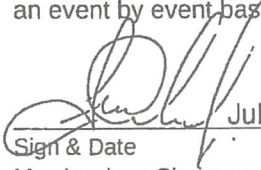
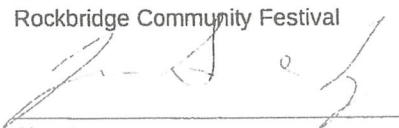



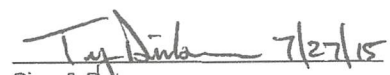
**It is understood that issuance of a Special Events Permit for the 2015 Rockbridge Community Festival is conditional on the following Fire Safety requirements:**

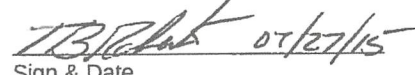
1. Strict compliance with the Fire Safety Guidelines drafted by City of Lexington Fire Marshal Trent Roberts and provided to the Community Festival in May of 2015 (see attachment titled Community Festival Safety). These requirements are based on City and State Fire Prevention Code Requirements.
2. Strict compliance with the limitation on booth size to a maximum of 10' in depth as measured from the center line of the street. No spillover of storage, equipment, supplies, or signs outside of the booths. This will allow us about 8' on each curb to work with in case of an emergency.
3. Rearrange 3 food booths on the north end by Henry Street to allow access along curb lines equal to or greater than the standard booth layout on the other blocks and in accordance with the requirements of #2 above.
4. Require two Fire Marshals be on site all day during the Rockbridge Community Festival to assist with enforcement. Rockbridge Community Festival must designate one individual who will be on site during the event to be a point of contact for the Fire Marshal and to take initial action with vendors if needed.
5. Post all fire safety information on the Rockbridge Community Festival website (<http://rockbridgecommunityfestival.weebly.com/> ) and Facebook page (<https://www.facebook.com/RockbridgeCommunityFestival?fref=ts>) for vendors to review in advance of the scheduled event.
6. Mail or email a copy of all fire safety requirements to all registered vendors at least 2 weeks prior to the scheduled event.
7. 2015 is the last year that the City of Lexington will allow double center row set-up of vendor booths on Main Street. Future layouts proposed by the Rockbridge Community Festival must accommodate City and State Fire Code Requirements for emergency vehicle access to the structures on Main Street. This code requires a minimum 20' fire lane. Exceptions to this minimum distance will be considered on an event by event basis but never less than 16' minimum clear space will be allowed.

  
\_\_\_\_\_  
Sign & Date  
Max Ivankov, Chairman  
Rockbridge Community Festival

  
\_\_\_\_\_  
Sign & Date  
Jesse S. Lyons, Vice Chair  
Rockbridge Community Festival

 8/7/15  
\_\_\_\_\_  
Sign & Date  
Noah A. Simon  
City Manager

 7/27/15  
\_\_\_\_\_  
Sign & Date  
Ty Dickerson, Fire Chief

 07/27/15  
\_\_\_\_\_  
Sign & Date  
Lt. T. B. Roberts, Fire Marshal

# Lexington, Virginia

## Fire-Rescue Department



2015

Vendors:

The City of Lexington welcomes you and desires your visit to be pleasant, productive and safe. The Fire Marshal's Office would like to advise of fire safety regulations, which you should observe.

1) **If operating fuel fired appliances, e.g. grills, stoves, ovens, generators and the like for your operation:**

- a. Fire Extinguisher
  - a.i. Have a minimum of one 10-pound, ABC fire extinguisher ready to deploy in case of a fire emergency.
- b. Fire Extinguisher, Deep-Fat Fryer
  - b.i. If operating a deep-fat fryer, a K-Class fire extinguisher is required. The K-Class extinguisher size shall be capable of controlling the fryer.
- c. Do not set-up your cooking operation within ten (10) feet of any structure. Certainly, set-up beneath one's portable canopy is acceptable.
- d. Do not place a generator within ten (10) feet of any structure.
  - d.i. Be aware of exhaust and carbon monoxide discharge emitting from the equipment.
  - d.ii. If extension cords are placed from a generator – extension cords crossing any walkway or pathway must be secured to the ground utilizing sturdy tape or other means as to eliminate the creation of a trip-hazard.

2) **If utilizing Liquid Petroleum Gas (propane) for your operation:**

- a. All LPG cylinders must be secured, and to include spare cylinders.
- b. Ensure your LPG delivery system is maintained and functional.

3) **If utilizing gasoline or other like fuels for your operation:**

- a. Gasoline or like fuels remaining on-site will be required to be stored within properly functioning, metal safety cans. Plastic gasoline cans may be stored off-site, however, must be of a UL approved type container. No unorthodox gasoline or like fuel containers may be delivered, stored or utilized to refuel appliances or equipment.
- b. The refueling of operating equipment will not be allowed. Please shut-down equipment prior to refueling.

4) **Display set-up:**

- a. Do not place any display structure(s), wares or products as to obstruct pedestrian pathways or inhibit emergency services ingress and egress.
- b. Do not place any display structure(s), wares or products as to obstruct a fire hydrant.

Thank you in advance for your cooperation and assistance. The Fire Marshal will be on-premises during the morning of the event to conduct safety inspections.

If you have questions, please do not hesitate to contact the City of Lexington Fire Marshal, T.B. Roberts, at 540-463-3210 or email to: [TBRoberts@lexingtonva.gov](mailto:TBRoberts@lexingtonva.gov).