TEMPORARY TENT & CANOPY APPLICATION

For additional information, forms & documents please visit us on the web at: http://www.cityofsthelena.org/content/building

APPLICATION FEE: $477.00

ADDRESS OF EVENT:__________________________________________________________

TENT COMPANY INFORMATION

Company Name:_________________________________________________________________
Address:_______________________________________________________________________
City:_______________________________________ State:_____________ Zip:_______________
Email:______________________________________ Phone #:_____________________________
City of St. Helena Business license number (required):_____________________________________
Contact person:__________________________________________________________________
Email:__________________________________________________________________________
Phone#:________________________________________________________________________

TENT INFORMATION:

Date of tent installation:_____________ Event Date:_____________ Date of tent removal:____________
Expected attendance:_____________ Event open to public?:_____________  
Size of tent 1:______________ Size of tent 2:______________ Size of tent 3:______________
Type of tent 1:______________ Type of tent 2:______________ Type of tent 3:______________
Power source?:_____________ Power source?:_____________ Power source?:_____________
Source of tent heat:_____________ Source of tent heat:_____________ Source of tent heat:_____________

Please list other tents on separate page. If the tent is round provide radius.
Will food preparation occur in any tent?___________
Will tent be installed in parking area?___________ If yes please account for parking on site plan.

A site plan is required showing the following information:

Please provide 2 (two) copies of site plan. If there are multiple tents minimum plan size is 11” X 17”:

- General property boundaries of parcel where the tent(s) are to be installed.
- Each tent/canopy dimension with distances to property line, other tent/canopy, buildings or other structures.
- Floor plan of each tent/canopy identifying number of seats (if applicable), seat spacing, aisle locations/widths, exits, exit sign location, number and location of no smoking signs, maximum occupancy load sign (if occupancy is to be over 50 people), fire extinguisher locations, type and rating of fire extinguishers.
- Include tent flame certifications, if not affixed to the tent.

Signature:_____________________________ Date:________________________
☐ Verify hold downs at all points of tent (corners, mid-span etc). If barrels are used make sure they have been appropriately filled.

☐ Verify number of exits (over 50 max. occupancy 2 exits are required), and appropriately separated by 1/2 the diagonal dimension of the area served.

☐ Maximum occupancy load sign, if applicable, posted at entrance to all tents per plan.

☐ Number and location of fire extinguishers per plan. Check service dates to make sure they are current. Minimally a fire extinguisher should be at each exit. Cannot be more than 75 feet apart.

☐ Exit signs posted at all exits per plan.

☐ All tents shall have a State of California flame retardant seal stamped on, or affixed to the tent material.

☐ All tents located per plan, and at least 10 feet of separation between tents and between tents and other structures.