



## **World's Oldest Continuous Rodeo Application**

AUGUST 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup>, 2025

MULTI-EVENT CENTER HIGHWAY 87

The Payson Pro Rodeo does not own the Payson Event Center, the location where the rodeo is held. Because of this we must follow the rules governed by the Town of Payson and the additional requirements that they impose on us and that of its vendors. We apologize for the additional work that this creates for you, however for us to hold our rodeos and to ensure that we keep our western heritage alive in our community and support our cowboys and cowgirls, we must follow what is asked of us. Thank you for being a part of history in the making and supporting of our rodeo!

All applications are on a first come first served basis and the Payson Pro Rodeo Committee will examine and approve all applications based on initial information provided. Upon Approval vendors will receive information by email confirmation of approval and critical information for successful booth operation.

While preference is always given to returning vendors that **have turned in their completed application, with all required documents, submitted payment and met the application deadline**, the vendor chair reserves the right to place vendors for the benefit of the event. There is NO "your spot" from one year to the next. Vendor spaces are assigned each year for the best overall presentation of the World's Oldest Continuous rodeo. All decisions made by the Vendor Chair are final.

**Food/Beverage Vendors** – Vendors will go through a selection process to ensure the best selection of food/product is available at the event. You will be notified after final review. Full refunds are given on all vendors not selected or checks returned.

**Non-Food Vendors** – Sales are limited to those items listed on the application and approved by the Payson Pro Rodeo Committee. Vendors may not subcontract space or allow any other entity to sell, display and or publicize materials or products from their space. Vendors must list all items they are requesting to sell, display or giveaway on the vendor application.

Per the Town of Payson Fire Marshal – All Pop-Up Canopies need to be anchored. Bungee cords are not acceptable. Trailers require wheel chocks. Make sure fire extinguishers inspections are not expired.

Security will be provided Thursday night and Friday night, 10:00 pm until 6:00 am. There will be no vendor security after the Saturday night performance.



There will be a \$25.00 fee charged for any and all trash left behind after you break down your booths. Food vendors with oil must dispose of their own used oil in their own trash facility, not at the Payson Event Center or any of its trash receptacles. Failure to adhere to this policy will result in a fine of \$100.00 and not being allowed back to any of the Payson Pro Rodeo events.

**Damages:** The Vendor shall be responsible for any damage caused to the venue, equipment, or property due to their operations, setup, or teardown activities. The Vendor must promptly notify the Payson Pro Rodeo of any damage that occurs during the event. Failure to report damages may result in additional penalties. The Vendor agrees to cover all costs associated with the repair or replacement of damaged property. The Payson Pro Rodeo shall provide an itemized invoice for the costs incurred, which the Vendor must pay within 30 days of receipt.

Only the Payson Pro Rodeo can sell alcoholic beverages. Vendors selling bottled water and soda are regulated and must be purchased from the Payson Pro Rodeo due to Sponsorship Agreements. Therefore, the same brand and pricing must be followed. Any such agreement will be disclosed to the vendors prior to the event by the Vendor Chairperson. Ice must also be purchased by the Payson Pro Rodeo. Ice machines are not allowed. All soda, water and ice will be available for sale on Thursday of setup and throughout the event.

Food vendors will be asked to display a sign that we will provide. Since we hold a liquor license, drinks cannot be taken out of the event center gates at the end of the performance. Please make the patrons aware of this towards the end of the event as they are purchasing drinks. This includes water. Please make sure to display the sign that we provide to ease any issues at the closure of the rodeo.

Any vendor who does not follow the food and beverage rules may be asked to leave and no refunds will be issued.

No selling of weapons, or anything that could be considered a weapon, will be allowed on display or for sale in any of the vendor spaces. Pocket or folding knives may be accepted if packaged properly.

The Payson Pro Rodeo is a non-profit organization not affiliated with any Political Organization or Party, Groups or Clubs. Selling of political, group or club affiliated products, candidate/campaign, group or club information or advertising including flags and banners are prohibited.

The Payson Pro Rodeo is a family friendly event and promotes a family atmosphere. All merchandise must conform to this environment. If any merchandise is deemed inappropriate or using profanity, you may be asked to leave, and no refunds will be issued.



