

SPECIAL EVENT OPERATIONS AGREEMENT

THIS AGREEMENT (hereinafter "Agreement") is entered into on the date of the last signatory noted below (the "Effective Date"), between the City of Columbia, Missouri, a municipal corporation (hereinafter "City") and **Columbia Art League** (hereinafter "Organizer"), a **nonprofit corporation** organized in the State of **Missouri** and with authority to transact business within the State of Missouri.

WITNESSETH:

WHEREAS, Organizer desires to host the Event described in **Exhibit A** (hereinafter "Event") and Organizer has requested the closure of any public street, sidewalk or public place for the Event; and

WHEREAS, Organizer is planning a special event which either occurs the day before or the day of any scheduled University of Missouri home football game or is an event that will require city services, equipment or support that is outside the ordinary course of business of the City; and

WHEREAS, pursuant to Section 24-73 of the City of Columbia's Code of Ordinances, the City and the Organizer have negotiated the terms of this Agreement.

NOW, THEREFORE, the Parties hereto, for good and sufficient consideration, the receipt of which is hereby acknowledged, intending to be legally bound, do hereby agree as follows.

1. Date, Time, and Location of Event.
 - a. The Event details are set forth in **Exhibit A**.
 - b. The Event Area (hereinafter "Event Area") is designated in the Event Map contained in **Exhibit B**.
 - c. Use of Private Property. If the Event Area described in **Exhibit B** includes any private property not owned or leased by Organizer, Organizer may only utilize private property for the Event if Organizer has obtained the property owner's written consent to do so. Organizer shall provide proof of the property owner's written consent to the City upon request. Should any property owner withdraw their consent to the use of their property for the Event, Organizer is prohibited from using the private property.
2. Authorization for Closure of Streets, Sidewalks, and Public Places. Contingent upon Organizer's compliance with the terms of this Agreement, Organizer may close streets, sidewalks and/or public places in the Event Area specified as closed areas in **Exhibit B** in accordance with the dates and times set forth in **Exhibit A**. All areas of the street, sidewalks and public places outside of the designated closed Event Area(s) shall remain open to the public. Any use of private property

within the Event Area is subject to the requirements related to the use of private property which is set forth in Section 1(c).

3. Special Event Permit. Upon the payment of the Event deposit specified in **Exhibit A**, City shall issue a special event permit to the Organizer for the Event in the designated Event map contained in **Exhibit B**, subject to the restrictions and conditions set forth in the Code, this Agreement and in the Exhibits, approved Technical Map, approved plans and local laws, rules, and regulations. The special event permit is contingent upon Organizer complying with this Agreement, maintaining specified insurance, and operating the Event in accordance to the terms set forth herein, in the attached Exhibits and all approved Technical Maps and plans, and in accordance with all laws, rules, regulations, and orders including but not limited to any public health related orders.
4. Organizer's Responsibilities.
 - a. Organizer shall be responsible for complying with the terms of this Agreement, the Exhibits including but not limited to the additional provisions set forth in **Exhibit A**, and any and all approved Plans and Technical Map. Organizer shall be responsible for compliance with the Operations Agreement regardless of the failure of any third party, contractor, subcontractor, agent, employee, or volunteer to fulfill its obligations or promises to the Organizer.
 - b. Organizer may operate the Event on the date(s) and times set forth in **Exhibit A**. Organizer shall provide security, identification checking, first aid, fencing, and signage for the Event(s).
 - c. Organizer may set up for the event and shall clean up from the Event as set forth in **Exhibit A**. All tents, port-a-johns, art, signage, fencing, and other temporary structures used for the Event shall be removed and other clean-up completed in accordance with the deadlines set forth in **Exhibit A**.
 - d. Organizer shall not unreasonably interfere with the normal uses of the abutting property. Access to businesses and residences that either abut the street closure or are within the Event Area shall be maintained.
 - e. Insurance.
 - i. Workers' Compensation insurance for all of its employees and volunteers working in connection with the Event shall meet Missouri statutory limits. Employers' Liability coverage limit shall be no less than \$500,000 each employee or volunteer, \$500,000 each accident, and \$500,000 policy limit.
 - ii. Comprehensive General Liability insurance (occurrence format), including Completed Operations, Broad Form Property Damage, Personal Injury, and Contractual Liability for damage which may arise from Event operations, whether such operations be by itself or by any one directly or

indirectly employed or otherwise working for it. The amount of insurance shall be not less than \$3,000,000.00 for any one occurrence and \$3,000,000 in the aggregate. Such limits may be satisfied by a combination of primary Commercial General Liability and Excess or Umbrella Liability.

- iii. If motor vehicles are used, Organizer shall take out and maintain Automobile Liability insurance in an amount not less than \$1,000,000.00 combined single limit for any one occurrence covering bodily injury, including accidental death and property damage, to protect itself from any and all claims arising from the use of motor vehicles operated by it in connection with the Event.
- iv. If the Event involves the sale or distribution of liquor, Organizer shall take out and maintain liquor liability coverage at no less than \$1,000,000.00.
- v. If the Event involves the use of an amusement ride, Organizer shall require by contract that the amusement ride owner/operator to have in force Comprehensive General Liability written by an insurance company authorized to do business in this state in an amount of not less than one million dollars per occurrence.
- vi. If the Event utilizes licensed professionals to provide medical care and treatment, Organizer shall maintain medical malpractice/healthcare services professional liability coverage at a limit of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate. If Organizer has a contract for said services, Organizer shall contractually require this level of coverage and shall ensure that its contractor has insurance coverage which satisfies these requirements.
- vii. Any additional special insurance requirements are set forth in **Exhibit A**.
- viii. Organizer shall furnish City with a certificate of insurance that names the City of Columbia, its elected officials and employees as additional insureds in the amounts required in this Agreement and that requires a thirty (30) day mandatory cancellation notice. The insurance provided for the additional insured's shall apply as primary and non-contributing insurance.
- f. Admission Fees. Organizer is authorized, but not required, to charge admission to the fenced Event area. The ticketed area will be distinguished by fencing around its perimeter. Perimeter of fenced Event Area shall be secured with a combination of fencing types including bike racks, snow fencing, and exhibit infrastructure. No entry fee shall be charged to a person who resides in the closed area, or to anyone visiting a residence within the Event Area, including delivery persons. No entry fee shall be charged to owners, employees, suppliers, or customers of businesses within the Event Area.
- g. Portable Generators. Organizer shall provide City with information as to the number, size, and location of portable generators to be use at the Event.

Location of generators shall be shown on the approved Technical Map. Organizer shall restrict its use of portable generators at the locations specified in the approved Technical Map.

