



**Town of Winchester
City of Winsted
Office of the Fire Marshal**
338 Main Street
Winsted, CT 06098
Tel. (860) 379-8771
Fax (860) 738-6598

Vendors:

In the interest of public safety, the Winchester Fire Marshal offers the following guidelines and requirements for vendors. I hope they will assist you in having a safe, incident-free event. Please adhere to contractual agreement of the Event Promoter and apply the relevant guidelines and requirements below:

1. If tent or temporary membrane structures are used :
 - a. Obtain permit from building department. *(Required for tents over 200 sq.ft. and canopies over 400 sq.ft.)*
 - b. Provide certification of flame resistance with permit request.
 - c. Tents shall be adequately secured and located in accordance with building department requirements.
 - d. All tent fabric shall meet the requirement flame resistant textile and have label affixed stating it has been tested and is fire resistant.
 - e. No cooking is allowed underneath tents used for assembly of people
 - f. Tents where cooking is performed shall be separated from other tents, canopies, or membrane structures by a minimum of 20 ft.

2. If propane is used as a fuel source:
 - a. All propane tanks must be at least 5 feet from any tent or temporary membrane structure and 10 feet from the tent doorway, and secured in an upright position to prevent being inadvertently knocked over. Propane tanks must also be protected from vehicular traffic.
 - b. All propane tanks not in use shall be stored away from public access areas and if not connected to a cooking device, the cylinder container plug shall be in place. Tanks with overfill protection devices (OPD) do not need plugs.
 - c. All valves controlling the fuel supply at the tank and at the cooking device shall be operated using knobs or valves (not pliers).
 - d. Vendors may use cooking equipment such as stoves, ovens, deep fat fryers, etc. The equipment must carry a recognized testing laboratory seal of approval.
 - e. Vendors using multiple 100 pound propane tanks must have an approved manifold installation. Vendors using 20 pound cylinders are limited to five (5) cylinders per vendor.
 - f. Cylinders must be stamped with a valid inspection date (within 12 years).

3. If charcoal is used as fuel source:
 - a. Charcoal grills used for cooking shall only be permitted if the grill is a minimum distance of three (3) feet from the public having a substantial barrier. The grill shall also be located a minimum of three (3) feet from sides of tents, booths and stands.
 - b. Vendor must provide a non-combustible container for disposal of ashes.
4. Every cooking vendor must have a multipurpose dry chemical fire extinguisher (10-BC minimum) provided and in good working order. In areas where charcoal grills are used, in addition to the 10-BC extinguisher, there shall be one (1) pressurized water extinguisher provided at each charcoal grill.
5. Combustible materials must be at least 10 feet from any open flame device.
6. All electrical installations shall be in accordance with the National Electrical Code (NFPA 70).
7. If air-supported, air-inflated, and tension membrane structure are used:
 - a. Permit must be obtained from the Building Department
 - b. Inspection at regular intervals by permittee, owner or agent to determine that installation is maintained.
 - c. Report of inspection shall be provided upon request of maintenance, anchor and fabric inspection.

A representative of the Fire Marshal's Office will be on hand prior to the start of the event to conduct an inspection of all tent, booths, and cooking facilities. For propane installations, all fuel lines, connections, containers, devices and valves will be inspected for compliance. **Any faulty conditions will need to be corrected for prior to use of the cooking equipment.**

For any further assistance, contact the Winchester Fire Marshal's Office between the hours of 8:00 a.m. and 4:00 p.m., Monday thru Wednesday, 8:00 a.m. and 7:00 p.m. Thursday, and 8:00 a.m. and noon Friday, at 860-379-8771 or Fax 860-738-6598.



Steven J. Williams
Fire Marshal
Town of Winchester