



## TENT REQUIREMENTS

### THE FOLLOWING STEPS MUST BE COMPLETED TO RENT A TENT

**Step 1 - Reserve** your tent and pay your deposit.

**Step 2 -Send in an Aerial Diagram** of the property where you will be setting the tent with tent locations drawn on the diagram. (simple google earth with hand drawn tent will be sufficient) [hello@createasceneevents.com](mailto:hello@createasceneevents.com)

**Step 3 – Pick up white Julie Locate flags** from either of our locations and place them on each tent corner 7 days prior to delivery date. If on asphalt/concrete corners will need marked with white spray paint.

**Step 4 – Complete the attached Tent Evacuation Plan** and email to [hello@createasceneevents.com](mailto:hello@createasceneevents.com) at least 7 days prior to delivery.

**Step 5 – Tent Permit** Look at map on page 4 to determine if your event is in Peoria City limits. If you are in Peoria City Limits you will need to get a tent permit from the City of Peoria. (Application attached) Peoria Heights and West Peoria are not in Peoria City Limits so a tent permit is not required there.

**Step 6 - Sign** the bottom of this page stating that you have read, understand, and have completed all of these steps.

*\*\*\*If a tent rental is being requested less than 7 days out additional fees will apply such as...*

- Rush fee if less than 7 days before delivery
- If less than 3 days Legally we miss the Julie deadline & may require water barrels or concrete blocks instead of stakes
- If less than 3 days and in City of Peoria we are required to get the permit and we charge an additional \$50 for this service on top of what the City charges for tent permits.

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### CANCELLATION POLICY

Once an official reservation has been created, any cancellations will cause you to lose your 25% deposit. Cancellations less than 7 days before the scheduled delivery time will incur the full rental price.

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### RAIN/WEATHER POLICY

If a cancellation occurs due to weather conditions, you have 24-hours prior to your scheduled delivery time to cancel and only forfeit the 25% deposit. This policy also applies if a tent rental is reserved as a rain plan and cancelled due to nice weather. In the case of bad weather, we will provide the option to reschedule for another date if it is for the same item, within 1 year from the date of the canceled rental, and if the item is available. Same applies if Create A Scene makes the decision that it is unsafe to deliver and setup the items. This includes any items outdoor-related: tables, chairs, linens, inflatables, etc.

**Customer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*\*This page and page 4 will need to be signed and emailed to [hello@createasceneevents.com](mailto:hello@createasceneevents.com)*



## GUIDELINES FOR DEVELOPING AN EMERGENCY EVACUATION PLAN FOR A TENTED EVENT

The rented tent will be erected to exacting standards to provide temporary accommodations for your event. Tents can provide protection from moderate weather, but are not designed for use as a shelter in severe weather because such conditions could exceed their ability to protect occupants. In addition, tents may need to be evacuated for other types of emergency situations. It is your responsibility to ensure your guests' safety. The rental company recommends that you develop an emergency evacuation plan so you are prepared to act decisively in the event of an emergency during your event. Following are suggested guidelines for developing an emergency evacuation plan.

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### PRIOR TO THE EVENT

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#### **Point Person(s)**

Designate someone who will be in charge of the emergency evacuation plan and on site for the entire event. The point person(s) will assist in developing the plan and be responsible during the event for monitoring the weather, determining whether a situation calls for evacuation, and if so, acting decisively and authoritatively to instruct guests to evacuate. The point person(s) can be an individual or a small group. For example:

- For a wedding: A family member, member of the wedding party, etc. u
- For a corporate event: An event planner, company representative, etc.
- For a public event: A show manager, representative of the venue, the fire chief, etc.

*These Guidelines for Developing an Emergency Evacuation Plan for a Tented Event (these "Guidelines") developed by the American Rental Association and ARA Insurance Services, Inc., a wholly owned subsidiary of the American Rental Association (collectively, the "ARA"), are intended to provide general guidance to assist you with emergency evacuation planning when using tents and related rental equipment. The ARA does not purport to include in these Guidelines all possible scenarios which may require evacuation or all possible safety measures and procedures that could be used in each evacuation scenario. You should use your own independent judgment and discretion in successfully implementing these Guidelines to best fit the unique needs of your event and your particular use of the tent and other rental equipment. The ARA expressly disclaims any warranties or guarantees, express or implied, and the ARA shall not be liable for damages of any kind in connection with the material, information, or procedures set forth in these Guidelines or for reliance on the contents of these Guidelines. In issuing these Guidelines, the ARA is not rendering legal or other professional services. These Guidelines are not substitutes for applicable laws, standards and regulations and do not alter or limit your obligation to fully comply with federal, state and local law and prudent safety measures relating to the use of tents and other rental equipment. These Guidelines are not intended to create new legal liabilities or expand existing rights or obligations.*