- h. Parking. Organizer shall ensure that all motorized vehicles, including those of Event staff and volunteers, shall remain on paved roads and/or in designated parking areas.
- i. Portable Toilets. Organizer shall provide sufficient portable toilets and washing stations/hand sanitizing stations for the Event as noted in the approved Technical Map. Organizer shall provide portable restrooms meeting ADA accessibility guidelines and locate such toilets so as they can be accessed via an accessible route in accordance with ADA regulations. Organizer shall be solely responsible for installing and maintaining the toilets and washing/sanitizing stations in a safe and sanitary condition.
- j. Organizer shall secure all necessary City permits required in connection with the Event. Organizer shall pay all applicable fees set forth in the City of Columbia Code of Ordinances.
- k. Signage and Art. Signs, art and banners promoting the Event may only be displayed in the footprint on the days of the Event, set up and clean up. All such signs, art and banners shall be temporary and shall be removed from the footprint upon completion of the Event. Signage to be placed outside of the footprint shall be outlined in a signage plan to be submitted by the Organizer to City. Signage outside of Event Area shall comply with the City of Columbia's Code of Ordinances.
- l. Management of Trash, Recycling, and Clean-up. City and Organizer shall negotiate a plan for the management of trash, recycling and clean-up of Event. Organizer shall comply with the City approved plan for the management of trash, recycling and clean-up of the Event. Organizer shall work with the City of Columbia Public Works and Utilities Departments to determine appropriate locations for the recycling and trash receptacles. Organizer is responsible for picking up and returning the fifty-five (55) gallon trash barrels and recycling bins from the City's Landfill and for the distribution of the trash and recycling receptacles throughout the Event space per the approved plan. Organizer shall be responsible for supplying trash and recycling bags for receptacles. Organizer shall ensure that staff and/or vendors do not move or relocate receptacles. Organizer shall be responsible for coordination of event staff, volunteers, or a contract agency to monitor and empty all trash and recycling receptacles during the event into the roll-off containers. City shall be responsible for delivering, emptying and picking up roll-off containers on a schedule outlined in the Solid Waste Plan. Event Organizer shall be responsible for paying all fees set forth in Chapter 22 of the City's Code of Ordinances. Organizer shall separate cardboard recycling from recycling consisting of glass, plastic, and aluminum. If Organizer deposits or allows its recycling to be contaminated

with trash, garbage, or other types of materials, the material shall not be recycled and Organizer shall pay for the disposal of the material at the trash rate.

- m. Storm Water Compliance. All grey water (including but not limited to waste water, mop water, hand sink water, dish water and wash out stations) shall be disposed of properly and placed in the sanitary sewer.
- n. Fire Safety. Organizer shall operate its Event in accordance with the International Fire Code, as adopted and amended by Section 9-21 and 9-22 of the City's Code. Organizer shall not block or allow to be blocked the Fire Department's access to any fire department connection point within the Event Area or to any area needed by the Fire Department to respond to and access any buildings within the Event Area. Organizer's Public Safety Plan shall include requirements to allow the Fire Department to respond to fires and other emergencies within the Event Area.
- o. Temporary Structures. Organizer shall comply with all code requirements related to temporary structures including but not limited to tents and stages. Unless directed otherwise by a City Code Enforcement Officer, Organizer shall install all temporary structures in accordance with Code requirements and any designated special conditions indicated on the permit(s) at the locations indicated in the approved Technical Map.
- p. Required Plans and Technical Map. Organizer shall provide to City the following plans for the City's review prior to the Event:
 - i. a sufficient traffic control plan;
 - ii. a plan or evidence of sufficient monitors, event staff, volunteers or security for crowd control and safety;
 - iii. a plan or evidence of sufficient waste management services and sanitation or portable sanitation equipment, services or facilities that are reasonably necessary to ensure that the event will be conducted with due regard for safety, health and the public welfare;
 - iv. sufficient off-site parking or shuttle service, or both, when required to minimize any substantial adverse impacts on general parking and traffic circulation in the vicinity of the event as determined by the city event committee;
 - v. Provide a sufficient public safety plan based on event risk factors including but not limited to, on-site medical personnel, emergency preparedness for adverse weather conditions, temperature, fire, or other potential health and public safety concerns. Organizer shall outline procedures to be implemented in the event of an emergency situation during the Event. No later than two (2) weeks prior to the Event, Organizers shall provide a Public Safety Plan acceptable to the City. Organizer shall comply with Organizer's Public Safety Plan which has been approved by the City. Organizer shall be responsible for implementing the Public Safety Plan in

the event of an emergency situation. Organizer shall provide trained crowd managers in the amount of one (1) per every two hundred and fifty (250) attendees.

vi. Severe Weather/Emergency Shelter Plan. Organizer shall provide a Severe Weather/Emergency Shelter Plan to outline procedures to be implemented in the event of severe weather occurring during the Event.

vii. Accessibility Plan. Organizer shall provide City with a plan to ensure Event is accessible in accordance with the requirements of the Americans with Disabilities Act and related regulations.

viii. Signage Plan. Organizer shall provide City with a plan outlining all signage used for the event, to include sign wording, location and size.

ix. Concessions/Vendor Plan. Organizer shall submit a Concessions and Vendor Plan. The plan shall identify the type of concession equipment to be used including portable concession trailers, tents, generators, grills, fryers, etc. and shall outline plans for disposal of any waste generated by vendor operations. Any ashes resulting from the use of portable charcoal grills are to be removed from the event site and disposed of properly. All grease, frying oil, and other waste products resulting from vendor operations must be removed from the Event Area and properly disposed. The approved Technical Map shall indicate the location of concession facilities, and the identification of vendors.

x. Required Technical Map. Organizer will submit for City review and approval an Event Technical Map. The Event Technical Map shall be dated as of the date of the last change. The Technical Map that shall include, but is not limited to, details on the placement of vendor and/or concession booths, porta-johns, art installations, alcohol service locations, trash/recycling locations, and any other temporary tents and structures placed inside the Event location outlined on the Event Map. Organizer shall finalize its Event Technical Map and submit it for City approval. The special Events permit is contingent upon the City's written approval of the final Technical Map for the Event.

City shall review the plans and approve the plans in the City's sole discretion. Failure to obtain City's approval of the required plans shall result in the cancellation of the Event permit. Organizer shall comply with the City approved Event plans and the City Approved Technical Map.

q. Alcohol Sales. If Organizer has requested permission to serve alcoholic beverages as part of the Event operations, the following requirements apply. All service of alcohol at the Event shall comply with all local, State and Federal rules, regulations and laws, and the following additional requirements. The alcoholic beverage service may immediately be halted for noncompliance with any of the below-listed conditions. The City of

Columbia shall enforce these conditions and may require closure of all bar stations upon determining that any condition has been violated.

- i. Alcoholic beverages shall only be served at the soda and bar stations shown on the Event Technical Map at the times designated in **Exhibit A**.
- ii. If the Special Event Operations Agreement includes alcohol service and if the Event Area includes the closure of any area subject to the open container ordinance, approval of this Operations Agreement shall constitute the City Council's approval of the exclusion of the closed locations from the open container ordinance.
- iii. Organizers are responsible for ensuring there is no unregulated alcohol within the fenced Event area.
- iv. Alcohol service is limited to two (2) alcoholic beverages per person per service. All alcoholic beverages must be pre-approved by the City.
- v. Beverages, both alcoholic and non-alcoholic, shall not be served in glass bottles or glass containers. Alcoholic beverages shall be served only in clear, plastic and commemorative cups, plastic bottles, or cans. Alcoholic and non-alcoholic beverages shall be served in containers that are distinctively different from each other.
- vi. Pouring of alcoholic beverages into anything other than the container intended for the beverage is prohibited.
- vii. All pre-packaged beverages shall be opened by servers/bartenders before being served.
- viii. Event staff is responsible for ensuring identifications are checked before the issuance of wristbands. Bartenders/servers are responsible for ensuring anyone they serve an alcoholic beverage is wearing a wristband indicating they are twenty-one (21) years of age or older. The bartenders/servers are responsible for ensuring no one under twenty-one (21) years of age is served alcohol.
- ix. Intoxicated individuals shall not be served.
- x. Organizer shall provide a list of all those person that will be used as designated servers/bartenders for the Event to the City seven (7) business days before the Event, along with a copy of a SMART training certificate or Alcohol Server Certificate care for each person on the list. Only designated servers/bartenders are allowed to pour or serve alcohol during the Event. All servers and Event staff in the alcohol sales area are required to complete SMART training offered online by the University of Missouri on alcohol awareness or to have an Alcohol Server Certificate card issued by the Columbia/Boone County Department of Public Health and Human Services.
- xi. Stations serving or distributing alcohol shall be monitored and randomly checked for compliance with alcohol regulations by the City of Columbia and/or the State of Missouri.

