



SPECIAL EVENTS, ENTERTAINMENT AND CONVENTION FUNCTIONS REQUIREMENTS

Due to the nature of the business that Walt Disney World represents, it is common that a variety of special events, entertainment and convention functions occur. It is incumbent upon the Reedy Creek Improvement District (the District) to insure that these events take place in a safe manner concurrent with all applicable building and fire prevention codes as well as the District's Land Development Regulations. Therefore, as of August 1, 2000, any function involving the use of temporary tents, stages, performance platforms, bleachers, show power, trailers, pyrotechnics or vehicles shall comply with the EPCOT Building Code, the District's Land Development Regulations and the EPCOT Fire Prevention Code. Each event shall be subject to permitting as well as inspection.

GENERAL PROVISIONS

All proposed indoor and outdoor special events as well as convention set-ups for more than 300 people must be approved prior to the installation or start date. Events of 300 people or less will not require a plan or notice. A detailed plan must be submitted to the Reedy Creek Fire Department, Fire Prevention Division indicating seating arrangements, display booth arrangements, location and widths of aisles and exit ways, staging, lighting and/or bleachers.

A site plan indicating the location, vehicular and pedestrian access, utility connections and drainage provisions must be submitted to the District's Planning and Engineering Department. Should the proposed event encroach on existing parking, a full accounting of current parking spaces, number impacted and alternative parking must be provided.

The name of the event with the start date and end date must be supplied along with the name of the project manager/production manager/event coordinator must be provided to all three departments listed above.

LICENSING REQUIREMENTS

Any person(s) or entity providing construction services within the District shall comply with all State of Florida contractor licensing requirements.

Vendors providing services that do not require construction licensing will be required to provide proof of local Occupational License when working within the District on a repetitive basis. These may be obtained through Orange or Osceola County as applicable.

BANQUET TABLES WITH SEATING

As per EPCOT Fire Prevention Code Sections 2506.2 and 2506.3, any event in which 300 or more persons are expected to attend, a seating plan is required and must be filed with the Fire Prevention Division at least 14 days before an event will take place.

Banquet seating shall be set up as to provide adequate aisle access ways and aisles serving seating at tables.

Aisle Access Way – The initial portion of an exit access that leads to an aisle.

Aisle – The portion of an exit access that leads to a cross aisle or a marked exit door.



- When tables are set on a minimum of 10-foot centers there shall be a maximum of four tables between aisles in one direction, in the other direction the number of tables is limited by space and aisle width. Aisle width may have to increase as tables are added.
- All seating areas shall be provided with a clear and unobstructed aisle around the perimeter of the seating area of not less than 72 inches.
- The path of travel from any seat to the closest aisle or egress doorway along the aisle access way shall not exceed 36'.
- Exits and aisles shall be so located that the travel distance to an exit door shall not be greater than 150' unless sprinkled in which case the distance may be increased to 200'.

EVENTS OF THREE HUNDRED PEOPLE OR LESS

- All events with 300 participants or less shall be allowed without prior notice or plan submission.
- All pyrotechnics and special effects must be permitted on a Reedy Creek Improvement District Pyrotechnics permit, through the Fire Prevention Division.
- All performance platforms, event platforms or stages associated with an event that are greater than 30" in height or contemplate access by the public will require a building permit through the Building and Safety Department.
- All EPCOT Building and Fire Prevention codes shall apply to these events.

OPEN SEATING NO TABLES

There shall be no more than 14 seats in a row between aisles.

Rows of seats opening to an aisle only at one end shall have no more than 7 seats.

AIR WALL SEPARATION

Meeting rooms with an occupant load of more than 50 people must have a minimum of two exits placed a distance apart equal to not less than 1/5 the perimeter of the area served, measured in a straight line between exits. This usually results in exits on opposite sides of the room or area. When an air wall with exit doors is used as the second exit, an additional air wall must also be installed to create an exit corridor separated from all other rooms or areas. Once these corridors are created, they cannot be used for any storage including chairs, tables or serving equipment. No obstructions of any kind will be allowed within these spaces.

DISPLAYS AND DECORATIONS

No decorative material shall be used that will ignite and allow flame to spread over the surface when exposed to a match flame test. A match test shall consist of a piece of the decorative material exposed to a flame from a match which is held in a horizontal position one-half (1/2) inch beneath the piece, and at a constant location for a minimum of fifteen (15) seconds.

- Flammable liquid or hazardous chemicals are prohibited.
- Cardboard and paper cannot be treated with fire retardant spray.
- A certificate of fire retardation must be on hand within an exhibit as proof of any flame-retardant treatment.
- Any material that is used as overhead covering for tables, booths or any entrance way must be made of a permeable material or open strip construction when installed inside a building.

Any product unable to meet the above standards will be prohibited.