# EMERGENCY CONDITIONS

Work with the point person(s) to determine the emergency conditions that will trigger an evacuation of the tent structure. Following are some examples of situations in which it is unsafe to remain in a tent:

Hazardous Situation	Why You Need to Evacuate
Damaging winds	A tent cannot protect occupants from flying debris. It also has the potential of collapsing or becoming airborne due to the force of strong winds.
Fire or explosion	The tent cannot protect occupants from excessive heat, flames or flying debris.
Lightning	Lightning poses a risk of electrocution, electric shock or fire.
Hail or sleet	Excessive weight could cause the tent to collapse and injure occupants. Saturation of ground with water may compromise securement. The tent could collapse and injure occupants.
Excessive rainfall	Saturation of ground with water may compromise securement. The tent could collapse and injure occupants.
Flash flooding	Saturation of ground with water may compromise securement. The tent could collapse and injure occupants.
Snow accumulation	Excessive weight could cause the tent to collapse and injure occupants.
Ice storm	Excessive weight could cause the tent to collapse and injure occupants.
Gas leak	Atmospheric conditions may not be suitable for occupants.
Earth movement (e.g., tremor, landslide)	Ground conditions may not be suitable for occupants and may compromise the tent's securement.

## EVACUATION LOCATION

Work with your point person(s) to predetermine where guests will go and how they will get there if the tent must be evacuated:

- Identify a nearby permanent building large enough to accommodate your guests, make sure it will be open and accessible during your event, and make a note of its address in case you have to call for emergency assistance. If there is no building nearby, consider using vehicles, an open area away from the tent or locations recommended by the National Weather Service or Emergency Alert System. Of utmost importance is that the tent should never be used as a shelter in an emergency situation.
- Determine how guests will get to the evacuation location (e.g., the route to take, travel by foot or car, etc.). Consider preparing a sketch of the event site.

## COMMUNICATION

Plan how you will communicate with your guests in an emergency. Depending upon the size of the event, consider backup methods of communication for situations in which there is no electrical power, cellphone signals are interrupted, etc.

# PRIOR TO AND DURING THE EVENT

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## WEATHER MONITORING

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Beginning at least two hours before the start of the event, the point person(s) should begin monitoring a source of weather information such as the National Weather Service. If any of the weather emergency conditions listed previously are predicted, you may need to postpone or cancel the event.

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## TENT STRUCTURE

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After the tent has been installed, monitor the tent structure for various changes. These would include stakes or augers pulling out of the ground; tent weights moving; loose poles, ropes or straps, etc. If you notice any of these occurring, contact the rental company immediately.

# DURING THE EVENT

## ANNOUNCEMENT

Based on weather forecasts and other circumstances, you may wish to make an announcement to participants regarding the identification of the point person(s), location of exits and the emergency evacuation location.

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## EVACUATION

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Continue to monitor the weather and be alert for other emergency situations during the event. Implement your evacuation plan for any of the following conditions:

- A severe weather alert is posted by the National Weather Service.
- Dark clouds are approaching. u Lightning strikes within one mile (less than a five-second count between lightning and thunder).
- Hail or sleet falls.
- Twigs break from trees or large trees sway.
- Any of the tent anchoring devices fail or the tent begins to move (e.g., tent poles wobble, ropes snap, tent top rips or tears, etc.).
- Rain falls so hard it runs off tent walls in sheets.
- Water is running through the tent or surrounding area.
- Snow or ice is accumulating.
- An explosion, excessive heat, smoke or fire is in the vicinity of the event.
- There is ground movement of any kind.
- Other conditions exist as previously determined in developing your emergency plan.

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## CALL FOR HELP

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After instructing guests to evacuate, you may need to call for police, fire or medical help as the situation warrants.

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## AFTER AN EVACUATION

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Even if the tent appears intact, it may not be safe to return. If stakes or augers have pulled out of the ground, tent weights have moved, or there are loose poles, ropes or straps, contact the rental company so that the tent may be re-secured before resuming the event.