Payson Pro Rodeo®, Payson Pro Rodeo Committee®, Gary Hardt Memorial Rodeo®, World’s Oldest Continuous Rodeo® are registered trademarks and shall not be used, represented or misrepresented by any Vendor. A vendor shall not represent or infer any product that is sanctioned by the Payson Pro Rodeo, the PRCA or the Town of Payson.

Any Exhibits deemed objectionable by the Payson Pro Rodeo Committee can be closed at the discretion of the Committee’s authorized representative at any time and no refund or recourse will be allowed.

### **All Vendors**

**Exhibitors/Vendors** must be registered with the State of Arizona and have on display a valid Transaction Privilege Tax License. In compliance with Arizona Law, the Payson Rodeo Committee, Inc. will furnish to the Arizona Department of Revenue a list of exhibitors/vendors in attendance at each event. You must provide the Town of Payson your Arizona Transaction Privilege Tax License if applicable. Please provide that when applying for your Town of Payson Business License.

**INSURANCE REQUIREMENT:** In compliance with Arizona Law, applicant must submit a copy of their Liability Insurance Coverage showing the dates of the specific event. Coverage must be \$1,000,000/2,000,000 or greater for this event listing the **Payson Rodeo Committee, Inc., P.O. Box 784 Payson, AZ 85547. As required by the Town of Payson, they also need a separate Certificate of Insurance naming them; Town of Payson, 303 North Beeline Highway, Payson AZ 85541 as additionally insured.** Both Certificate of Insurances must be endorsed. If your insurance company cannot endorse the certificate of insurance for the Town of Payson, please fill out the form - **Exhibit A – D of this packet.**

A Town of Payson permit must be purchased prior to this event through the Town of Payson if you do not have a Town of Payson Business License. No on-site permits are available. The price is \$30.00 for 14 consecutive days or \$90.00 per year. Visit <https://paysonbusiness.com/business-license> for your application or contact for more information on this [finance@paysonaz.gov](mailto:finance@paysonaz.gov).

### **Food Vendors**

Food vendors must submit your current annual Health Certificate from Gila County. A Temporary Food Booth permit for Special Events is a requirement if you do not have an annual Health Certificate from Gila County. Each food handler working the booth must have a Food Handlers Card and all cards must be present while vending on site.

### **Nonprofit Organizations**

Nonprofit organizations must apply for a Town of Payson permit for solicitation for fundraising activity for a charitable, religious, patriotic or philanthropic purpose exclusively. Contact the Town of Payson with any questions. A copy of the approval from the Town of Payson must be attached to this application and remember to keep a copy with your booth throughout the rodeo.



**Vendor spaces are limited at our venue.** The use of additional space is not allowed. This includes space in front or on the sides for pop up tents. If your space requires pop ups in the front or sides, this needs to be **contained within** the space requirements below. You will be asked to take down any additional items not contained with your space. The max space per vendor is a 10x40 space.

Tables, chairs, additional lighting or other supplies will not be furnished. This includes extension cords. Extension cords should only be a minimum of 12 gauge with a ground to prevent breakers tripping at the Town of Payson Event Center. All events are considered “RAIN OR SHINE” and NO REFUNDS WILL BE MADE AS A RESULT OF INCLEMENT WEATHER.

**PARKING:** Vendors will be allowed one (1) parking space. Parking spaces are NOT provided for you near your booth. There are NO vehicles allowed inside the parameters of Vendor Row after 4PM on Thursday and Friday. On Saturday, there will be no vehicles permitted after 10AM. This includes between the 1PM performance and the 7PM performance.

Dry camping is limited. Prior permission must be obtained by the vendor chair. First come, first serve.

**The Main Gate** cannot be used for entrance without proper credentials. All credentials will be received during the check-in process on Thursday with the vendor chair. Please ensure that your workers have their credentials to get into the rodeo prior to the Friday performance.

**Electric provided is 20 amps.** – You provide extension cord(s). Due to the limitations of the Town of Payson Event Center’s electrical system, we cannot offer additional amps. To avoid breakers tripping, all extension cords must be a minimum 12 gauge with grounds.

Generators: Are acceptable when attached properly and in compliance with a food truck or trailer.