MISCELLANEOUS ITEMS

- Balloons or other inflatable objects must be secured in such a way as not to block any sprinkler pattern or fire protection device.
- Booths, tables, curtains, displays or storage will not protrude into aisles, exits, or block any fire protection device.
- Minimum separation between booths shall be no less than 8'.
- Candles when used as part of a centerpiece on a table must be protected by the use of an ornamental globe.
- Only a one- (1) day supply of material, literature, pamphlets, or brochures will be kept at any location during the event.
- All packing containers or material will be removed when emptied. These items cannot be used as exhibit support.
- There shall be no cooking or flame producing equipment without prior approval by the Fire Prevention Division. A ventless hood cooker with a factory installed fire protection system may be acceptable.
- No type of sparkler will be permitted.
- Live Christmas trees are permitted only:
 1. If the tree is growing with its root system in a portable container, or
 2. The base of a cut tree is immersed in water.
 3. String lights or any other electrical wiring shall not be placed on aluminum or metal type trees. Floodlights or color wheels reflecting on the tree should be used instead.
 4. A nationally recognized testing laboratory shall list all lighting and other Christmas decorations, which are electrically powered.
 5. Live decorations (centerpieces, table displays) shall be kept in a moist condition. Should they become dry and subject to ignition, they shall be removed immediately.

MOTOR VEHICLES, WATERCRAFT OR EQUIPMENT WITH INTERNAL COMBUSTION ENGINES

Any display of motor vehicles, watercraft or equipment with internal combustion engines will require notification to the Fire Prevention Division not less than forty eight (48) hours prior to the event.

- Motor vehicles, watercraft or equipment with internal combustion engines will be displayed in a manner acceptable to the Fire Marshal.
- No vehicle or equipment will obstruct exits or aisles.
- No vehicle or equipment will obstruct or hinder the operation of any installed fire protection device.
- All internal combustion engines will have battery cables disconnected after placement is complete.
- Fuel tanks will be capped and will be locked or sealed shut.
- Vehicles in the building, loading or unloading shall not be left with the engine idling.
- Propane bottles are prohibited.

TENTS

Tents may be erected for no more than 90 days and shall comply with the EPCOT Fire Prevention Code, the District's Land Development Regulations and the EPCOT Building Code. Pole or frame tents 400 square feet in area or less will require a completed and approved Tent Affidavit, available through the Fire Prevention Department. Pole frame or clear span tents greater than 400 square feet will require a formal building permit through the Building and Safety Department.



- Any supporting electrical, mechanical/air conditioning or plumbing will require permitting through the Building and Safety Department.
- A completed permit application along with drawings of the intended work shall be supplied prior to the start of any work. The drawings shall indicate the location and layout of the proposed work, whether the tent will have air conditioning, any floors and their elevation and whether and what type of cooking may or will occur on site.
- The drawings must also clearly indicate whether the proposed location of the tent is in a parking lot and how many parking spaces the tent will obscure and how the lost parking will be offset.

For additional information, refer to the District's policy for Tents and Appendix N of the EPCOT Building Code.

PERFORMANCE PLATFORMS, EVENT PLATFORMS AND STAGES

All event platforms and stages shall meet the requirements of the EPCOT Building Code. Those intended for uses which will include the general public, must meet the more stringent requirements of the EPCOT Accessibility Code For Building Construction, which include an accessible ramp or special lift. In all cases, stairs shall have uniform risers with a minimum height of 4" and a maximum height of 7".

EXCEPTION: Where access to a performance platform is strictly limited to performers an 8" stair riser shall be permitted.

There shall be no variation in riser height of more than 3/8 of an inch. Treads shall not be less than 11 inches wide. Closed risers will be required on any stair intended for use by the public. Any performance platform, event platform or stage that is more than 30" in height or greater shall have edge protection. This may be in the form of guardrails, scenery, props or terracing of the platform to eliminate abrupt drops at the edge. These performance platforms, event platforms or stages will require permitting through the Building and Safety Department. Any event platform or stage less than 30" in height will not require a permit **unless** it will be accessible to the public, in which case it must comply with the EPCOT Accessibility Code for Building Construction, and shall require a permit. Any event platform, regardless of height, that is constructed of wood framing shall require a permit.

- A completed permit application along with drawings of the intended work shall be supplied. The drawings shall indicate framing and structural configurations and structural calculations may be required. Drawings shall also indicate the location and layout of the proposed work.
- Any light trusses or scaffold towers associated with an event that may be subject to wind loading shall require structural drawings and calculations with their location indicated on the event drawings.

BLEACHERS

All bleachers or reviewing stands will require permitting through the Building and Safety Department.

- A completed permit application along with drawings of the intended work shall be supplied.
- Bleachers shall comply with Section 817 of the EPCOT Building Code and shall be accessible per the EPCOT Accessibility Code for Building Construction.
- Structural configurations and structural calculations shall be required as well as a location drawing detailing the layout of the proposed work.