**Accepted by (customer):** \_\_\_\_\_

**Reservation/Rental Contract number:** \_\_\_\_\_



## CHECKLIST FOR DEVELOPING AN EMERGENCY EVACUATION PLAN FOR A TENTED EVENT

*This checklist can help in developing your emergency evacuation plan.*

### PRIOR TO THE EVENT

#### Designated Point Person(s)

Name \_\_\_\_\_ Cell Number \_\_\_\_\_

Name \_\_\_\_\_ Cell Number \_\_\_\_\_

#### Emergency Conditions to be aware of (check what may apply to your region/seasonality):

- |                                      |   |   |
|--------------------------------------|---|---|
| <input type="radio"/> Lightning      | <input type="radio"/> Heavy rainfall    | <input type="radio"/> Ice storm         |
| <input type="radio"/> Hail or sleet  | <input type="radio"/> Flash flooding    | <input type="radio"/> Fire or explosion |
| <input type="radio"/> Damaging winds | <input type="radio"/> Snow accumulation | <input type="radio"/> Gas leak          |
| <input type="radio"/> Earth movement | <input type="radio"/> _____             | <input type="radio"/> _____             |

#### Emergency Evacuation Location

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Location/address \_\_\_\_\_

Route to evacuation location \_\_\_\_\_

Confirmed the shelter will be open and available: ☐ Yes ☐ No

#### Backup Method of Communication

☐ PA ☐ Cellphone ☐ Walkie-talkie ☐ Bullhorn ☐ Other \_\_\_\_\_

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## DURING THE EVENT

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An initial announcement of location of emergency evacuation location will be made.

Yes No

If yes, by whom: \_\_\_\_\_

### Weather Monitoring

Weather alert radio Radio OTVO Cellphone app

### Evacuation Cues

During the event, implement your evacuation plan for any of the following conditions:

- ☐ A severe weather alert is posted by the National Weather Service.
- ☐ Dark clouds are approaching.
- ☐ Lightning strikes within one mile (less than a five-second count between lightning and thunder).
- ☐ Hail or sleet falls.
- ☐ Twigs break from trees or large trees sway.
- ☐ Any of the tent anchoring devices fail or the tent begins to move (e.g., tent poles wobble, ropes snap, tent top rips or tears, etc.).
- ☐ Rain falls so hard it runs off tent walls in sheets.
- ☐ Water is running through the tent or surrounding area.
- ☐ Snow or ice is accumulating.
- ☐ An explosion, excessive heat, smoke or fire is in the vicinity of the event.
- ☐ There is ground movement of any kind.
- ☐ Other conditions exist as previously determined in developing your emergency plan.