- xii. Organizer shall provide and keep in place signs at all bar stations stating, "ID Required- No More than 2 Drinks per Person- Alcohol Service Ends at [designated end time] within the Event location.
 - xiii. Organizer shall provide training to all servers and Event staff in the alcohol service area on the alcohol rules and restrictions listed above.
 - r. Parade. If the Event includes a parade or procession which requires a permit, approval of the Special Event Operation Agreement shall constitute the police chief's issuance of a parade permit. Organizer shall conduct its parade or procession in accordance with the terms of this Agreement, including **Exhibits A and B**, on the City approved parade route.
5. City's Responsibilities.
- a. Street Closures, Traffic and Parking Restrictions. City shall put in place street closures, traffic and parking restrictions necessary for the Event in accordance with the Street Closure, Traffic and Parking Plan approved by the City's Traffic Engineer. City shall restrict parking in the aforementioned street closure. Signage will be installed at least twenty-four (24) hours in advance of parking restrictions. Any other special conditions related to the street closure, traffic and parking restrictions are set forth in **Exhibit A**.
 - b. Solid Waste. City shall provide the solid waste services set forth in **Exhibit A**.
 - c. Street and Traffic Lights. Should **Exhibit A** include any changes to street and traffic lights, Organizer shall pay all costs associated with those changes, including personnel costs. Said amounts shall be included in the cost recovery plan.
 - d. Cost Recovery Plans. City shall provide a cost recovery plan for special city services and present to the Organizer no later than fifteen (15) days prior to the event. Organizer shall pay for the city services as outlined in the City approved cost recovery plan.
 - e. Any additional special City responsibilities are set forth in **Exhibit A**.
6. **HOLD HARMLESS. To the fullest extent not prohibited by law, Organizer shall indemnify and hold harmless the City of Columbia, its officers, agents and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising by reason of any act or failure to act, negligent or otherwise, of Organizer, of anyone directly or indirectly employed by or otherwise working for Organizer, or of anyone for whose acts Organizer may be liable, in connection with the Event(s). This provision does not, however, require Organizer to indemnify, hold harmless, or defend the City of Columbia from City's own negligence. The indemnification set forth herein is a continuing obligation and survives the expiration or termination of this Agreement or the event permit.**

7. No Waiver of Immunities. In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitutions or laws.
8. Compliance with Laws. Organizer shall comply with all federal, state, and local laws, codes, rules, regulations and orders, including but not limited to any public health orders.
9. Noise violations and applicable laws.
 - a. If the Event is within the "Downtown Area" as that term is defined in City Code Section 16-258.1, then Section 16-258.1(b) does not apply to sounds generated in connection with an event or activity for which the City Council has authorized a street closure or for special occasions and outdoor festivals with a noise permit issued by the City Manager. If a noise permit has been granted, it is noted on **Exhibit A**.
 - b. If the Event is not within the "Downtown Area" as that term is defined in City Code Section 16-258.1, then City Code Sections 16-176.1 (Peace Disturbance) and 16-258 (Loud Noise) apply.
 - c. Section 574.010 RSMo (Peace Disturbance) applies to all Events.
10. The term of this Agreement shall commence on the Effective Date and shall terminate six (6) months following the Effective Date. Section 6 of this Agreement shall survive termination of this Agreement.
11. Termination, Cancellation or Postponement for Public Safety. City may terminate this Agreement and/or any permit issued pursuant to this agreement when the City Manager, in the City Manager's sole discretion, determines that such action is necessary when there is a credible threat to public health, safety and welfare.
12. Termination by Default. Should Organizer be in default of any provision of this Agreement or any requirements contained herein or in an attached exhibit or approved plan or technical map, City may immediately terminate this Agreement and may revoke any permit issued for the Event.
13. Cancellation or Postponement pursuant to Section 24-73. Pursuant to Section 24-73 of the City Code, the city manager may cancel or postpone a special event permit if the manager thinks that any denial condition listed in Section 24-73(d) of the Code exists, or is likely to exist, or to otherwise protect people and property in the city.

14. No Third-Party Beneficiary. No provision of this Agreement is intended to nor shall it in any way inure to the benefit of any other third party, so as to constitute any such person a third-party beneficiary under the Agreement.
15. Amendment. No amendment, addition to, or modification of any provision hereof shall be binding upon the Parties, and neither Party shall be deemed to have waived any provision or any remedy available to it unless such amendment, addition, modification or waiver is in writing and signed by a duly authorized officer or representative of the applicable Party or Parties.
16. Governing Law and Venue. This Agreement shall be governed, interpreted, and enforced in accordance with the laws of the State of Missouri and/or the laws of the United States, as applicable. The venue for all litigation arising out of, or relating to this contract document, shall be in Boone County, Missouri, or the United States Western District of Missouri. The Parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the state of Missouri. The Parties agree to waive any defense of forum non conveniens.
17. Compliance with ADA and Nondiscrimination Laws. Organizer shall comply with federal, state and local laws related to Equal Opportunity and Nondiscrimination. Organizer shall not discriminate on the basis of race, color, religion, sex, national origin, ancestry, marital status, disability, sexual orientation, gender identity or expression, or any other legally protected category. In addition, Organizer shall comply with all applicable provisions of the Americans with Disabilities Act and the regulations and guidance implementing the Act, including those regulations governing employment practices and public accommodations. Organizer shall make the Event accessible to persons with disabilities as required by the Americans with Disabilities Act and its implementing regulations and guidance.
18. This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. Faxed signatures, or scanned and electronically transmitted signatures, on this Agreement or any notice delivered pursuant to this Agreement, shall be deemed to have the same legal effect as original signatures on this Agreement.
19. Contract Documents. This Agreement includes the following Exhibits, which are incorporated herein by reference:

<u>Exhibit</u>	<u>Description</u>
A	Event Information, Special Event Restrictions and Conditions
B	Event Map and Key

In the event of a conflict between the terms of an exhibit and the terms of this Agreement, the terms of this Agreement controls. In the event of a conflict between the terms of the exhibits, the exhibits control in the order listed above.

20. Entire Agreement. This Agreement represents the entire and integrated Agreement between Organizer and City relative to the Event(s). All previous or contemporaneous agreements, representations, promises and conditions relating to the Event(s) described herein are superseded.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have executed this agreement on the day and year of the last signatory noted below.

CITY OF COLUMBIA, MISSOURI

By: _____
De'Carlton Seewood, City Manager



Date: _____

ATTEST:

By: _____
Sheela Amin, City Clerk

APPROVED AS TO FORM:

By: _____
Nancy Thompson, City Counselor/bt

Columbia Art League

By: _____


Name/Title: **Kelsey Hammond, Operations Director**

Date: 4/17/26

ATTEST:

By: _____

Name/Title: **N/A**

Exhibit A

Event Information, Special Event Restrictions and Conditions

Name of Event: Art in the park 2026
Date of the Event(s): June 6 through June 7, 2026
Location of the Event: Stephens Lake Park

Hours of Operation – Organizer is allowed to operate the Event during the following Date(s)/Times: June 6, 2026 from 10:00 a.m. to 5:00 p.m. and June 7, 2026 from 10:00 a.m. to 4:00 p.m.

Set-up Activities for the Event may occur on: June 5, 2026 from 6:00 a.m. to 6:00 p.m.

Clean-up Activities: Clean-up shall be completed no later than June 7, 2026 by 8:00 p.m.. In the case of inclement weather and with approval in writing by the Convention and Visitor's Bureau Department Director, these deadlines may be extended to June 8, 2026 by 12:00 p.m..

