



Special Event Requirements

The City of Oklahoma City Fire Department

Revised January, 2011

No exhibit, concert, fair, festival or trade show shall occur in any structure in the City of Oklahoma City, without first having detailed plans of event reviewed and approved by the City Of Oklahoma City Fire Marshal's Office.

Assistance in the compliance of the City of Oklahoma City's requirement policy is available and **encouraged** from the Oklahoma City Fire Marshal's Office. Phone: (405) 297-3584 or Fax: (405) 297-3330.

Notification and approval of event is also required when:

- Conducting an event in which alterations are made to the existing exit configuration, character or use of the facility.
- When using a liquid or gas-fueled vehicle or equipment for display or competition inside an assembly occupancy.
- Separate permits are required for use of candles, open flame devices, flammable or combustible liquids or gases.
- Pyrotechnics/Special effects
- Cryogenics
- Any time a material, occupancy load or operation is introduced into an assembly occupancy that could possibly pose a hazard.
- Haunted Houses

All notifications and pre-plans of planned events will be submitted 30 days prior to scheduled event date, to the Oklahoma City Fire Marshal's office for approval.

Exhibits, Trade Shows

Per International Fire Code 2003. 903.3.3 Obstructed locations. **"Automatic sprinklers shall be installed with due regard to obstructions that will delay activation or obstruct the water distribution patterns. Automatic sprinklers shall be installed in or under covered kiosks, displays, booths, concession stands, or equipment that exceeds 4 feet (1219mm) in width. Not less than a 3-foot (914mm) clearance shall be maintained between automatic sprinklers and the top of piles of combustible fibers"**.

- Effective March 1, 2009, a variance may be allowed to requirements of the code specified above in places of public assembly where no other hazards exist AND all of the following requirements are met:
 - 1. When the structure has a fully operational sprinkler system **AND** the system has a current green tag issued by a licensed sprinkler contractor.
 - 2. When the obstruction is temporary in nature and the area of obstruction is equal to 1,000 square feet or less. For this application, temporary will be defined as any obstruction in a sprinkled building for 30 days or less.

This variance when allowed shall apply to this referenced code section only. All other provisions of the fire code, city ordinances and rulings of the Fire Marshals Office remain applicable. Current requirements for arena and barn areas of the State Fair Park shall remain in effect.



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Non-Fixed components in assembly venues will meet these requirements as a minimum. Aisle width shall be 10ft., exit access aisles 15ft., **exit access area, minimum 25ft.** (see example 1)

No display or exhibit shall obstruct the view of any exit light, exit, or exit access including pipe and drape. All exits shall be unlocked to permit egress at all times. The travel distance to an exit access aisle shall not be greater than 50ft.

Set up of seating utilizing 200 Chairs or more shall be secured together in groups of not less than three and not more than 14 chairs in a row to maintain aisle access and egress. i.e., **hose cabinets, pull alarm devices, electrical panels and fire extinguishers shall remain accessible and shall not be obstructed in any manner.**

Tents inside sprinkled buildings- See Tents

Natural cut trees shall be prohibited inside any building where the public is admitted or invited without prior approval from Fire Marshal's Office. Live trees with root system, i.e. balled, planted or potted are permitted, provided they are spaced no closer than 3ft from limb to limb and do not interfere with the means of egress or fire protection systems. Due to various tree types and sizes, all live tree set-ups shall have prior approval from The Oklahoma City Fire Marshal's Office.

Vehicles, boats, trailers and similar exhibited products having over 100 sq. ft. of roofed area shall be provided with **operational smoke detectors** and **properly tagged fire extinguishers.** (See fire extinguishers)

Exhibit Booths, curtains, drapes, or **Decorative Materials** shall be constructed of limited combustible material, or treated with a flame retardant. Flame retardant treated materials shall be documented and will be verified by the Fire Marshal's Office. No hay, straw, shavings, or similar combustible materials are permitted within any facility unless they have been treated in **ACCORDANCE WITH NFPA 701** to make them flame retardant and a certificate or similar proof is supplied to the Oklahoma City Fire Marshal's Office prior to its placing. Certificates may be obtained from the manufacturer or supplier. **Material that is being treated by user must be done in the presence of an Inspector from the City of Oklahoma City's Fire Marshal's Office.** Combustible trash shall be removed at least once a day during the period the exhibit is occupied.

