



City of Coquitlam
Fire/Rescue Department
1300 Pinetree Way, Coquitlam, BC
604-927-6400

Park Events Fire Safety Guidelines Large Tents for Public Assembly

Event organizers are responsible for the following submission, regulations and safety requirements when utilizing tents for public assembly events in City parks.

1. These guidelines apply to tents 112 m² (1200 ft²) or larger.
2. Our department shall be notified of the event with at least 30 days advance notice.
3. A permit will be required from the City Building Department.
4. Tent fabrics and associated tarpaulins and decorative materials shall conform to ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films."
5. A minimum of one (1) 5lb ABC dry chemical fire extinguisher must be provided at each required fire exit and be free of any visual obstructions. Conspicuous signage shall be placed by each fire extinguisher.
6. Electrical systems and equipment, including electrical fuses and switches, shall be inaccessible to the public.
7. Cables and other tripping hazards on the ground must be placed in trenches or protected by covers to prevent damage from traffic.
8. Open flame devices shall not be permitted in a tent.
9. A means of egress shall be provided in conformance with the BC Building Code.
10. Where occupant loads exceed 1000 persons, the following are required:
 - a. Fire safety plan;
 - b. Fire watch personnel; and
 - c. A fire alarm and emergency communications system.
11. Seating arrangements, if provided shall be provided in accordance with the BC Fire Code.
12. An inspection shall be arranged with our department prior to the commencement of the event.

It is the responsibility of event organizer to comply with all requirements of this guide, the BC Fire Code, the Fire Services Act and regulations, the City of Coquitlam Fire Prevention Bylaw 3712, 2005 and all other applicable federal, provincial and municipal statutes, regulations and bylaws. Fire/Rescue may at any time inspect the premises for compliance. Failure to maintain compliance may result in the commencement of enforcement action.