**SET UP TIME:** Thursday, August 14<sup>th</sup>. The time will be assigned when you receive your welcome letter. There Chairperson(s) will be there for check-in. Do not set up prior to your set up time.

**HOURS OF OPERATION:** All booths must be staffed, operational and ready for inspection 30 minutes prior to the gates opening. Vendors will not be allowed to close down operations or depart from the event site before the completion of the event unless there is an emergency, or an inspection has not been passed.



**SCHEDULE:**

THURSDAY, AUGUST 14<sup>th</sup> ..... Barrel Racing, Event Starts @ 6:00PM  
FRIDAY, AUGUST 15<sup>th</sup> ..... Gates open @ 5:00 PM, Rodeo Starts @ 7:00 PM  
SATURDAY, AUGUST 16<sup>th</sup> ..... Gates open @ 11:00 AM Rodeo Starts @ 1:00 PM  
SATURDAY, AUGUST 16<sup>th</sup> ..... Gates open @ 5:00 PM Rodeo Starts @ 7:00 PM

**VENDORS ARE NOT PERMITTED TO SHUT DOWN PRIOR TO END TIME OF THE PERFORMANCE. VENDORS WHO CLOSE EARLY WILL NOT BE CONSIDERED FOR FOLLOWING YEARS.**

**Payment Guidelines**

Payment must be made by check, money order, cashiers or certified check payable to the **Payson Pro Rodeo Committee, Inc** or they will be returned. We also accept all major credit cards and PayPal. All money is due at the time of the application. If you plan on paying by credit card, please let us know and we will invoice you and you will be able to pay through the invoice process. Cash is no longer accepted on the day of the event. **There will be no exceptions.** A \$40 fee will be charged for any returned checks.

Please mail your applications (pages 7-9 and required document), check or money order and all applicable paperwork to the address below. You may also scan the required documents and email to [pprcvendors@gmail.com](mailto:pprcvendors@gmail.com).

Payson Rodeo Committee  
P.O. Box 784  
Payson, AZ 85547  
Attention: Vendors

If you have any questions regarding exhibitors/vendors, call Mindy Jordan at 928-951-4310 or email [pprcvendors@gmail.com](mailto:pprcvendors@gmail.com)

**PLEASE NOTE:** Due date for application, required documents and paperwork is July 14th, 2025. A \$100.00 late fee will be charged after this date until July 21, 2025. If the required documents are not turned in at this time, then you will not be able to vend at our event.



## Check list

### Needed with all vendor applications

- \_\_\_\_\_ Completed and Signed Application, page 5-8 and required documents
- \_\_\_\_\_ Vendor space paid for. Cash is not accepted on the day of the event
- \_\_\_\_\_ Endorsed Certificate of Insurance for Payson Pro Rodeo PO Box 784, Payson AZ 85547 (Please see exhibit A&B in application)
- \_\_\_\_\_ Endorsed Certificate of Insurance for Town of Payson 303 N Beeline Hwy, Payson AZ 85541 (Please see exhibit C&D in application).
- \_\_\_\_\_ AGREEMENT FOR USE OF EVENT CENTER – Town of Payson in application
- \_\_\_\_\_ Town of Payson Business License or Town of Payson Permit Arizona. \$30.00 as of 7/1/2024. (Transaction Privilege License as required by the Town of Payson is due when applying for the Town of Payson Business License)

### Food vendors must be able to provide at event

- \_\_\_\_\_ Food Vendors - Gila County Temporary Food Booth permit for Special Events or annual Health Certificate from Gila County. Must be present while vending on site
- \_\_\_\_\_ Food Vendors – Food Handlers Card for each worker working the booth. Must be present while vending on site
- \_\_\_\_\_ Mobile Food Inspection (Food Trucks Only - if inspected in the last 12 months prior). Please visit Mobile Food Unit Inspections Information: <https://www.azfma.net/resources#h.c616ffj1ifzn>

### Review Only

- \_\_\_\_\_ Tent and Canopy Stipulations provided by the Town of Payson if vending spot has a canopy/tent (If applicable see application)



WORLD'S OLDEST CONTINUOUS RODEO  
 AUGUST 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>TH</sup>, 2025  
 MULTI-EVENT CENTER HIGHWAY 87

Applicant Business Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Cell \_\_\_\_\_  
 E-mail \_\_\_\_\_

Food Vendor \_\_\_\_\_ Exhibitor Vendor \_\_\_\_\_ Non-Profit \_\_\_\_\_

Are you a vending out of (Circle One) Food Truck, Trailer, Tent

If selling out of Trailer/Food Truck? Length (From tongue to end) \_\_\_\_\_ Width \_\_\_\_\_ Additional Space front and back for pop-up tents if a food truck/trailer \_\_\_\_\_ Door to booth on: Right or Left of Hitch?