Fairs/Carnivals/Livestock Shows:

Fire lanes: A fire lane(s) with a minimum width of 20 feet must be provided to access all areas of the event.

Barns: Livestock stalls in barns shall not be utilized for anything other than their intended purpose without prior approval from the Oklahoma City Fire Marshal's Office.

Vendors: See Cooking, Merchandise

Tents and Canopies: See Air-supported Structures

Stage/Platforms : See Stage placement



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Concerts, Festivals, Large Fairs (All Public Assembly Events)

Merchandise/ Booths: The Fire Marshal's Office shall review the following: Merchandising sales locations in order to ensure that fire lanes and/or exits are not obstructed and/or blocked. Items to be distributed/give-a-ways will be looked at in order to review any item that may cause harm to either performer or members of the audience. Those items deemed hazardous may be denied/banned.



Stage placement: Subject to review by the Fire Marshal's Office. **Stages and or platforms in construction or design will not violate any established Fire Code, and should not be of a size and or placed in such a way as to obstruct or block fire lanes or exits from any buildings or fenced areas where the public might be present.**

Special Effects: Any special effect using hazardous materials requires review and approval by the Fire Marshal's Office. For fireworks, see **Pyrotechnics**

Staging: Props over patrons & stage size placement are subject to review and approval.

The Fire Marshal's Office will review the following and make recommendations **when applicable:**

- Line queuing and line control
- Security plan and/or issues
- House lighting

Barricade: When a barricade is utilized, the distance from the stage and/or any object protruding from the stage shall not obstruct or block access to exit or exit corridors.

Haunted Houses

The Oklahoma City Fire Marshal's Office requires haunted house's to be inspected and approved prior to operation. Contact the Fire Marshal's Office Special Events Section for inspection requirements. **Permits are required (\$85.00) for 30 days.**



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Cooking

Separate **permits are required for LPG (propane)** cooking activities. (MOBILE TRUCKS)

Permits *are not required* for electric cooking operations or for operations using an open flame (charcoal, wood, etc.), "Sterno" canisters to heat pre-cooked food or butane canisters less than 8 ounces in size. **Permits may be obtained for a single event (25.00) or for 12 months (100.00) WHEN MOBILE COOKING UNITS ARE USING PROPANE GAS FOR FUEL.**

The Following International Fire Code 2003 Edition Amendments will also be strictly enforced beginning September 1, 2006

601.1 Scope. *The provisions of this chapter shall apply to the installation, operation and maintenance of fuel-fired appliances and heating systems, emergency and standby power systems, electrical systems, elevator recall, stationary lead-acid battery systems and commercial kitchen hoods.*

602.1 Commercial Cooking Appliances. *Appliances used in commercial food service establishment for steam, fumes, smoke, or odors that are required to be removed through a local exhaust ventilation system. Such appliances include deep fat fryers; upright broilers; (char broilers); ovens; barbeques; rotisseries; and similar appliances. For the purpose of this definition, a food service establishment shall include any building or a portion thereof used for the preparation and serving of food.*

- Cooking trailers used inside any structure shall be required to be in full compliance with International Fire Code 2003 requirements for fire protection for commercial cooking equipment.
- Commercial cooking equipment. Portable fire extinguishers shall be provided within a 30-foot travel distance of commercial-type cooking equipment.
- Cooking trailers not operated inside a structure shall have a smoke detector and a properly charged and inspected 20BC fire extinguisher present and available at all times. **Cooking equipment involving vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher.**
- Cooking units not in trailers, utilizing open deep fat fryers in assembly occupancies (to include trade show performance or display) shall be required to have the required hood and suppression system in accordance with the International Fire Code 2003. **To include a "K" class fire extinguisher.**
- Cooking units not in trailers, not utilizing open deep fat fryers shall have a properly charged and inspected 20BC fire extinguisher present and available at all times.
- **Any additional requirements for cooking units not otherwise mentioned will be determined by the Oklahoma City Fire Marshal's Office.**

