



## COSUMNES COMMUNITY SERVICES DISTRICT

### FIRE DEPARTMENT

8820 Elk Grove Blvd. Elk Grove, CA 95624

(916) 405-7100

[CosumnesCSD.gov/Fire](http://CosumnesCSD.gov/Fire)

### VENDOR ACKNOWLEDGEMENT FORM FOR SPECIAL EVENTS

Vendors: Do NOT return this form to Cosumnes Fire Department.

***This form must be signed and returned to the event planner***

Event Planner: \_\_\_\_\_ Event Planner email: \_\_\_\_\_

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

Location/Address of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

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

Day of Event Contact Person: \_\_\_\_\_

Day of Event Phone No: \_\_\_\_\_

I, \_\_\_\_\_ (print name), hereby represent and warrant that I am the duly authorized agent of the vendor referenced above, with full authority to act on its behalf.

On behalf of the said vendor, I acknowledge with my initials that I have read, understand, and agree to comply with the Cosumnes Fire Department Standards ("Standards") governing special events:

Initial:

**FPCS-1013 Special Events Requirements; and**  
 **FPCS-1027 Temporary Use of Tents.**

I further acknowledge and agree to the following:

1. The Cosumnes Fire Department Fire Marshal (or their authorized representative) may inspect vendor booths at any time to verify compliance with the Standards.
2. If any fire and life safety violations are identified, the vendor will be given one opportunity to correct the issue(s). Failure to achieve compliance may result in the closure of the vendor's booth or suspension of operations.
3. The vendor shall be responsible for any fees, fines, or costs incurred as a result of non-compliance with the Standards.

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

For Event Planner: This completed form was received on: \_\_\_\_\_ and will be kept on file for the duration of the event.



## Vendor Checklist

See Policy FPCS-10227 Special Events Temporary Use of Tents Standard for a complete checklist.

### Cooking Vendor

- One 2A-10 BC Extinguisher, One K extinguisher for Grease cooking
  - Must be serviced and tagged within the last year.
- Fuel and/or propane tanks must be secured and 10 feet away from appliances.
- No cooking or open flames under canopies/tents.
- All four legs of canopies/tents must be secured/weighted.
- Generators must be 10 feet away from any propane/fuel or appliance/truck/canopy/tent and secured with fencing.

### General Vendor

- Fuel and/or propane tanks must be secured and 10 feet away from appliances.
- No cooking or open flames under canopies/tents.

### Food Trucks

- One 2A-10 BC Extinguisher, One K extinguisher for Grease cooking
  - Must be serviced and tagged within the last year.
- No broken or missing appliances/stoves
- Hood serviced within the past 6 months – must have tag.
- Wheels shall be chalked.
- Generators must be **10 feet away** from any propane/fuel or appliance/truck/canopy/tent and secured with fencing.
- Food trucks shall be parked at least 20 feet from canopies/tents and/or buildings.