Food truck Serving Side: Right or Left of Hitch?

Number of people working the booth: \_\_\_\_\_ **max 6** No children under the age of 10 that are not actively working the booth are allowed.

Size of space needed – 10x10\_\_\_ 10x20 \_\_\_ 10x30 \_\_\_ 10x40 \_\_\_ Amount Due \_\_\_\_\_  
 If your space exceeds the listed spaces above by 5 feet, you will need to go to the next space size.

**BOOTH SPACE RENTAL RATES PRICING:**

Space size	Exhibitor Vendor Fee	Food Vendor Fee	Non-Profit Vendor Fee
10x10	\$400.00	\$425.00	\$175.00
10x20	\$450.00	\$500.00	N/A
10x30	\$650.00	\$700.00	N/A
10x40	\$825.00	\$875.00	N/A

The maximum space per vendor is a 10x40 space  
 There are limited number of Non-Profit spaces available.







**AGREEMENT FOR USE OF EVENT CENTER**  
(no alteration of form is permitted)

To: Town of Payson  
Attention: Parks Department  
303 N. Beeline Hwy.  
Payson, AZ 85541

From:  
Company Name:  
Owner/Rep Name:  
Title:  
Address:  
City/ST/Zip:  
Phone:

Attention Town:

My company has a contract with the Event Organizer, Payson Rodeo Committee, INC, for the event being held from 8/14/25 to 8/16/25. I will be providing the following at the event.

Brief Description:

I acknowledge as a condition and in consideration of the Town of Payson allowing me to operate my mobile/vending/other business at the Payson Event Center during the vent named above, that my general liability insurance and business insurance policies shall be endorses to include the Town of Payson as an additional insured to be full limits of liability purchased by the company and that my insurance coverage shall be primary insurance and non-contributory with respect to all other available sources. I also agree to provide a copy of my certificate of insurance # \_\_\_\_\_ dated \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

## BLANKET ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS

This endorsement modifies insurance provided under the following:  
COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

Policy Number: [REDACTED]	Endorsement Effective: [REDACTED]
Named Insured [REDACTED]	Countersigned By: [REDACTED]

### SCHEDULE

<b>Name of Person or Organization:</b> Any person or organization that the named insured is obligated by virtue of a written contract or agreement to provide insurance such as is afforded by this policy.
Location:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

**A. Section II – Who Is An Insured** is amended to include as an insured the person or organization shown in the Schedule, but only to the extent that the person or organization shown in the Schedule is held liable for your acts or omissions arising out of your ongoing operations performed for that insured.

**B.** With respect to the insurance afforded to these additional insureds, the following exclusion is added:

#### 2. Exclusions

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed; or
- (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

**C.** The words "you" and "your" refer to the Named Insured shown in the Declarations.

**D.** "Your work" means work or operations performed by you or on your behalf; and materials, parts or equipment furnished in connection with such work or operations.

#### Primary Wording

If required by written contract or agreement: Such insurance as is afforded by this policy shall be primary insurance, and any insurance or self-insurance maintained by the above additional insured(s) shall be excess of the insurance afforded to the named insured and shall not contribute to it.