Hood *An air-intake device used to capture by entrapment, impingement, adhesion or similar means, grease and similar contaminants before they enter a duct system.*

Type I. *A kitchen hood for collecting and removing grease vapors and smoke.*

610.1 General. *Commercial kitchen exhaust hoods shall comply with the requirements of the International Mechanical Code.*

610.2 Where required. *A Type 1 hood shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produce grease vapors.*



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904.1 General. Automatic fire-extinguishing systems, other than automatic sprinkler systems, shall be designed, installed, inspected, tested and maintained in accordance with the provisions of this section and the applicable referenced standards.

904.2. Hood system suppression. Each commercial kitchen exhaust hood and duct system required by section 610 to have a type 1 hood shall be protected with an approved automatic fire-extinguishing system installed in accordance with this code.

Fire Extinguishers: *Fire extinguishers are required for all cooking operations regardless of whether or not a permit is required.*

The type of fire extinguisher(s) required varies with the type of fuel used. The following types of fuel or operations require specific fire extinguishers as noted:

Type of Fuel or Cooking Operation	Type of Fire Extinguisher Required
Charcoal or Wood BBQ Propane, Butane or Natural Gas, Electric	Minimum U.L. Rating of 20BC
Deep Fat Frying (Heated Using Electric, Propane or Other Means)	U.L. Rated For Class "K" (in Addition to the Fire Extinguisher Required for the Source of Heat Being Used.)

Cooking operations taking place that lack the appropriate fire extinguisher will be ordered to **cease operation immediately until the required fire extinguisher can be obtained.**

Fire extinguishers shall be affixed with a tag that indicates they have been serviced (inspected**) within the past 12 months. Exception: New fire extinguishers (those purchased within the past 12 months) may pass inspection by having the receipt showing the date of purchase taped or otherwise attached to the fire extinguisher.**

Fuel: Quantities of fuel that may be stored on site vary on a case-by-case basis depending upon several factors. Contact the Fire Marshal's Office at (405) 297-3584 and request to speak to a representative of the Special Event Section to determine the specific amount applicable for your activity.

Open Flame & Candles

The use of any open flame or candle is not permitted in assembly use buildings without prior approval from the fire marshal's office. Any open flame device other than a candle is subject to review and a permit may be required.



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Pyrotechnics (fireworks)

General requirements for approval of pyrotechnics include the following:

- Location (Physical Address) where display will occur.
- The date(s) and approximate time(s) of display(s).
- Name, address, and telephone number of the company who will be putting on the show.
- Provide copy of shooter's certificate of fitness. If more than one location is to be used, then each location shall have at least one individual who has obtained a certificate of fitness from the Oklahoma City Fire Marshal's Offices. Shooters telephone number (**where individual can be reached at anytime**)
- Operation must be under the direct supervision of a City Of Oklahoma City Licensed Pyrotechnician.
- Name of insurance company and Certificate of Insurance for a minimum of (1) million dollars. (Certificate must be reviewed and approved by the City of Oklahoma City Fire Marshal's Office.)
- Name, address and telephone number (**where individual can be reached at anytime**) who is obtaining the permit.
- A diagram, which shows where the display will occur; showing distances from buildings, review areas, parking areas, and other pertinent site areas.
- Product list to include all devices to be used; this list shall include the following items; name, size and number of devices.
- A letter that states how the permittee plans to provide fire protection and security to the launch site during the show.
- Certain outdoor displays may require FAA approval.
- **Open Flame/Pyrotechnics (Fireworks) Permit 85.00 for initial permit, 10.00 per day thereafter (After Approval).**



Fire Acts & Performances

Any act that incorporates the use of fire will be reviewed and approved by the Fire Marshal's Office. Requirements can vary based on the amount and method in which fire is utilized. Contact the Fire Marshal's Office at (405) 297-3584 and request to speak to a representative of the Special Events Section. (Pyrotechnics/Open Flame permit will be required, see **Pyrotechnics** above)



Portable Heaters

Electric heaters may be operated in a Place of Assembly (this includes outdoor service/seating areas) and do not require a Fire Department permit. Heaters using flammable/combustible liquids (e.g. diesel) as a fuel source are allowed with restrictions and will require prior Fire Department approval.

