



Tent and/or Temporary Membrane Structure Requirements

All tent operators – whether the tent is 100 square feet or 1,000 – are responsible for the safe operation of their tent. For purposes of this information, *tent* and *canopy* are considered the same thing.

Tents and canopies over 700 square feet in size:

1. These require a permit from LFRA. A tent company typically submits the application for the permit. Download and complete this [application](#) form and email it to Eplan-fire@LFRA.org.
2. Tents and canopies must have a certification of flame resistance included in the permit application.
3. The application must include a site plan showing distances to other structures, stages or other obstructions to building exits. Include the location and widths of all exits.
4. At least one 2A:10BC portable fire extinguisher inspected and serviced within the last 12 months is required to be present for all tents and canopy use. Contingent on size of tent, additional extinguishers will be required. If you don't know how to operate a fire extinguisher, go to fireextinguishertraining.com or a similar resource, to learn how. It is the vendor's responsibility to know how to use a fire extinguisher.
5. Tents and canopies shall not be located within 20 feet of lot lines, buildings, other tents or canopies, 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 tent or canopy.
6. At least one 2A:10BC portable fire extinguisher inspected and serviced within the last 12 months is required to be present for all tents and canopy use. Contingent on size of tent, additional extinguishers will be required.

For all tents, of any size:

1. No heating devices, no cooking appliances and no cooking are allowed under tents or canopies.
2. No flammable or combustible liquid, propane, charcoal, wood fuel, oils or any other cooking or fueled medium is allowed to be used or stored under a tent or canopy.
3. When cooking occurs adjacent to a tent, at least one 2A:10BC portable fire extinguisher inspected and serviced within the last 12 months is required to be present for all tents and canopy use. If you don't know how to operate a fire extinguisher, go to fireextinguishertraining.com or a similar resource, to learn how. It is the vendor's responsibility to know how to use a fire extinguisher.
4. When cooking occurs adjacent to tents and canopies, the cooking appliances shall be operated at least 5-10 feet from any tent, lot lines, buildings, parked vehicles and internal combustion engines. No tent shall not be located within 20 feet of lot lines, buildings,

4. When cooking occurs adjacent to tents and canopies, the cooking appliances shall be operated at least 5-10 feet from any tent, lot lines, buildings, parked vehicles and internal combustion engines. No tent shall not be located within 20 feet of lot lines, buildings, 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 tent or canopy.
4. Maintain your tent to ensure everything is in good working order, including any electrical appliances. Cover cords with a cord bridge or similar, to eliminate tripping hazards.

Securing tents of any size:

Tent-pole weights

1. For a 10'x10' canopy or tent, minimum weight is 40 pounds per leg/pole. As size increases, so does the amount of anchor weight required to properly secure the tent. A 10'x20' canopy is 80 pounds/leg. A 40'x20' tent is 500 pounds/leg (6 legs).

Ropes and stakes

First, check with the event organizer to confirm stakes are allowed in the grass or other surface.

1. Choose and clear the site.
2. Stake corner guy lines at a 45-degree angle.
3. Pound the stake in straight up. This makes for maximum penetration into the soil and resistance against higher winds.
4. Use a proper striking tool to put the stakes in the ground. Don't use your hand or foot; this applies uneven pressure to the stake and it may bend as your foot naturally wiggles with you trying to keep your balance.
5. If unsure, stake more. If you are unsure that the stakes you have are adequate for the soil type, add a few more or tie your tent to a tree or other permanent object. For example, sandy soils need longer, deeper, wedged stakes to hold properly.
6. What goes in easy, comes out easy. When you can single-handedly push a stake in with your bare hands, remember that it can come out just as easily.
7. Ropes down to stakes are trip hazards. Tie high-visibility plastic flagging tape or similar to the ropes. This is another good reason to stake at a 45 angle away from the entrance to your tent.