Event Deposit: \$N/A

Additional Special Event Restrictions and Conditions:

Street Closures, Traffic and Parking Restrictions: Old 63 from Jack Estes Way to Walnut will be closed to thru traffic. Stephens Lake lower parking lot will be restricted to staff and ADA accessible only. The Broadway/Gordon Shelter parking lot will be closed for staff, artists and vendors and ADA accessible only.

Solid Waste: Organizer has submitted an approved plan with the application.

Fire Safety: Organizer has provided a crowd management plan and emergency plan which will be reviewed prior to the onsite inspection. Emergency Services Personnel will be patrolling the grounds.

Public Safety: Organizer has submitted an approved plan with the application.

Additional Insurance Requirements (if Applicable): N/A

Alcoholic Beverage (if Applicable): N/A

Alcoholic beverages shall be served only at the following dates and times: N/A

Parade or Procession (if Applicable) N/A

Other: N/A

Additional Special City Responsibilities: Parks and Recreation use of shuttles from the Boone Hospital lot to the Old 63 lot in Stephens Lake Park. Parks and Recreation will also provide electricity from the Gordon Shelter.

City Equipment Approved for Use by Organizer:

If any City Equipment is approved for use by Organizer at Organizer's Event, the Equipment is listed as follows: Solid Waste will provide three 14 yard rolloff containers and 30 trash receptacles. Public Works will provide 6 Type III Barricades, 11 directional signs and 3 message boards. Parks and Recreation will provide 22 trash receptacles, 4 portable bike racks, a 60' X 30' tent and a 20' X 30' tent.



Columbia Fire Department Fire Marshal



Special Event/Public Safety Plan for Gatherings

Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of or prescribe a public safety plan that provides an approved level of public safety. The public safety plan shall be submitted to the fire code official with the application for an operational permit. The public safety plan shall include the following;

OUTDOOR ASSEMBLY EVENTS

- Special events: any event or gathering that occupies a public street, park, building, or facilities otherwise open to the public shall be approved by the fire code official.
- Temporary structures erected for outdoor assembly events shall be approved by the fire code official
- The occupant load allowed in an assembly structure, or portion thereof, shall be determined in accordance with Chapter 10 of the International Fire Code.
- Hay, straw, shavings or similar combustible materials shall not be located within any tent or membrane structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided that the sawdust and shavings are kept damp.
- Combustible materials shall not be permitted under stands or seats at any time.
- Approved portable fire extinguishers complying with Section 906 shall be provided and placed in locations as required by the fire code official.

EMERGENCY VEHICLE INGRESS AND EGRESS.

- An approved means of fire apparatus access shall be provided.
- Unobstructed access to fire hydrants, drafting sources and other fire protection features shall be maintained at all times.
- Required gates or barricades. The fire code official is authorized to require the installation and maintenance of gates or other approved barricades across fire apparatus access roads, trails or other access ways, not including public streets, alleys or highways.
- The installation of security gates across a fire apparatus access road shall be approved by the fire code official. Where security gates are installed, they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times.
- What barricade type is used?
- If it is a vehicle, who has the keys?

EMERGENCY EGRESS OR ESCAPE ROUTES.

- Emergency egress and escape routes shall be maintained at all times.
- The number and location of emergency egress and escape routes shall be approved by the fire code official.
- Exits: the number of exits shall be in addition to the main entrance.
- Less than 3000 occupants = 3 exits
- More than 3000 occupants = 4 exits
- Exits shall be equally spaced around the event perimeter and so travel distances is no more than 400 feet of travel. Additional exits shall be added if needed.
- The exit width shall be no less than 48 inches.

- The location of vehicles or equipment shall not obstruct means of egress.

FIRE PROTECTION

- Combustible vegetation that could create a fire hazard shall be removed from the outdoor assembly event area. Combustible refuse shall be kept in noncombustible containers with tight-fitting or self-closing lids.
- Combustible refuse shall be removed from the event site at regular intervals to prevent an unsafe accumulation within the event site.
- It is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved.
- To assist with compliance of code requirements the Columbia Fire Department has determined the following criteria may raise the need for standby or fire watch:
 - Event attendance expected to exceed 1,000
 - Alcohol will be served
 - Special amusements or temporary structures will be erected
 - Event activities pose an increased risk for injury or medical response
 - The event creates an adverse impact on public safety due to diminished access to buildings or structures
 - Amplified music or sound
 - Large gathering of people
 - High density of people
 - History of fire code violations
 - Where code enforcement or regulations and requirements are complicated
 - Where the venue or event has changing components or plans
 - Time of day or night
 - Known issues with the talent, venue, event, location, etc...
 - High profile events
 - Pyrotechnics or other displays including but not limited to lighting, lasers or dimly lit areas
 - Where requested by law enforcement or other code officials
 - Where requested by the venue or production
- Before each performance or the start of such activity, standby personnel shall keep diligent watch for fires during the time such place is open to the public or such activity is being conducted and take prompt measures for extinguishment of fires that occur and assist in the evacuation of the public from the structure.

THE NEED FOR A WEATHER MONITORING PERSON.

- The event operator or agent shall designate one qualified individual to continuously monitor local weather reports, forecasts and conditions. Said person shall be responsible for initiating weather-related event mitigation activities, ordering the suspension or cancellation of the outdoor assembly event and issuing the evacuation signal in accordance with the approved public safety plan.
- Lightning within 10 Miles = 30-minute break
- Significant wind forecasted over;
 - 20 MPH, Nonrated tents are evacuated, stages react per the engineering documents.
 - 30 MPH, Stage canopy brought down
 - 40 MPH, Event is postponed or canceled, all tents are evacuated
 - Significant Rain Fall, Flash Flooding = Evacuate

- Hail, Seek an area of refuge
- Extreme heat, Heat index over 95 degrees
- An “area of refuge” may be required to be available in the event of extreme weather

PUBLIC ASSEMBLY AREAS.

- The fire code official shall establish a maximum occupant load based on the requirements of chapter 10 and using an occupant load coefficient of 7.
- Patron Queue areas shall be described on the Event Planning Map and approved
- Patron Queue areas shall not block roadways or public sidewalks outside of the event footprint.

THE DIRECTING OF BOTH ATTENDEES AND VEHICLES, INCLUDING THE PARKING OF VEHICLES.

- Designated Drop off/ Pick up zones shall be described on the Event Planning Map and approved. Drop off/ Pick up zones shall not obstruct roads or sidewalks outside of the event footprint
- Crowd managers. Indoor events involving a gathering of more than 500 people and outdoor events involving 1000 or more, crowd managers shall be provided. Not fewer than two trained crowd managers, and not less than one trained crowd manager for each 250 persons or portion thereof, shall be provided for the gathering.
- Crowd manager duties will include but not be limited to:
 - Conduct an inspection of the area of responsibility and identify and address any egress barriers
 - Conduct an inspection of the area of responsibility to identify and mitigate any fire hazards
 - Verify compliance with all permit conditions
 - Direct and assist event attendees in evacuation during an emergency
 - Assist emergency response personnel when requested
 - Other duties required by the fire code official
 - Other duties as specified in the Public Safety Plan
 - Provide a parking plan and staff where needed

Note: Crowd manager training will be approved by the fire code official and will include at minimum training in fire prevention and evacuation methods. This training may be developed by the event organizer and submitted for approval or can be obtained via the internet at: https://fire.como.gov/CFD_Crowd/index.php

EVENT PLANNING MAP

- The Event planning map shall include the following information
 - Tent locations including 10x10 and larger tents showing the size of each, including hydration stations and first aid tents
 - Cooking tent and food truck locations
 - Exit locations and widths
 - Fire Extinguisher locations
 - Generator locations
 - Emergency apparatus access location including ambulance and fire truck staging area
 - Barricade, fencing description and locations
 - Patron Queue area
 - DESIGNATED DROP OFF/ PICK UP ZONES
 - Stage locations
 - Area of refuge for bad weather
 - Property lines and buildings with dimensions to event structures and fencing
 - Fire hydrant and Fire department connection locations
 - Command Post location (when required)

- Security, crowd manager and fire watch stations

COMMUNICATIONS PLAN

- The event organizer is responsible for providing a communications plan and ensuring that a means of contacting emergency services (911 or Fire, EMS, and Law personnel on scene) is available for each security, crowd manager and fire watch personnel on duty.

