



## **Operation of a Carnival, Fair, Circus, or Festival**

June 2002

This information is not intended to be a complete list of requirements. It is provided for your convenience by the City of Laramie, and covers the most common types of situations encountered. Contact the City Clerk at 721-5220 or Code Administration at 721-5271, for specifics regarding licenses and permits, food service, electrical, fire and public safety.

### **General Requirements**

- Obtain all required licenses or permits at least five days in advance of the event.
- Obtain all required inspections before opening the event. Call in advance to reserve an inspection time.

### **Food Vendors**

*All food vendor carts must ...*

- Be self-contained and thoroughly cleaned before use.
- Have food contact surfaces that are made of food safe materials, be smooth, and easily cleanable. Contact surfaces must be kept clean.
- Provide screening and security against rodent and insect entry/harbage.
- Be equipped with a three-compartment sink for warewashing.
- Provide a handsink equipped with soap and disposable towels at all times.
- Have hot and cold running water to all sinks – a hose providing such water must be food grade.
- Have shielded light fixtures.

*Food vendor operators/ employee(s) must ...*

- Obtain a temporary food service permit prior to the event. To obtain a permit, a group representative must view a food safety video, or be licensed in another approved jurisdiction.

- Have a working knowledge of proper temperatures and sanitation practices.
- Ensure that potentially hazardous foods are stored  $\leq 45^{\circ}\text{F}$  cold and  $\geq 140^{\circ}\text{F}$  hot.
- Have a food service approved sanitizer set up prior to the preparation or serving of food.
- Maintain all toxic storage completely separate from any food or food contact surfaces, including single service items.
- Practice good personal hygiene, including bathing daily and trimming fingernails.
- Minimize bare hand contact with ready-to-eat foods.
- Cover cuts, burns, or other skin lesions with a clean, dry bandage and a disposable latex glove or finger cot.

Food operations may be closed if critical violations are noted. Operations may not resume until written authorization is obtained.

### **Electrical Safety**

- Obtain an electrical permit prior to installation of any regulated electrical equipment.
- Install all equipment in accordance with the latest edition of the *National Electrical Code*.
- Service equipment must be located so as to be inaccessible to unqualified persons or lockable.
- Generators must comply with Article 445 of the *National Electrical Code*, and be provided with overcurrent protection as required for the generator type.
- Single conductors must be No. 2, or larger.
- Flexible cords or cables must be spliced in an approved J-box.
- Cords or cables on the ground must be covered with an approved non-conductive mat where accessible to the

public. Cord connectors cannot be placed on the ground.

- Boxes must be of approved, weatherproof construction, mounted at least 6" above the ground.
- All equipment must be grounded.
- Each mechanical ride and concession must have a fused disconnect switch or circuit breaker panel located within sight and within six feet of the operator's station.

## **Fire Safety**

### *General Requirements ...*

- Fire and emergency vehicle access must be provided to and throughout the site.
- Portable fire extinguishers are required at various locations throughout the event site and at all tents and structures.

### *Tent and Canopy Safety ...*

- Tents that exceed 200 square feet in area or have 400 square feet or more of canopy require a separate permit. All tents and structures must be braced and anchored to prevent collapse.
- Materials used in tents must be flame-retardant. Each tent must have a permanent label identifying the type of material and treatment and the dates of treatment.
- Seating and exiting arrangements in tents are strictly regulated by the fire code. Contact the fire marshal for details.
- Smoking is not permitted within tents or adjacent areas where sawdust, straw or other combustibles are used. "NO SMOKING" signs must be conspicuously posted.
- Electrical generators are allowed no closer than 20 feet of a tent or canopy and must be fenced.

## **Public Safety**

- No liquor or malt beverages may be sold or dispensed without an alcohol permit.

- Games commonly referred to as Razzle Dazzle, Flat Stores, or Penny Fall are not permitted. Games "rigged" in any manner are not permitted.
- The operator of each game must be able to prove that he/she can win at the game from the same vantage point as the customer, using the same equipment.
- Operators of any game booth must allow qualified peace officers of the city or county to inspect their game booth and must show proof of winning numbers on games such as the balloon-dart and duck pond.

06/02 – Note: Revisions must be linked to City Clerk *Application for License to Operate a Carnival or Circus within the City of Laramie, Wyoming.*