#### Waiver of Subrogation

If required by written contract or agreement: We waive any right of recovery we may have against an entity that is an additional insured per the terms of this endorsement because of payments we make for injury or damage arising out of "your work" done under a contract with that person or organization.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDD/YYYY)  
05/04/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME		FAX (AG. No.)	
	PHONE (AG. No.)	E-MAIL ADDRESS		
INSURED		INSURER A	INSURER B	INSURER C
		INSURER D	INSURER E	INSURER F

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MMDD/YYYY)	POLICY EXP (MMDD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CP 1651299B	05/10/2022	05/10/2023	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG. \$ <b>2,000,000</b> \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/>	<input type="checkbox"/>				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>	N/A			<input type="checkbox"/> PER-STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**Event: Payson Pro Rodeo-PO BOX 784, Payson AZ 85547**

<b>CERTIFICATE HOLDER</b>  The Town of Payson 303 N Beeline hwy. PAYSON, AZ 85541	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

## BLANKET ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS

This endorsement modifies insurance provided under the following:  
COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

Policy Number: [REDACTED]	Endorsement Effective: [REDACTED].
Named Insured [REDACTED]	Countersigned By: [REDACTED]

### SCHEDULE

<b>Name of Person or Organization:</b> Any person or organization that the named insured is obligated by virtue of a written contract or agreement to provide insurance such as is afforded by this policy.
Location:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

**A. Section II – Who Is An Insured** is amended to include as an insured the person or organization shown in the Schedule, but only to the extent that the person or organization shown in the Schedule is held liable for your acts or omissions arising out of your ongoing operations performed for that insured.

**B.** With respect to the insurance afforded to these additional insureds, the following exclusion is added:

#### 2. Exclusions

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed; or
- (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

**C.** The words "you" and "your" refer to the Named Insured shown in the Declarations.

**D.** "Your work" means work or operations performed by you or on your behalf; and materials, parts or equipment furnished in connection with such work or operations.

#### Primary Wording

If required by written contract or agreement: Such insurance as is afforded by this policy shall be primary insurance, and any insurance or self-insurance maintained by the above additional insured(s) shall be excess of the insurance afforded to the named insured and shall not contribute to it.

#### Waiver of Subrogation

If required by written contract or agreement: We waive any right of recovery we may have against an entity that is an additional insured per the terms of this endorsement because of payments we make for injury or damage arising out of "your work" done under a contract with that person or organization.



## Tent and Canopy Stipulations

### Special Events Town of Payson

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1. Tents over 200 sq ft and canopies over 400 sq ft are required to be permitted. F2403.2
2. Details on the hours of operation are required in order to assess all of the code requirements for this temporary structure.
3. The use period or dates that the tent will be utilized must be identified. F2403.5
4. Detailed site and floor plans must be submitted. F2403.6
5. Fire access roads shall be provided and indicated on the construction documents. F2403.8.1
6. Tents shall be 20 feet from lot lines and all vehicles. For purposes of determining required distances, support ropes shall be considered as part of the tent. F2403.8.2.
7. Details on means of egress, exits, exit signs, and means of exit and egress illumination must be provided. F2403.12
8. Portable fire extinguishers shall be supplied per section 906. F2404.12
9. Details must be provided on how the tent will be adequately secured. F2403.9
10. A satisfactory certificate shall be submitted attesting to the flame resistance of all tent and canopy structures. F2404.2
11. Tents and canopies must have a permanently affixed label bearing the size and fabric type of the structure. F2404.4
12. No combustible material such as hay, straw, or similar combustible materials shall be located within any tent or canopy. The areas within 20 feet of the structure shall be cleared of all combustible materials and vegetation which could create a fire hazard. F2404.5
13. No smoking signs shall be posted in accordance with section 310. F2404.6
14. Open flames shall not be permitted inside or within 20 feet of a tent while open to the public. F2404.7
15. There shall be a minimum clearance of at least 3 feet from the fabric envelope and all contents located inside the tent. F2404.11
16. All electrical equipment and installations shall be in compliance with the adopted electrical code.
17. The utilization of all compressed gases shall comply with the appropriate adopted codes.
18. Generators shall be separated from tents by a minimum of 20 feet and shall be isolated from the public by an approved means. F2404.19
19. The floor surface inside tents and the area within a 30 feet perimeter shall be kept clear of combustible waste. Such waste shall be stored in approved containers until removed from the premises. F2404.22
20. An inspection by both the fire department and the building department must be scheduled prior to opening.

#### **Public Assemblages and Events**

##### **IFC Section 403**

***IFC 403.2 states: Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus roads or where such gatherings adversely affect public services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety. The preceding is only a partial list and should not be considered all-inclusive for every situation.***