VENDOR AND FOOD CONCESSION DISTRIBUTION.

- Outdoor cooking or cooking appliances or devices that produce sparks or grease-laden vapors or flying embers shall not be used within 20 feet of a tent or temporary structure.

Exceptions:

- Designated cooking tents not occupied by the public when approved by the fire code official.
- Tents or structures where cooking appliances are protected with an automatic fire extinguishing system.
- Cooking equipment using combustible oils or solids shall meet the following:
 - A noncombustible lid shall be immediately available. The lid shall be of sufficient size to cover the cooking well completely.
 - The equipment shall be placed on a noncombustible surface.
 - An approved portable fire extinguisher for protection from cooking grease fires shall be provided at a location approved by the fire code official. A 2.5-gallon Class K or Class 10B Fire extinguisher are appropriate for cooking.
 - Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structures while open to the public. ○ Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the International Mechanical Code and the International Fuel Gas Code, and shall be approved by the fire code official.
 - Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
 - Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices that do not pose an ignition hazard, shall be approved.
 - Tents with sidewalls or drops where cooking is performed shall be separated from other tents or membrane structures by not less than 20 feet.

FIRE AND EMERGENCY MEDICAL SERVICES.

Minimum Standard for Special Event EMS Coverage

where the fire code official determines that an indoor or outdoor gathering or persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of or prescribe a public safety plan that provides an approved level of public safety.

This is the minimum acceptable staffing level for public safety. Boone Hospital Ambulance Service or University of Missouri Healthcare Ambulance Service may require additional personnel on a case by case basis EMS staffing required for the event attraction is not included in this chart.

Fire Crew	Minimum of 2 Personnel with apparatus to be determined per event
Transport Unit	Ambulance
Hydration Station	Volunteer staff, tent with a table, chairs and drinking water
First Aid Tent	First Aid and CPR trained (volunteer) staff, tent with a table, chairs and drinking water, AED and First Aid supplies

Number of Patrons	Crowd Managers	Hydration Station	First Aid Tent	EMS STAFF	Transport Units	Fire Marshal	Fire Crew	Command Post
< 1,000	2 to 4	1						
1,000 - 1,999	4 to 8	1	1 Tent	2 Personnel	1			
2,000 - 4,999	12 to 20	1	1 Tent	4 Personnel	1	1		1 Fire/Law
5,000 - 7,999	20 to 32	1	1 Personnel	4 Personnel	1	1	1	1 Fire /1 EMS/Law
8,000 - 14,999	32 to 60	2	2 Personnel	6 Personnel	2	1	1	1 Fire/1 EMS/Law
15,000 +	60 +	2	2 Personnel	6 Personnel	2	1	1	1 Fire/1 EMS/Law

Other considerations

Heat Index > 95°F		Add 1 Hydration Station and 2 EMS Personnel at the discretion of the EMS Provider	
Area (square feet)		Add 1 First Aid Tent per 2.5 Million sf	
Additional personnel depending on the artist. Several artist ask for a medical crew or one staff to follow them around.			

Events taking place within the the University of Missouri jurisdiction will need to meet their requirements. The City of Columbia will provide assistance as needed. Typical EMS Staffing include:

MU Arena Concert				6 Personnel	2			1 EMS
MU Football				24 Personnel	1		1	1 Fire/1 EMS/Law

Special events may be required, at the Fire Chief’s discretion, provide cost recovery for staffing and apparatus for any event or gathering that occupies a public street, park, building, or facilities otherwise open to the public based.

2024 Columbia Fire Department Cost Recovery Fees for Standby

	Fire Marshal	Fire Crew	Commander	Fire Truck	Hourly Total
Per Hour	\$ 103.29	\$ 436.21	\$ 281.82		\$ 848.32

GENERATORS

- Generators shall be installed not less than 10 feet from combustible materials, and shall be isolated from the public by physical guard, fence or enclosure installed not less than 3 feet away from the internal combustion power source.
- Portable LP-gas containers shall be secured to prevent unauthorized movement.
- The storage of flammable and combustible liquids and the use of flammable-liquid-fueled equipment shall not be used in tents or membrane structures.
- Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from tents or membrane structures.
- Refueling shall be performed in an approved location not less than 20 feet from tents or membrane structures.
- Outdoor assembly events with concession stands or booths using electrical equipment and temporary wiring for electrical power or lighting shall comply with the applicable provisions of NFPA 70 and Sections
- Electrical equipment and wiring shall be listed and labeled for outdoor use.
- Each generator shall be provided with an approved portable fire extinguisher



GAS, LIQUID AND SOLID FUEL-BURNING EQUIPMENT

- Gas, liquid and solid fuel-burning equipment designed to be vented shall be vented to the outside air as specified in the International Fuel Gas Code and the International Mechanical Code. Such vents shall be equipped with approved spark arresters where required. Where vents or flues are used, all portions of the tent or membrane structure shall be not less than 12 inches from the flue or vent.
- LP-gas containers and tanks shall be located outside.
- Pressure relief devices shall be pointed away from the tent or membrane structure.
- Portable LP-gas containers, tanks, piping, valves and fittings that are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location.

THE NEED FOR THE PRESENCE OF LAW ENFORCEMENT.

- The Law Enforcement Agency(s) with jurisdiction will determine the need for Law Enforcement presence.

FIRE EXTINGUISHERS

- Approved portable fire extinguishers complying with Section 906 shall be provided and placed in locations approved by the fire code official
- Minimum Classification; 2A:10BC (#5 pound) or "Class A" extinguisher where approved.
- 5-gallon bucket of water may be approved for a method of extinguishment for outdoor areas where woodchips, Hay, Straw or other combustible items are required for animals or livestock.
- Located within 75 feet of travel distance



TENTS, CANOPIES, AND MEMBRANE STRUCTURES

- Tents, Canopies and membrane structures having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit from Building and Site Development and approval from the fire code official.

Exceptions:

- Tents used exclusively for recreational camping purposes.
- Tents or canopies open on all sides that comply with all of the following:
 - Individual tents having a maximum size of 700 square feet.
 - The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet (IFC 2018, 1000sf) total.

- A minimum clearance of 12 feet to all structures and other tents.
- Generators and other internal combustion power sources shall be separated from tents or membrane structures by not less than 20 feet and shall be isolated from contact with the public by physical guard, fencing, enclosure or other approved means installed not less than 3 feet away from the internal combustion power source.
- Combustible vegetation that could create a fire hazard shall be removed from the area occupied by a tent or membrane structure, and from areas within 30 feet of such structures.
- The floor surface inside tents or membrane structures and the grounds outside and within a 30-foot perimeter shall be kept free of combustible waste and other combustible materials that could create a fire hazard. Such waste shall be stored in approved containers and removed from the premises not less than once a day during the period the structure is occupied by the public.
- A detailed site and floor plan for tents or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment. The construction documents shall include an analysis of structural stability.
- The occupant load allowed in an assembly structure shall be determined by dividing the square footage by 5 for standing room only, 7 for chairs only and 15 for tables and chairs.