"Mushroom type" propane heaters (e.g. upright heaters with self-contained propane fuel source) and any other heaters designed so that the propane source is located inside the Place of Assembly are prohibited. This is to include tents located outside.

Heaters that operate with a flammable gas fuel source located outside the Place of Assembly (or where patrons/public might gather) and the heated air is pumped into the assembly area are allowed but require prior approval and possibly a Fire Department permit. The fuel source tank generally must be located a minimum of 10 feet from the Place of Assembly and properly secured.



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Displaying Gas-Powered Vehicles

Using a liquid or gas-fueled vehicle or equipment in a Place of Assembly for display is allowed under the following conditions:

- **A permit must be obtained for any displayed fueled vehicle inside a public assembly area (\$85.00), Updated December 2007**
- Maximum fuel allowed 1/4 of a tank or 5 gallons whichever is less.
- All gas covers shall be taped or have a locking type gas cap.
- Battery cables shall be disconnected and taped.
- Vehicles with no fuel gauge or with broken fuel gauge shall not be allowed on the event floor and shall not be displayed, unless the Fire Marshal's Office gives prior approval.

Air Policy:

Criteria for a recommended Standard of Occupational Exposure to Carbon Monoxide. The Occupational Safety and Health Act of 1970 Standards state:

- Exposure to carbon monoxide shall be controlled so that no person shall be exposed at a concentration greater than 35 ppm determined as a time weighted average (TWA) exposure for an 8-hour day.
- No level of carbon monoxide to which a person is exposed shall exceed a ceiling concentration of 200 ppm.
- Event operator shall be responsible to hire and pay for an air quality individual to be on site during the event, and use a carbon monoxide measuring device to monitor carbon monoxide levels, and report any problems to the Event Operator.

Use of liquid or gas-fueled vehicles or equipment for working demonstrations or competition in an assembly must be reviewed and approved by the Fire Marshal's Office. Requirements can vary based on the nature of the competition/demonstration, number of spectators, etc. Because of the varying requirements, contact the Fire Marshal's Office at (405) 297-3584 and request to speak to a representative of the Special Events Section.

TENTS

RULES AND GUIDELINES (Tents are only allowed outside of structures). The only exception to this code is if the tent is equal to or less than 1,000 square foot, **and the tent material meets NFPA 701 flame retardant requirements. (California State Fire Marshal flame test is not acceptable).**

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 - 2. When the obstruction is temporary in nature and the area of obstruction is equal to 1,000 square feet or less. For this application, temporary will be defined as any obstruction in a sprinkled building for 30 days or less.



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This variance when allowed shall apply to this referenced code section only. All other provisions of the fire code, city ordinances and rulings of the Fire Marshals Office remain applicable. Current requirements for arena and barn areas of the State Fair Park shall remain in effect.

Assistance in the compliance of the City of Oklahoma City requirement policy is available from the Oklahoma City Fire Marshal's Office. Phone: (405) 297-3584 or Fax: (405) 297-3330.

Air-supported Structures

A tent or air-supported structure in excess of **225** square feet is subject to approval and review by the City of Oklahoma City Fire Marshal's Office. The following is information the Fire Marshal's Office requires in order to properly review and approve the structure:

- Tents in excess of 225 square feet (15x15) will **require a permit (\$50.00) issued by the Fire Marshal office prior to erecting said tent per 30 days.**
- Plot plan of tent and surroundings.
- Floor plan of the interior of the tent.
- Letter of certification that the tent is flame retardant.

If you have any questions regarding the above information or are not sure that your planned event will require a permit, please contact the Fire Marshal's Office at 405-297-3584 and request to speak to a representative of the Special Events Section.

