

# **PALO ALTO FIRE DEPARTMENT**

## **SPECIAL EVENT WITH OPEN FLAME REQUIREMENTS**

The Palo Alto Fire Department has received your request for an open flame during a special event. Based on California Fire Code 2007- Section 308 the Palo Alto Fire Department will consider your request after the following information is submitted. Prior to your event the following information must be submitted in writing:

- Date(s) of the event
- Time of the event
- Duration of the event
- Address of the event
- Whether or not the building has sprinklers
- Whether or not the building has a fire alarm
- Name and phone number of building manager
- Number of guests including staff
- Type of fuel
- Type of ignition source
- Amount of fuel to be used for the entire event
- Type and material of the container that will contain the fire
- Size of the container
- Name of the person qualified to use a fire extinguisher. State that this person will be assigned position of designated "Fire Standby" and shall not be a guest or participate in the special event. This person shall have the ability to contact 911. (Security preferred)
- Acknowledgment that 2- 2A/10BC fire extinguishers will be available during the entire event
- Name of the responsible in charge of the event
- Phone number and address of responsible

Please forward the above information in the form of a letter requesting a "Special Event with Open Flame" to:

Palo Alto Fire Department  
Fire Prevention Bureau  
Attention: Fire Inspector/Special Events  
250 Hamilton Ave, 6<sup>th</sup> Floor  
Palo Alto, Ca 94301  
Scan and Email to [Fire@cityofpaloalto.org](mailto:Fire@cityofpaloalto.org) or fax to 650-327-6951