TENT LOCATION

- A 20-foot-wide fire department access road capable of supporting fire apparatus shall be provided within 150 feet of all exterior walls of structures.
- Cooking tents and tents over 15,000 square feet shall not be located within 20 feet of lot lines, buildings, other tents, parked cars, or internal combustion engines. Internal combustion engines shall be isolated from contact with the public by fencing, enclosure or other approved means.
 - Tents do not need to be separated from tents or buildings when;
 - The aggregate square footage of the total of the tents and structures does not exceed 10,000 square feet or the allowable floor area allowed in the IBC,
 - The required means of egress for the tent and building are provided, including the maximum travel distance,
 - Fire access roads are provided.
- Tents in excess of 15,000 square feet shall be located over 50 feet from lot lines, any other tent or structure
- Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent.

Exceptions:

- Separation distance between membrane structures and tents not used for cooking is not required where the aggregate floor area does not exceed 15,000 square feet
- Membrane structures or tents need not be separated from buildings where all of the following conditions are met:
 - 2.1. The aggregate floor area of the membrane structure or tent shall not exceed 10,000 square feet
 - 2.2. The aggregate floor area of the building and membrane structure or tent shall not exceed the allowable floor area including increases as indicated in the International Building Code.
 - 2.3. Required means of egress are provided for both the building and the membrane structure or tent including travel distances.
 - 2.4. Fire apparatus access roads are provided in accordance with Section 503.

ANCHORING

- Tents or membrane structures and their appurtenances shall be designed and installed to withstand the elements of weather and prevent collapsing. Documentation of structural stability shall be furnished to the fire code official.
- Tents shall be anchored per manufacturer's recommendations in the absence of manufacturer recommendations the table below shall be followed.
- For each 10x10 or 12x12 tent or canopy a minimum of 40 pounds of weight or 2 stakes per leg are required to anchor it.

- The weight or stakes must be secured to the canopy structure at a point that will keep the tent anchored. In this configuration tents and canopies will not be permitted when winds are forecasted over 20 mph and must be taken down.
- Amount of weight needed to hold a non-rated tent. Simply multiply the square footage of your tent by 9 psf (pounds per square foot for up to a 30-45 mile-per-hour wind). The result is the total number of anchor pounds needed, most sizes up to 60 ft. in width will fall into these parameters.

Sample Formula

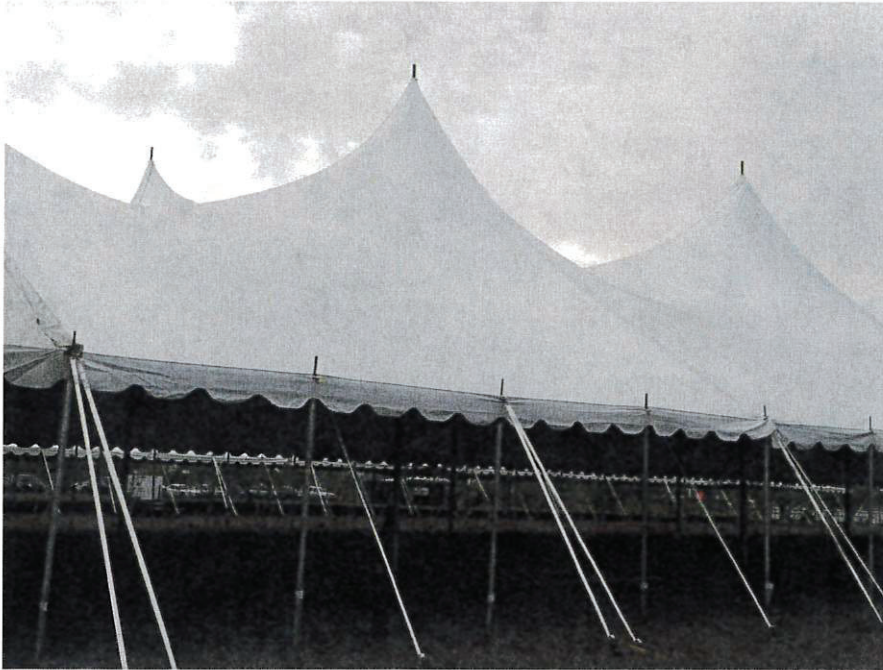
- 40' x 80' tent = 3,200 sq. ft. x 9 psf = 28,800 anchor lbs.
 - 30' x 60' tent = 1,800 sq. ft. x 9 psf = 16,200 anchor lbs.
 - 20' x 20' tent = 400 sq. ft. x 9 psf = 3,600 anchor lbs.
- There can be a wide range of holding power for tent stakes depending on soil conditions. By testing a typical 1" diameter stake 36 inches long, driven most of the way into the ground, (average lawn), we know it has a holding power of about 1,000 lbs. The same stake in an aged parking lot generally holds more, about 2,000 lbs. Stakes must be driven straight into the ground, not angled.
 - A tent's anchoring power shall be 1½ times the forces imposed on the tent.
 - Tents installed on an average lawn will have the following stake requirements:
 - 40 x 80 1.5: 1 Safety Factor - 44 Stakes (43,200 lbs.)
 - 30 x 60 1.5:1 Safety Factor - 24 Stakes (24,300 lbs.)
 - 20 x 20 1.5:1 Safety Factor - 6 Stakes (5,400 lbs.)

TENT REQUIREMENTS

- Tents shall not have less than 1 exit and not less than the number required in table 3103.12.2
- When more than 1 exit is required the exits shall be placed at approximately equal intervals around the perimeter of the tent.
- Exit openings may only be covered by flame-resistant coverings that are in contrasting colors to the tent wall and free sliding on a metal support 80 inches above grade.
- Exit signs shall be provided for tents with an occupancy load of 50 or more except when the tent is used only during daylight hours or open on all sides. The exit signs shall be installed on a separate circuit with battery backup.

**TABLE 3103.12.2
MINIMUM NUMBER OF MEANS OF EGRESS AND MEANS OF
EGRESS WIDTHS FROM TEMPORARY MEMBRANE STRUCTURES AND TENTS**

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (Inches)	
		Tent	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000 ^a	7	120	96



STAGES

- Temporary special event structures in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining approval from the Fire Department and a permit from Building and Site Development.
- Temporary special event structures erected in accordance with ANSI E1.21 shall not be erected for a period of more than six consecutive weeks.
- The following documents shall be submitted to the fire code official and the building official for review before a permit is approved:
- Construction documents shall be prepared by a registered design professional in accordance with the International Building Code and ANSI E1.21 where applicable.
- Construction documents shall include:
 - A summary sheet showing the building code used, design criteria, loads and support reactions.
 - Detailed construction and installation drawings.
 - Design calculations.

- Operating limits of the structure explicitly out-lined by the registered design professional including environmental conditions and physical forces.
- Effects of additive elements such as video walls, supported scenery, audio equipment, vertical and horizontal coverings.
- Means for adequate stability including specific requirements for guying and cross-bracing, ground anchors or ballast for different ground conditions.
- The owner of the temporary special event structure shall designate in writing a person to have responsibility for the temporary special event structure on the site. The designated person shall have sufficient knowledge of the construction documents, manufacturer's recommendations and operations plan to make judgments regarding the structure's safety and to coordinate with the fire code official.
- The operations plan shall reflect manufacturer's operational guidelines, procedures for environmental monitoring and actions to be taken under specified conditions consistent with the construction documents.
- The owner of a temporary special event structure shall employ a qualified, independent approved agency or individual to inspect the installation of a temporary special event structure.
- The inspecting agency or individual shall furnish an inspection report to the fire code official. The inspection report shall indicate that the temporary special event structure was inspected and was or was not installed in accordance with the approved construction documents. Discrepancies shall be brought to the immediate attention of the installer for correction. Where any discrepancy is not corrected, it shall be brought to the attention of the fire code official and the designated responsible party.