Inspection

The Oklahoma City Fire Marshal's Office shall inspect all tents to determine compliance with this guideline. Any violations of the Fire Code or Building Code of Oklahoma City must be corrected prior to the tent approval or immediately if discovered during the event.

Required Permits

Any use of propane will require a permit for the propane and the tent issued by the City of Oklahoma City Fire Department. To obtain this permit contact City of Oklahoma City Fire Marshal's Office at (405) 297-3584. **For cost see cooking**

Flame Resistance and Structure

All tents must be flame resistant **in accordance with NFPA 701**. A certificate or other proof of approval by a testing laboratory is acceptable as evidence of the required fire resistance. A copy of the certificate must be provided to the Fire Marshal's Office. Certificates are generally available from the tent supplier. As a minimum, the certificate shall have the following:

1. Name and address of the owners of the tent.
2. Date the fabric was last treated.
3. Trade name or kind of chemical used in treatment.
4. Name of person or firm treating the material.
5. Name of testing agency and test standard.

Combustible Material

The area enclosed by any tent and not less than 20 feet outside of such tent must be cleared of all flammable, combustible material or vegetation prior to erecting the tent and the duration of its use. No hay, straw, shavings, or similar combustible materials are permitted within any tent unless they have been treated to make them flame retardant **in accordance with NFPA 701** and a certificate or similar proof is supplied to the Oklahoma City Fire Marshal's Office prior to its placing. Certificates may be obtained from the manufacturer or supplier. Combustible trash shall be removed at least once a day during the period the tent is occupied. Additionally **NO** plastic tarps or plastic sheeting of any kind can be used inside a building, during operating or night hour for securing exhibit booths.



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Smoking

Smoking shall not be permitted in tents. **"No Smoking"** signs shall be conspicuously posted.

Open or Exposed Flame

Open flame or other devices emitting flame, fire, heat or any flammable or combustible liquids, gas, charcoal or other cooking devices shall not be permitted inside or located within 20 feet of the tent. **Without prior approval of the Fire Marshal's Office.**

Lighting

Spot or effect lighting shall only be by electricity and all combustible construction located within 6 feet of such equipment shall be protected by non-combustible insulation.

Exits and Occupant Load for Enclosed Tents

Tents that have sides attached and rolled up or are capable of being enclosed must meet these requirements even if it is intended for the tent to remain unenclosed during the event. The number of separate exits required for enclosed tents is based on the floor area of the tent. The maximum number of occupants, called the occupant load, is also based on the floor area of the tent.

Occupant load (floor area of tent)	Number of exits (minimum)	Minimum width/exit (inches)	Membrane Structure
Between 10 To 199	2	72	36
Between 200 (1400 sq ft) & 499 (3493 sq ft)	3	72	72
Between 500 (3500 sq ft) & 999 (6993 sq ft)	4	96	96
More than 1000 (7000 sq ft)	5 (more may be needed)	120	120

The occupant load is decreased when tables and chairs are used (banquet style) – the number of required exits remains the same because exits are based on floor area. The following calculations will determine the occupant load with tables and chairs.
Net square footage of tent floor area/15 = occupant load with tables and chairs

Example: The number of occupants allowed, with tables and chairs, in a 50 x 50' tent with a 10' x 20' stage.

$$2,500 \text{ square feet (floor area)} - 200 \text{ square feet (stage area)} / 15 = 153 \text{ persons}$$

Please Note: **These calculations are for planning purposes only and do not represent a legal capacity. The Oklahoma City Fire Marshal's Office will provide legal capacities based on submitted set-up plans.**

Exit Signs

Each exit must be provided with an exit sign. The word "EXIT" must be plainly legible in letters at least 6 inches high and with strokes not less than 3/4 inches wide. If the tent is to be occupied after sunset, the exit sign shall be self-illuminated or lit by emergency lighting. Emergency lighting must be provided if the tent is to be occupied after hours. Exit signs shall be installed at required exit doorways and where otherwise necessary as determined by the Fire Marshal to indicate clearly the direction of egress.

