



# Outdoor Events Guide

## Introduction

The purpose of this document is to provide the Calgary Fire Department's (CFD) minimum safety codes standards and requirements necessary to establish a minimum level of fire and life-safety during any type of outdoor event or festival in Calgary. Providing enjoyable and entertaining events in the safest manner possible for the City of Calgary.

## On-site Review and Inspection

- Prior to the event an on-site inspection may be required, to confirm that the event meets the CFD Special Event Requirements and relevant safety codes.
- The organizer shall report any changes to the site that would alter the site map prior to
- The final on-site inspection and review.
- Contact 311 for a "Special Events Inspection" to reach a Fire Safety Codes Officer for your event.
- If a temporary occupancy load card is required and a more robust application process is involved, please refer to City of Calgary website, and CFD Major Outdoor Events Guide.

## Special Events Requirements

### Tents / Canopy / Marquees

#### Clearance to Other Structures

- Tents and air-supported structures shall not be erected closer than 3 m to other structures on the same property and shall be sufficiently distant from one another to provide an area to be used as a means of emergency egress.
- Tents and air-supported structures not occupied by the public need not be separated from one another and are permitted to be erected less than 3 m from other structures on the same property provided this spacing does not create a hazard to the public.
- Tents not more than 120 m<sup>2</sup> in ground area, located on fairgrounds or similar open spaces, need not be separated from one another provided this does not create a hazard to the public.
- **Flame Resistance** - Every tent and air-supported structure and all tarpaulins and decorative materials used in connection with these structures shall conform to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films."

## Signage and Exiting

- Exit signage should be big enough to be seen from anywhere on site with the green running man design.
- Means of egress shall be maintained in good repair and free of obstructions.
- A fenced outdoor assembly occupancy shall have not less than two widely separated means of egress from the enclosure



## Straw Bales

- Straw or Hay Bales used for indoor displays shall be treated with a Fire Retardant that complies with CAN/ULC- S109-03 “Flame Tests of Flame-Resistant Fabrics and Films”.
- All bales shall be compressed by ten (10) to twelve (12) inches and bound with steel wire or ½ inch steel banding.

[Straw or hay bales for public events or display \(calgary.ca\)](https://calgary.ca)

## Outdoor Cooking

- Tents must be CAN/ULC-S109-M Flame Resistant certified.
- Tents used for cooking shall be a minimum of 3 metres from any other non-cooking tent, canopy or building.
- Cooking appliances must conform to ULC standards and be CSA certified.
- No “open flame” cooking appliances are permitted in tents.
- Class K fire extinguishers shall be provided for cooking appliance hazards that involve combustible cooking media (vegetable oils and animal oils and fats). Tagged and maintained.
- Each tent must have at least one 2A-10BC extinguisher.

## Mobile Cooking Operation (Food Trucks)

- All food trucks must have a current CFD Food Truck decal showing they have passed their required inspections to operate at any events in Calgary.
- If there is no decal, no decal will be given out, but an on-site inspection can take place. If the inspection fails, the truck will not be able to operate until the violations are corrected.
- To get a decal, the food truck will need to go through the City of Calgary’s business licensing program and book a Mobile Food Inspection with CFD through 311 to obtain their inspection and a current CFD Food Truck decal.

[Food and vendor requirements \(calgary.ca\)](https://calgary.ca)

## Obtaining a Fireworks/Pyro/Open Flame Permit

Any additional Fireworks, Pyrotechnics or Open Flame permits required you can refer to the appropriate application on the City website.

These permits are of their own and will be dealt with separately from any other Special Events Permit or requirements.

[Fireworks, pyrotechnics and movie special effects \(calgary.ca\)](https://calgary.ca)

## On-Site SCO

When it is deemed appropriate for the safeguarding of life and property from fire, explosion, panic, or other hazardous conditions that may arise in the temporary use of an occupancy and/or premises, one or more standby Fire Safety Officers may be required to be present before and during the activity.

*Please note: Depending on the scale of the intended outdoor or special event, further requirements may apply. This guide is intended for small scale events with a quick overview of special event requirements. Not all requirements are listed in this guide. For more guidance, please refer to the City of Calgary website (Calgary.ca), CFD Major Outdoor Event Guide and the referenced documents of this guide.*

## Reference Documents

1. *Safety Codes Act, RSA 2000, c S-1*, [online] (Alberta Queen's Printer, 2023) <https://canlii.ca/t/56195>
2. Canada, N.R.C. (2023). *National Fire Code – 2023 Alberta Edition, NFC(AE)*
3. Canada, N.R.C. (2023). *National Building Code – 2023 Alberta Edition, NBC(AE)*
4. National Fire Protection Association (2021). *NFPA 101, life safety code*. Quincy, Massachusetts: National Fire Protection Association.
5. National Fire Protection Association. *Technical Committee On Fire Code (2024). NFPA 1 : Fire Code 2018*. Quincy, Massachusetts: National Fire Protection Association.
6. National Fire Protection Association. *Committee On The Building Code (2024). Building construction and safety code: NFPA 5000*. Quincy, Mass.: National Fire Protection Association.
7. National Fire. *Protective Association (2024). NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*.
8. *STANDATA – Fixed Fire Suppression and Exhaust Systems – Cooking, Cleaning, and Maintenance* - March 2021 – 19-FCI-002R1/19-BCI017R1
9. *STANDATA – Mobile/Temporary Cooking Equipment* – April 2020 – 19-FCI-006