TEMPORARY SPECIAL EVENT STRUCTURES

- The means of egress for temporary special event structures shall comply with Chapter 10.
- Temporary special event structures shall be located a distance from property lines and buildings to accommodate distances indicated in the construction drawings for guy wires, cross-bracing, ground anchors or ballast. Location shall not interfere with egress from a building or encroach on fire apparatus access roads.
- Portable fire extinguishers shall be provided as required by Section 906.

PYROTECHNICS

- An application for a pyrotechnics permit must be submitted to the Fire Department (Fire_Marshal@CoMo.Gov) 6 weeks prior to the event. The permit must be reviewed by the Fire Marshal and the Fire Chief. Following the Fire Department review the application must be approved by the City Manager.
- Pyrotechnics shall not be fired from City owned structures
- The minimum fallout radius shall be 15 feet for "cold spark" generators NFPA 1123 and 1126 shall be enforced.

LASER SHOWS (LASER SCANNING) beams for display must conform with NFPA 115

BON FIRES AND OPEN FLAMES

- Bon Fires and Open Flames must conform to the international fire code and may be required to be protected from tampering and be fenced.
- A burn permit is required for open flames on City property, City Parks and other property owned by the City. A burn permit from the Fire Marshal (Fire_Marshal@CoMo.Gov) must be requested 6 weeks prior to the event. The permit must be reviewed by the Fire Marshal and the Fire Chief. Following the Fire Department review the application must be approved by the City Manager.
- Burn permits will be issued daily based on atmospheric conditions.
 - A minimum mixing height shall be 1700 feet
 - A minimum Vent Rate shall be 6,000 CFM
 - Wind Speed shall be less than 10 MPH
 - The fire shall be constantly attended by a person responsible for controlling the flames
 - A minimum equivalent of 4A fire extinguishing agent shall be available at all times. (5 Gallons of water)



City of Columbia, Missouri

Tent/Canopy Application 2024

NOTE: Completed applications should be submitted to Building and Site Development on the third floor of City Hall, 701 East Broadway.

Tents and membrane structures having an area in excess of four hundred (400) square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit from the community development department and inspection from the fire code official.

Exceptions to permit and inspection:

1. Tents used exclusively for recreational camping purposes. Exceptions to inspections (permit required):

1. Tents which comply with all of the following:

1.1. Individual tents having a maximum size of one thousand (1,000) square feet and erected for less than three (3) days.

1.2. The aggregate area of multiple tents placed side by side without a fire break clearance of twelve (12) feet, not exceeding one thousand (1,000) square feet total and erected for less than three (3) days.

Call the Columbia Fire Marshal to schedule an inspection with at least 24 hour notice. 573-874-7391

Event	Tent Contractor/Owner									
Event Location	Company									
Event Dates	Street Address									
Description of Event	City, State, Zip									
Hours of Operation	Phone Number									
Event Contact	Tent Installer									
Contact Email	Set-Up Date / Time									
Contact Phone	Tear Down Date / Time									
An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to all of the following information relative to the flame propagation performance criteria of the fabric	Date of last flame retardant treatment									
	Trade name or kind of chemical used in treatment									
	Name of person or firm treating the material									
	Name of testing agency and test standard by which the fabric was tested									
Number of Tents for the Event?										
Tent Length	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Tent Type</td> </tr> <tr> <td style="text-align: center;">Frame</td> <td style="text-align: center;">Tension</td> </tr> <tr> <td style="text-align: center;">Pole</td> <td style="text-align: center;">Other</td> </tr> <tr> <td colspan="2" style="text-align: center;"> <input type="radio"/> Open Sides or <input type="radio"/> Sidewalls </td> </tr> </table>		Tent Type		Frame	Tension	Pole	Other	<input type="radio"/> Open Sides or <input type="radio"/> Sidewalls	
Tent Type										
Frame			Tension							
Pole			Other							
<input type="radio"/> Open Sides or <input type="radio"/> Sidewalls										
Tent Width										
Tent Area										
Occupant Load										

Tent Anchoring Number of Stakes Required Ballast Weight Required Anchoring requirement per manufacture recommendations or 9LB/SF minimum	Interior	
	<input type="radio"/> Tables and Chairs	<input type="radio"/> Chairs Only
	<input type="radio"/> Vendor Display	<input type="radio"/> Dance floor
	<input type="radio"/> Cooking open to Public	<input type="radio"/> Standing Room Only
	<input type="radio"/> Cooking not open to public	<input type="radio"/> Other:
Number of exits required		

Tent and Canopy Guidelines

Exits shall be spaced at approximately equal intervals around the perimeter of the tent or membrane structure, and shall be located such that all points are 100 feet or less from an exit.

Exit openings from tents shall remain open unless covered by a flame-resistant curtain. The curtain shall comply with the following requirements:

Curtains shall be free sliding on a metal support. The support shall be not less than 80 inches above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtains obstructs the exit.

Curtains shall be of a color, or colors, that contrasts with the color of the tent.

The fire code official shall establish an occupant load for the event site based on the IFC Chapter 10.

**TABLE 3103.12.2
 MINIMUM NUMBER OF MEANS OF EGRESS AND MEANS OF
 EGRESS WIDTHS FROM TEMPORARY MEMBRANE STRUCTURES AND TENTS**

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)	
		Tent	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000 ^a	7	120	96

Exit signs shall be either listed and labeled in accordance with UL 924 as the internally illuminated type and used in accordance with the listing or shall be externally illuminated by luminaires supplied in either of the following manners:

Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less.

Two separate sources of power, one of which shall be an approved emergency system, shall be provided where the occupant load exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set.

Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress where the exit serves an occupant load of 50 or more.

The required width of exits, aisles and passageways shall be maintained at all times to a public way. Guy wires, guy ropes and other support members shall not cross a means of egress at a height of less than 8 feet. The surface of means of egress shall be maintained in an approved manner.

Tents or membrane structures shall not be located within 20 feet of lot lines, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent.

The tent or canopy shall not block fire department access, connections, or hydrants.

Fire apparatus access roads are required to be within 150 feet of all portions of all structures.

Smoking shall not be permitted in tents or membrane structures. Approved "No Smoking" signs shall be conspicuously posted

Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.

Generators shall be installed not less than 10 feet from combustible materials, and shall be isolated from the public by physical guard, fence or enclosure installed not less than 3 feet away from the internal combustion power source.

Before a permit is granted, the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory. The certificate shall indicate that the floor coverings, tents, membrane structures and their appurtenances, which include sidewalls, drops and tarpaulins, are composed of materials meeting the flame propagation performance of Test Method 2 of NFPA 701. Additionally, it shall indicate that the bunting and combustible decorative materials and effects are composed of material meeting the flame propagation performance criteria of Test Method 1 or Test Method 2 of NFPA 701, as applicable. Alternatively, the materials shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of the applicable test method of NFPA 701. The flame propagation performance criteria shall be effective for the period specified by the permit.

Heating and Cooking Operations in Tents

Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.

Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices that do not pose an ignition hazard, shall be approved.

Tents with sidewalls or drops where cooking is performed shall be separated from other tents or membrane structures by not less than 20 feet.

Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent or membrane structure.

Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structures while open to the public.

Classification 2A:20BC portable fire extinguishers shall be provided and placed in locations as required by the fire code official.

Classification K portable fire extinguishers shall be provided where cooking produces grease laden vapor.

Anchoring

Tents or membrane structures and their appurtenances shall be designed and installed to withstand the elements of weather and prevent collapsing. Documentation of structural stability shall be furnished to the fire code official.

