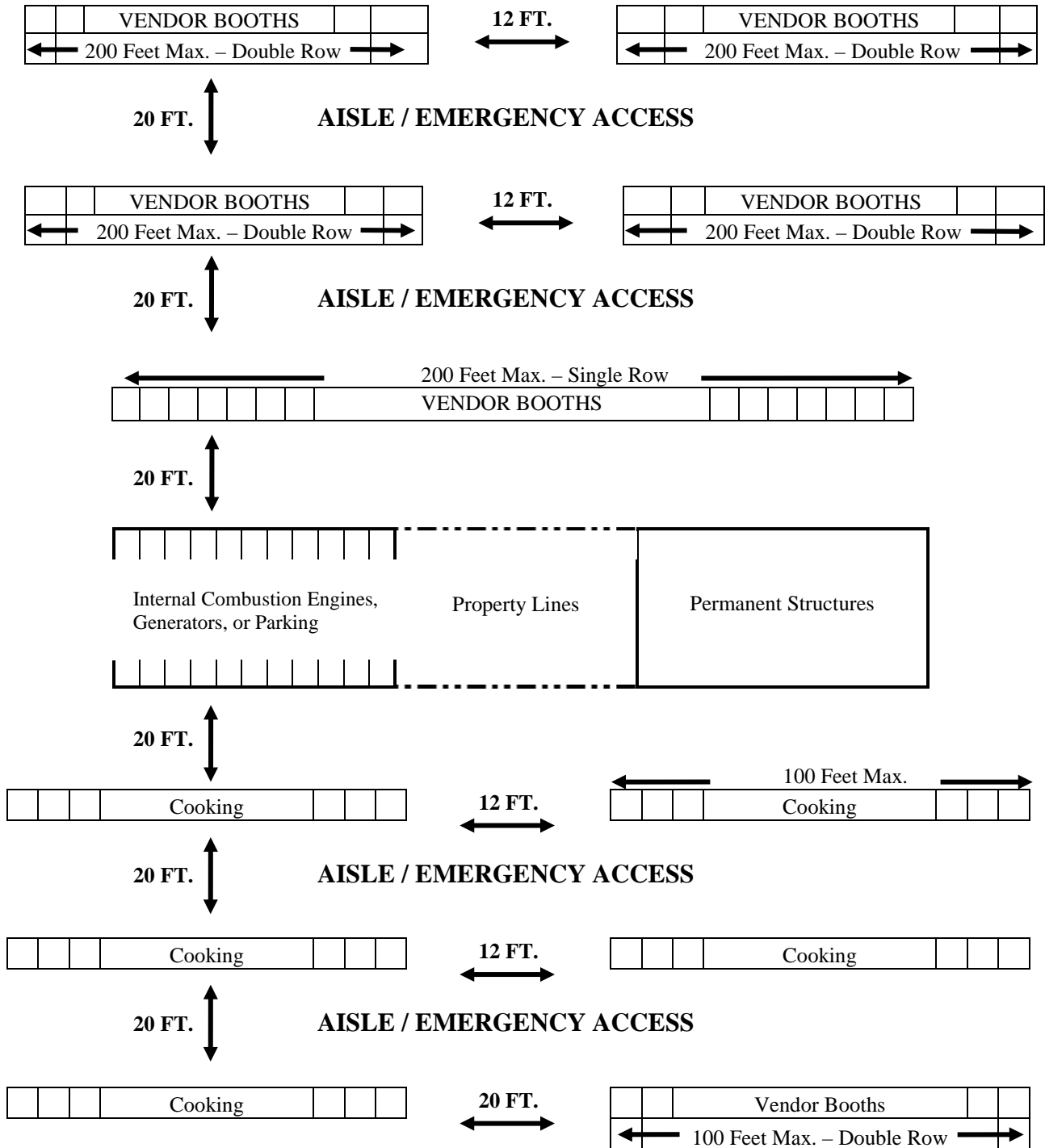
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Name and Title

Please return to:

City of Hayward Fire Department  
Fire Prevention Office  
777 B Street  
Hayward, CA 94541-5007

# FESTIVAL VENDOR AND COOKING BOOTH LOCATIONS



**Note:** *Cooking Booths are limited to single rows only. Back-to-back rows are not permitted. Maximum length of row is 100 feet.*

# FESTIVAL COOKING BOOTHS

