



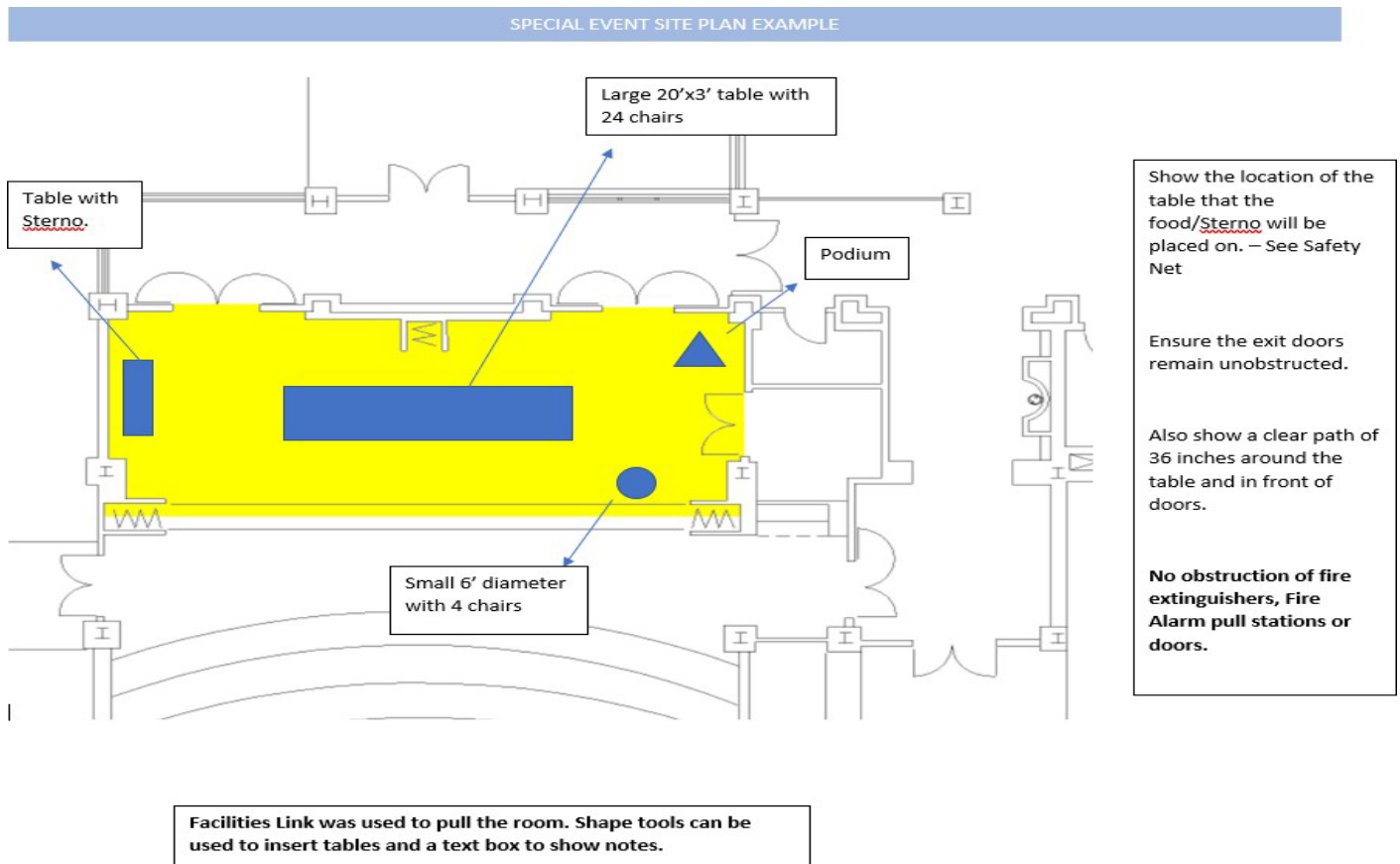
**Tent/Pop-up requirements:**

Tents must be set up according to the manufacturer's guidelines. It is recommended that if a large tent is required a professional company is hired to set up the tent. Companies such as EZ-UP are tagged with the SFM label (see below) or documentation on a tag attached to the tent or pop-up that states CPAI 84 requirements for 10 x10 or less. This information must be submitted along with the application for the special event if tents or pops up will be used. Tents and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent collapsing. Tents shall be at least 20 feet clear of buildings.



**Site Plan:**

An example of an acceptable site plan is shown below, please do not submit your room reservation:





**Electrical:**

If electrical is required, a request by the applicant needs to be made to PO & M for set-up support. The Fire Marshal's Office will inspect to ensure all generators are grounded and bounded.

**Sterno/open flame:**

Ensure that Food and Nutrition or outside vendors are provided with the Sterno Safety Net which is located on the Fire Marshal's Office website. It is essential that due caution and compliance are practiced regarding open flame hazards. In-house catering will provide photos of the complaint set-up prior to the start of the event.

**Chairs:**

200 or more chairs are required to be bonded in groups of three.