Tents shall be anchored per manufactures recommendations in the absence of manufacture recommendations the table below shall be followed. For each 10x10 or 12x12 tent or canopy a minimum of 40 pounds of weight or 2 stakes per leg are required to anchor it.

The weight or stakes must be secured to the canopy structure at a point that will keep the tent anchored. In this configuration tents and canopies will not be permitted when winds are forecasted over 20 mph and must be taken down.

Amount of weight needed to hold a non-rated tent. Simply multiply the square footage of your tent by 9 psf (pounds per square foot for up to a 30-45 mile-per-hour wind). The result is the total number of anchor pounds needed, most sizes up to 60 ft. in width will fall into these parameters. Sample Formula 40' x 80' tent = 3,200 sq. ft. x 9 psf = 28,800 anchor lbs.

30' x 60' tent = 1,800 sq. ft. x 9 psf = 16,200 anchor lbs.

20' x 20' tent = 400 sq. ft. x 9 psf = 3,600 anchor lbs.

There can be a wide range of holding power for tent stakes depending on soil conditions. By testing a typical 1" diameter stake 36 inches long, driven most of the way into the ground, (average lawn), we know it has a holding power of about 1,000 lbs.

The same stake in an aged parking lot generally holds more, about 2,000 lbs. Stakes must be driven straight into the ground, not angled.

A tent's anchoring power shall be 1½ times the forces imposed on the tent.

Tents installed on an average lawn will have the following stake requirements:

40 x 80 1.5: 1 Safety Factor - 44 Stakes (43,200 lbs.)

30 x 60 1.5:1 Safety Factor - 24 Stakes (24,300 lbs.) 20 x 20 1.5:1 Safety Factor - 6 Stakes (5,400 lbs.)

The following information shall be included on the diagram on the next page:

- Tent location with dimensions to lot lines, buildings, generators, heating devices
- Exits and exit signs when tents have side walls
- Egress lighting locations when tents are occupied after daylight hours
- Fire extinguisher locations (within 75 Feet travel distance)
- Cooking/heating equipment
- Distance from buildings and lot lines
- Number, location and dimensions of tables and chairs

Site/Floor Plan or Attach Your Own

I understand the tent permit can be revoked at any time for non-compliance.

Applicant Signature _____ Date _____

Fire Department Review Approved in Energov?

Building and Site Review Approved in Energov?

Inspector Comments:

Fire Inspector _____ Date _____

**Permit shall be kept on site for duration of use



CITY OF COLUMBIA, MISSOURI

Columbia Fire Department

FIRE WATCH FORM

DATE ISSUED: _____ ISSUED BY: _____

BUILDING/BUSINESS NAME _____

ADDRESS: _____

PHONE: _____

EMAIL _____

SUPERVISOR'S NAME: _____

PHONE: _____

PERSON IN CHARGE OF FIRE WATCH _____

ALARM COMPANY: _____

PHONE: _____

Where utilized, fire watches shall be provided with at least one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.

The fire official has made the judgment that this event is required to provide fire watch. The following procedure must be observed during the duration of the fire watch.

A walk-through of the area must be conducted each hour and documented on the FIRE WATCH LOG form until the system is back in service.

Upon the completion of the event, email the completed fire watch log to the Columbia Fire Department at: FIREWATCH@COMO.GOV.

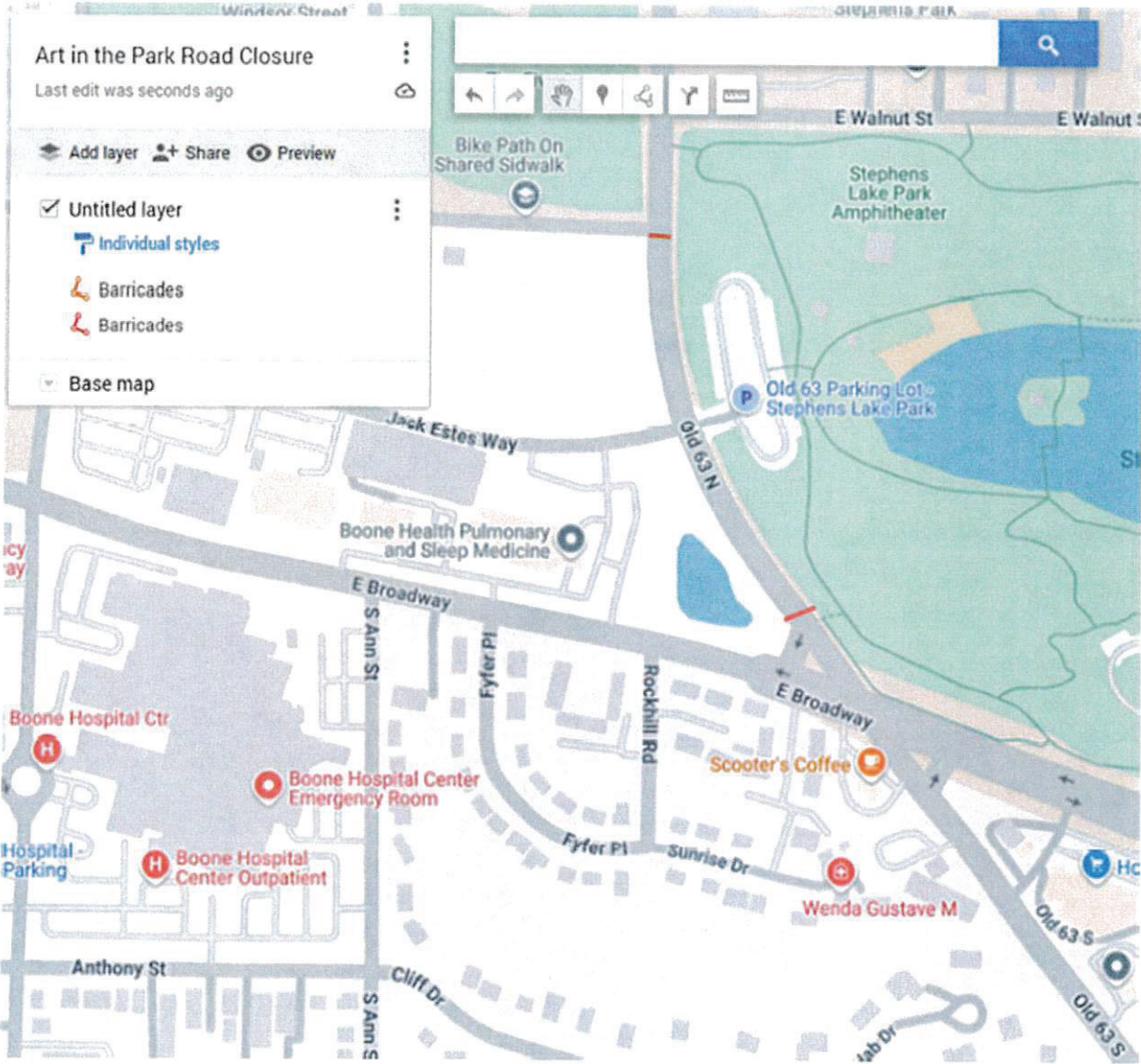
Failure to notify the Columbia Fire Department will result in a Notice of Violation being issued to your business.

If there are any questions about the occupant's responsibility or about this form, contact the Columbia Fire Department at 573 874-7391

INSPECT ALL SPACES ONCE EACH HOUR AND RECORD EACH INSPECTION ON THIS LOG

Exhibit B
Event Map and Key

Art in the Park 2026, June 6 & 7



Old 63 from North of Jack Estes Way to just North of the E Broadway intersection will be closed to thru traffic for the duration of the event to accommodate attendee and staff and artist parking in the Boone Hospital lot.