### Emergency Phone Numbers

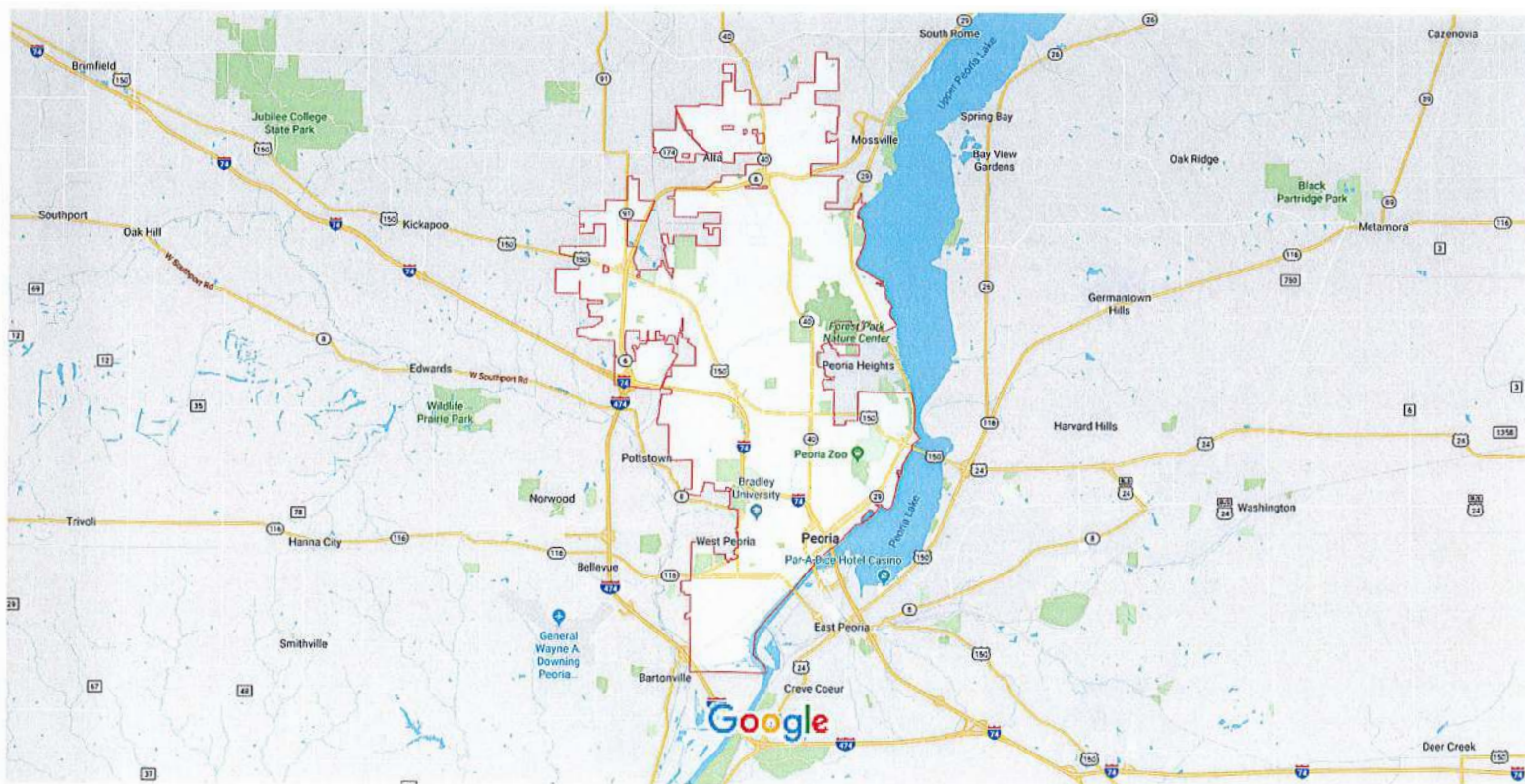
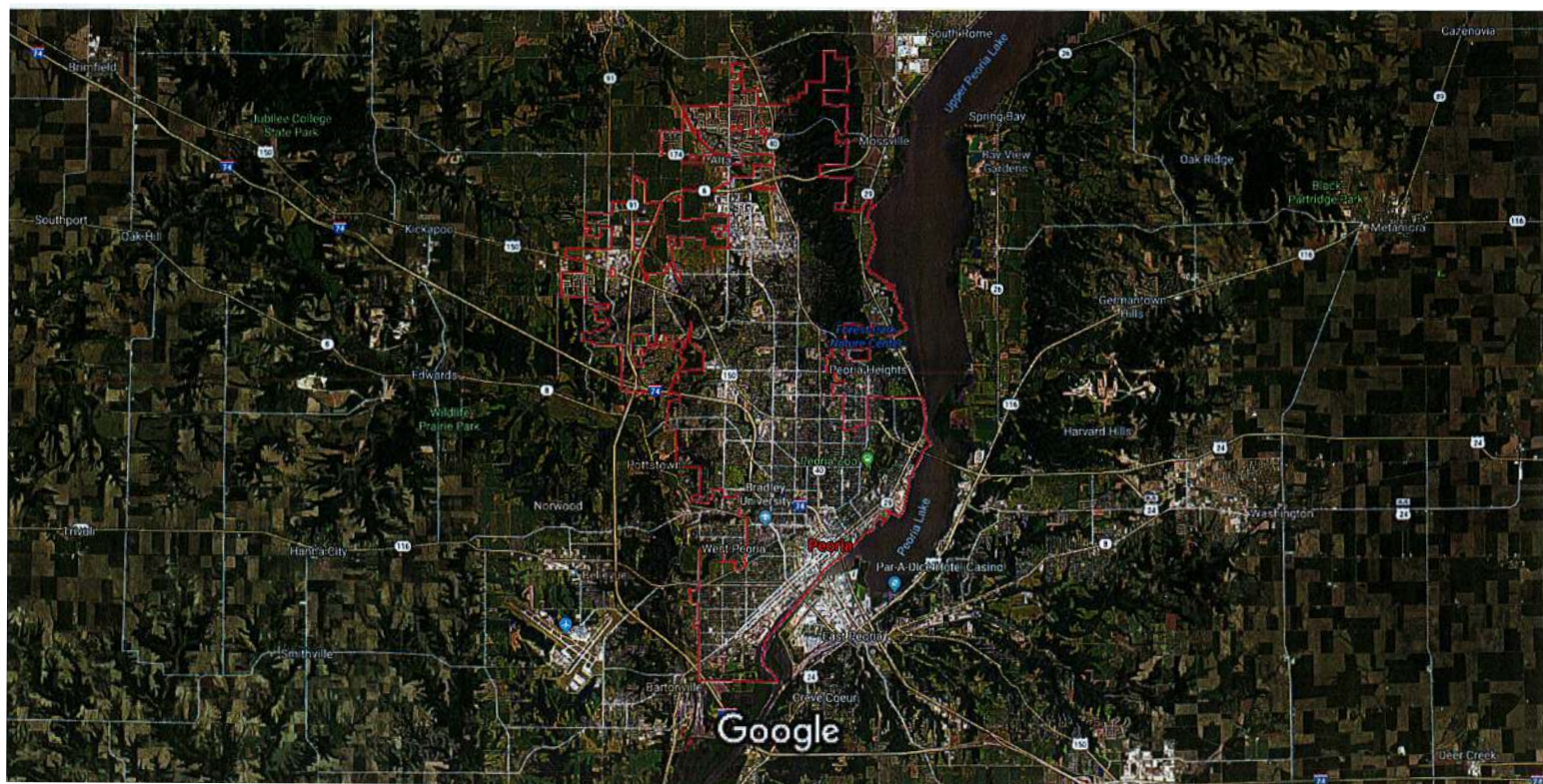
Pre-program these numbers into your cellphone:

Fire Dept. 911 or \_\_\_\_\_ Police Dept. 911 or \_\_\_\_\_

Rental store \_\_\_\_\_ Venue \_\_\_\_\_

Event/wedding planner \_\_\_\_\_ Rental customer \_\_\_\_\_









## TENT PERMIT REQUIREMENTS

*All tents or membrane structures having an area in excess of 400 square feet; and all vinyl or non-fabric canopies in excess of 400 square feet shall not be erected, operated or maintained without first obtaining a permit and approval from the Peoria Fire Department.*

### Exceptions:

1. A permit is not required for any individual fabric canopy open on all sides that does not exceed 700 square feet; or for multiple fabric canopies joined together having an aggregate area not exceeding 700 square feet.
2. A permit is not required for tents used exclusively for camping purposes.

### The following steps must be completed to obtain a PFD tent permit

- Step 1** - Create a site plan showing the location of the tents drawing show the locations(s) of the tent(s) on that site, the dimensions of each tent and the proximity to any buildings and/or streets. Bring this with you to the Fire Dept.
- Step 2** - Proceed to the Administration offices of the Peoria Fire Department (505 N.E. Monroe St. – (494-8700) to obtain and complete the tent permit application form or fill out the application online, print and bring with you.
- Step 3** - Complete application, present site plan drawing and copy of the Certificate of Flammability for each tent requested, Note: the identification number on the certificate must correspond to the identification number impregnated on the tent. Your tent supplier should be familiar with this requirement and will supply you with the certificate upon request.
- Step 4** - Remit a \$50.00 fee at the time of application (made payable to the City of Peoria)
- Step 5** - Call the Peoria Fire Department, Division of Fire Prevention (309/494-8700) after the tent has been erected but prior to occupation for an inspection. Upon successful completion of the inspection you will be presented with the tent permit. Keep the permit on-site and visible throughout the event.

### General Rules regarding tents and canopies

- A minimum of two (2) unobstructed exits must be maintained and exit signs must be posted (Provided by Peoria Fire Department). Additional exits may be required for large tents. Fire inspector will evaluate and provide direction at time of inspection.
- Maximum occupancy sign(s) shall be posted in all tents occupied by more than 50 people (Provided by Peoria Fire Department.)