Exit Requirements for All Tents

- There shall be a minimum clearance of at least 3 feet between the fabric envelop and the inside contents.
- Exits shall be spaced at approximately equal intervals around the perimeter of the tent.
- Exits shall be located such that all points are 100 feet or less to an exit.
- The minimum width of an exit must not be less than 72 inches.
- Guy wires or guy ropes must not cross an exit at a height of less than 8 feet.
- Where tents are placed near fences or other obstructions, a clear exit path must be maintained to an area sufficiently away from the tent.
- Unobstructed aisles must be a minimum of 44 inches and shall increase 1 foot for each 50 persons served by such aisle at that point. **Approved** cooking or heating equipment shall not be located within 10 feet of an exit or combustible materials.



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Fire Protection

- One portable fire extinguisher (dry chemical, ABC type) 2A10BC must be furnished at each exit (or where designated by Fire Marshal's Office) of an enclosed tent. The sponsor for the event using the tent is responsible for ensuring those fire extinguishers are provided. Operations such as warming foods or cooking demonstrations (including use of sterno and other food warming devices) **shall be approved in advance by the Fire Marshal's Office.**
- Commercial cooking equipment such as grills and broilers, when used within a tent, **must meet the same requirements for indoor commercial kitchens (i.e. proper ventilation, fire suppression systems)** and must be a minimum of 20' from the occupied tent.
- LP gas containers having a capacity of 500 gallons or less shall be properly secured at least 10 feet away from the tent or any structure with the safety release valves pointed away from the tent.
- Flammable liquids shall not be used in the tent.
- Cooking: Prior approval must be obtained by the Fire Marshal's Office (405) 297-3584. The area must have a minimum 20 BC rated fire extinguisher and if deep Fat frying, a **"K" rated extinguisher.** Fire extinguishers shall show proof of inspection within the last twelve months
- Appliances: Must be isolated from the public by at least four feet or a suitable barrier placed between the cooking device and the public.
- Cooking appliances shall be installed per the manufacturers instructions. U.L listed cooking appliances shall be placed a minimum of three (3) feet from any portion of the tent/membrane structure OR a fire resistant barrier approved by the Oklahoma City Fire Marshal shall be installed between cooking appliance and tent membrane structure.
- **Per International Fire Code 2003. 903.3.3 Obstructed locations. "Automatic sprinklers shall be installed with due regard to obstructions that will delay activation or obstruct the water distribution patterns. Automatic sprinklers shall be installed in or under covered kiosks, displays, booths, concession stands, or equipment that exceeds 4 feet (1219mm) in width. Not less than a 3-foot (914mm) clearance shall be maintained between automatic sprinklers and the top of piles of combustible fibers".**
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Electrical

- The electrical system and equipment must be isolated from the public by proper elevation or guarding. All electrical fuses and switches must be enclosed in approved enclosures. Cables on the ground, in areas traveled by the public must be placed in trenches or protected by approved covers (yellow jackets etc.).
- All electrical systems must be properly grounded.
- **Generators** must be placed so that exhaust fumes do not enter tents.
 - Generators must be a minimum of 20 feet from the tent and shall be fenced in.
 - Portable generators shall be U.L. listed or equivalent. Vendors should have the manufacture's written specification for each portable generator and made available to the Fire Marshal.
 - Such generators shall be capable of running continuously, without refueling for the entire length of the event. Refueling a hot portable generator, or the storage of fuel on site is not permitted.



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Sites

Tents must be placed to provide access to fire hydrants for Fire Department vehicles and provide unobstructed ways of travel at all times to permit prompt escape from any point of danger in case of fire.

