



RIVERSIDE COUNTY FIRE DEPARTMENT
OFFICE OF THE FIRE MARSHAL
CITY OF LAKE ELSINORE



130 S. Main St. • Lake Elsinore, California 92530
(951) 674-3124 Ext. 250 • LakeElsinoreOFM@lake-elsinore.org

TEMPORARY INDOOR/OUTDOOR EVENTS GUIDELINES

DEFINITION

Temporary Outdoor Events celebrate or display some specific theme and/or activity and have a definite opening and closing time. They are usually periodically occurring. These events may include, but are not exclusive to: Festivals, conventions, circuses, fairs, religious assemblies, carnivals, parades, runs/walks, and concerts.

GENERAL INFORMATION

It is a good idea to make sure you give yourself plenty of time between filling out the application and the date of your event. The Planning Department recommends submitting your plans a minimum of 60 days prior to your event. There should be adequate time before the start of the event to schedule a verification inspection, in the event that corrections are necessary. As required by Title 19 Fire Safety Officer(s) may be required for events held within Tents or Canopies.

SUBMITTAL REQUIREMENTS

- A completed Lake Elsinore Fire-Office of the Fire Marshall Special Event application will be required. The following information should be included:
 - The name, mailing address, and telephone number of the Applicant(s).
 - The name, mailing address, and telephone number of the Property Owner.
 - The date and the hours during which the event is to be conducted.
 - The Permit Number, if applicable.

*A form will be provided, by our office that will indicate all the information needed. This information should also be listed on the site plan.

- A site plan showing the location and assessor's parcel number(s) of the premises where the temporary outdoor event is proposed to be conducted, indicate existing buildings on the site, and show all parking and other uses incidental to the outdoor activity. This site plan shall also indicate locations of: All fire extinguishers, tents, or temporary structures, cooking facilities, generators, exits and egress to all buildings/structures/enclosures being used during the event.
- An estimate of the maximum number of spectators, participants and other persons expected to attend the event for each day it is conducted.



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- An explanation of the applicant's plans to provide, medical facilities and services, fire protection, vehicle parking space, vehicle access and on site traffic control; and provisions for cleanup of the premises and removal of rubbish after the event has concluded.

INSPECTION CRITERIA

When inspecting a Temporary Event, your Inspector will be looking for the following items:

- Does the site match the site plan?
- Do all of the tents and membrane structures have the proper flame-resistance certifications?
- Are all of the correct fire extinguishers in place? Does each of the extinguishers have current certifications?
- Is there adequate access for patrons and emergency vehicles?
- Where are the exits located? Are they visible and accessible?
- Are all of the proper signs posted (i.e. "NO SMOKING", "NO PARKING", etc.)?
- Are there approved set of plans and a set of "Conditions of Approval" on site?

****These lists are not all inclusive. All projects are "Case by Case" basis. Please use this as a General Guideline***

CHECKLIST

- Approved Plans
- Conditions of Approval
- Verification Inspection