- All combustible trash must be removed, at least twice daily, and/or at the discretion of the fire inspector.
- No material such as hay, straw, shavings or similar combustible materials shall be permitted within any tent or portable structure used for public assembly
- “No Smoking” signs shall be posted in all places of assembly (Provided by Peoria Fire Department)
- Emergency lighting shall be required if sides of tent are assembled and used after sunset.
- 3 ft. wide aisle ways must be maintained between tables and/or display equipment:

### **Cooking or food preparation**

- Flammable or combustible liquids, LP or propane gas, charcoal or other cooking devices or any other unapproved, open flame or other devices emitting flame, fire or heat devices shall not be permitted inside or located within 20 feet of the tent or canopy while open to the public unless approved by the fire inspector.
- Tents specifically used for cooking shall be separated from other tents or canopies by a minimum of 20 feet. Placement of cooking devices within the tent or canopy will be at the discretion of the fire inspector.
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent or canopy.
- Food warmers, Sterno containers, butane appliances and candles used within the confines of the tent are discretionary items subject to approval by the fire inspector.
- All tents and/or other portable structures shall be required to have a portable fire extinguisher minimum size, ten (10) lb ABC.
- All LP gas containers shall be securely fastened in place while on site.

### **Display of motor vehicles**

- Liquid and gas fueled vehicles and equipment used for display within tents and canopies shall conform to the following;
- All batteries in the vehicles and/or equipment are to be disconnected in an appropriate manner

### **Generators**

Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure, or other approved means. *Updated 3/18*



## PEORIA FIRE DEPARTMENT TENT PERMIT APPLICATION

505 NE Monroe Ave., Peoria, IL 61603-3767 (309) 494-8700 office (309) 494-8787 fax

Event Name: \_\_\_\_\_

Location Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Tent size(s): \_\_\_\_\_

(Include all tents)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Set up date: \_\_\_\_\_

Date ready for Inspection: \_\_\_\_\_ Time: \_\_\_\_\_

Event date(s)/time(s): \_\_\_\_\_

Copy of Flammability Certificate: (on file)

Yes ☒

No ☐

Site plan/diagram:

Yes ☐

No ☐

Application fee: \$ 50 (per each two tents)

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### OFFICE USE ONLY

Paperwork completed: ☐ Application entered into ERS ☐ All documents scanned into ERS ☐

Payment received: ☐ Cash ☐ Check Check # \_\_\_\_\_

Inspector assigned: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Inspection completed: Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Inspector \_\_\_\_\_

TPA

# Certificate of Flame Resistance

Date Manufactured  
2011/2015/2016

AZTEC TENTS  
2665 COLUMBIA ST  
TORRANCE, CA 90503  
(800) 228-3687

Invoice Number: 0216945  
Customer P.O.: Complete Inventory as of 2019  
Customer Number: Peoria/Morton Rentals

This is to certify that the materials described below have been flame retardant treated (or are inherently flame retardant).

(18) 20x20, 40x40, 40x60, 40x80, 40x100, 40x120, 35' hex

\*All tents will have the same flame cert sewn into each tent top

Certification is hereby made that the articles described below hereof are made from a flame-retardant fabric or material registered and approved by the California State Fire Marshal for such use. The fabric has been tested and passes NFPA 701 Large Scale. See chart to right for trade name of flame-resistant fabric or material used and additionally referenced on the label of the fabric panel.

THE FLAME RETARDANT PROCESS USED WILL NOT BE REMOVED BY WASHING

David Bradley

Name of Applicator or Production Superintendent

General Manager- Manufacturing

Title of Applicator or Production Superintendent

Vendor	Trade Name	CA Cert. #
Brun	Marol Bros	F-222.02
Brun	Marol	F-222.04
California Combs.	Lam-Tek 12, 14, 16, 18oz	F-439.01
Coastal Fabrics	Clear Vinyl 16oz / 20oz	F-570.02
DAF	Clear Vinyl 16oz / 20oz	F-593.01
DAF	DAF	F-593.02
Exclusively Ego	PolySatin Liner	F-434.01
Ferrari	Precontrant 502	F-444.01
Ferrari	Precontrant 702	F-444.08
Phillips Textiles	Phi-Tek Liner	F-500.01
PVC Tech.	Oeko Cloth / Valon	F-504.01
Snyder	Weatherspan	F-140.01
Tri Vantage	Firetek Sunbrella	F-368.09
Tri Vantage	Prilo 500	F-121.02
Tri Vantage	Big Top	F-121.10
Tri Vantage	Vanguard Wecon	F-069.01
Tri Vantage	Wecon / Coastline	F-069.01
Venturis	Duramin B1673, B1515	F-530.01