



Jeremy Holmes
Fire Chief

COVINGTON FIRE DEPARTMENT

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Ronnie Johnston
Mayor

Vendor Requirements for Special Events

The City of Covington Fire Prevention and Investigation Division is dedicated to the safety of all citizens and to the efficiency of well-planned and executed events. As a participant of Public functions you are also well aware that safety must remain foremost in your efforts. We look forward to working with you to ensure safety for your patrons, customers and employees. We believe communication is the key to successful relationships, and hope that the following information, which addresses our common goal of public safety through permits and floor plan approvals, is one component of that communication.

For information in the following areas please contact Deputy Chief Joe Doss at 770-385-2162 or jdoss@cityofcovington.org.

Vendor Requirements

- Be present for pre-event inspection on scheduled event day.
- Permit shall be displayed on front of booth/tent at all times during event
- No Smoking Sign provided by Fire Department shall be posted on front of booth/tent at all times during event

Site Requirements

- Tents shall be secured by one of two means.
 1. Sand Bags attached to all four corners post of Tent
 2. Concrete in small container attached by I-Bolt and String to all four corners of tent.
 3. Please contact The Fire Marshal for other approved methods
- Each vendor shall supply a 5lb ABC Dry Chemical Extinguisher that has a current inspection tag from a licensed Georgia Company.
- Flammable-Liquid-fueled equipment shall not be used in booth/tent
- Extension cords should be kept clear of all areas where water might accumulate.



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- Extension cords shall be covered with mats or other approved methods to prevent trip hazards
- Generators may not be refueled during the time the public is in attendance at the event.
No Extra Fuel may be stored at booth/tent
- Generators shall be kept no less than 10ft from booth/tent

Special Requirements for Cooking

- Cooking equipment must be outside of the booth/tent area and not under a canopy or tent
- Cooking fuels must be stored and hooked up properly
- Fuel Cylinders may not be changed during the time the public is in attendance at the event
- If a deep-fat fryer is being used, it must have a metal lid to cover the hot oil in the event of rain.
- Class "K" Fire Extinguisher with current inspection tag from a licensed company.
- Play Sand shall be applied to the area beneath the cooking equipment. The Sand shall be of reasonable depth and spread to a distance of twice the height of the cooking appliance.
- Cooking Equipment shall not be placed in area of foot traffic and secured to prevent tipping.
- No open flame or open flame devices are to be used unless approved by Covington Fire Department.