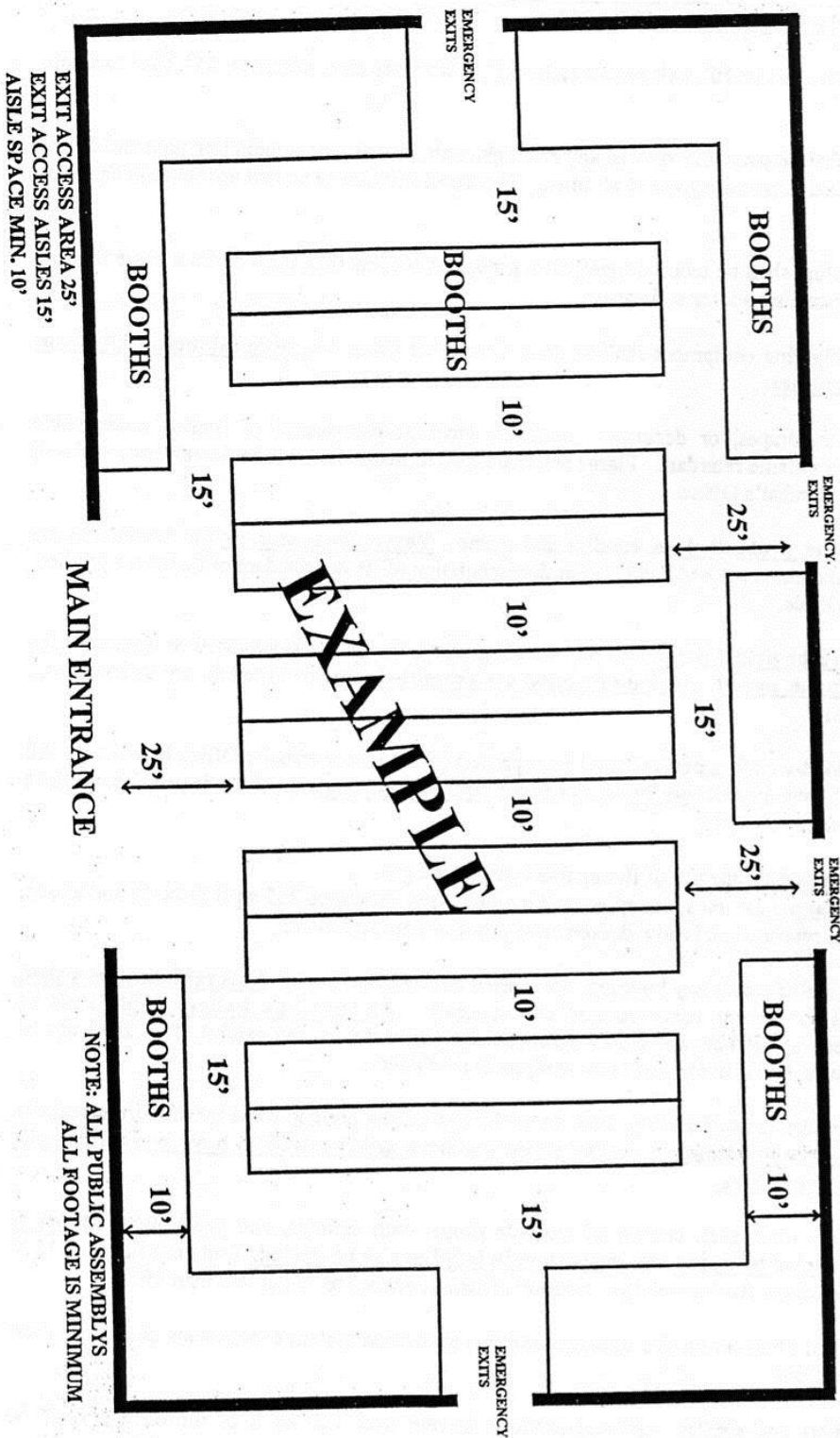
Assembly use occupancy requirements for operating a special event.
(i.e. installation of boxing rings, rodeo arenas, concert seating, roller rinks, live dancing events, theatrical performances, exhibits).



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Example 1



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EXAMPLE OF ALLOWABLE DEMINSIONS OF COVERINGS ON EXHIBIT BOOTHS
VIEWED FROM THE TOP

<u>4 FEET</u>	<u>4 FEET</u>	<u>4 FEET</u>	<u>4 FEET</u>	<u>4 FEET</u>
<u>COVERED</u>	<u>OPEN</u>	<u>COVERED</u>	<u>OPEN</u>	<u>COVERED</u>