SHOW POWER

Any event that will require the installation of temporary electrical power shall require a completed and approved permit application through the Building and Safety Department. Drawings shall be supplied indicating the source of power, wiring method, means of disconnect and overcurrent protection. All work shall comply with the provisions of the EPCOT Electrical Code and the National Electric Code.

- Cords shall be strung and fastened overhead where possible. Cords running across any space subject to traffic will be protected so as not to create a tripping hazard.
- All permanently installed wiring on booths or displays must be in an approved raceway system.
- All splices and terminations shall be made in an approved enclosure.
- All electrical equipment or appliances must be listed and labeled by nationally recognized testing laboratory.
- No electrical equipment can be attached to or supported by booth dividers or curtains.
- Use of open clip sockets, latex or lamp cord wire is prohibited.
- Neon signs and lighting must have readily accessible means of disconnect.
- Transformer and supply cords must be listed and labeled by a nationally recognized testing laboratory.
- All splices between supply conductors and transformer primary leads must be in approved enclosures.
- Neon signs erected at 8' or lower, in relation to the floor, must be provided with a Plexiglas shield, such that adequate ventilation and protection of the neon tubing is provided.

PYROTECHNICS

The display of fireworks, fire knives or fog machines inside buildings or portions of buildings classified as public assembly occupancies will require a permit through the Fire Prevention Division. Permits are required fourteen (14) days prior to the event.

- Pyrotechnic Operators shall have the following licenses:
 1. Bureau of Alcohol, Tobacco and Firearms license 34 – User of Low Explosives.
 2. Bureau of Alcohol, Tobacco and Firearms license 21 - Manufacturer of Low Explosives.
- Pyrotechnic Operators shall submit a plan showing:
 1. Location of the performance site.
 2. Exact distances of all pyrotechnics from audiences, performers, staging, sets, properties and curtains.
 3. A legend showing symbols for each pyrotechnic with the number of each and for binary powder, the load values.
 4. Ceiling heights.
 5. A listing of pyrotechnics to be used in the show with amounts and a description of cueing in the show.

Note: License 21 is only required if the operator plans to use Binary Flash Powder.

The pyrotechnic operator shall submit to the Fire Prevention Division either a resume or a logbook denoting previous experience of the operator for the event in question. If a logbook is supplied, the Fire Prevention representative will sign the log signifying inspection of the log. The operator will supply a certificate of insurance with a minimum value of two million dollars (\$2,000,000.00). This certificate will include, as additional insurance, the facility where the performance will occur and also, the Reedy Creek Improvement District as a named Co-Insured.



- Smoking is prohibited during loading of any pyrotechnics and within 25' feet from any device.
- At the Fire Marshal's discretion, a representative demonstration of any or all effects that will occur in the facility or performance may be required prior to issuance of the permit.
- Fire Prevention personnel shall be present for all such pyrotechnic shows and will have the authority to cancel the show for just cause, including but not limited to:
 1. Violation of Permit
 2. A change of show product without approval, or
 3. Violation of approved safety distances.
- Standards for facility use will be determined for each facility by prior testing. This will determine a standard show. Any change to the standard show may be requested and a demonstration of the proposed changes will be required for approval or disapproval.
- No operator shall fire a show unless he/she or an approved assistant, with voice contact, has full view of devices at time of discharge.
- All firing switches, including battery and power circuit types, shall be designed to insure against accidental firing by providing the following:
 1. An automatic short-circuiting shunt across the firing leads until switch is intentionally thrown to the firing position.
 2. An automatic positive disconnection when the switch is released by the operator and
 3. Firing boxes shall be designed to prevent firing unless the switch is manually operated.
- All electrically fired pyrotechnic circuits shall be tested for continuity and/or extraneous current flow with an approved blasting galvanometer or digital voltmeter. These devices shall not input sufficient energy to initiate the device being tested.
- All devices shall be electrically fired.
- All pyrotechnic devices fired during a production shall be separated by minimum safe distance from the audience to one and one half (1½) times the diameter of the effect. At no time will any pyrotechnic be closer than 15' to the audience.
- It is the responsibility of the operator to properly dispose of used, unused and all misfired products.
- The operator shall have a minimum of two (2) water pressure extinguishers and two (2) CO₂ extinguishers.

FIRE KNIVES

The flammable liquid that Fire Knives are to be soaked in must be kept in a safety can, both for storage and soaking. Only enough flammable liquid necessary for the show is to be in the area. All flammable liquid is to be removed immediately after the show.

- Fire retardant material that has been soaked in water to wrap the knives completely for extinguishment of the flame, must be provided.
- "NO SMOKING" shall be enforced in back stage areas.
- An ABC extinguisher must be stationed at the soaking and storage area.
- The area designated for the extinguishment of the knives shall be the opposite side of the stage from soaking or storage.
- There shall be fire retardant material used under the soaking safety can to catch all drippings.
- The presence of Fire Prevention personnel will be required during the show.



TRAILERS

Trailers, which are to be installed for more than 10 days shall require a block and tie permit through the Building and Safety Department.

- Any supporting electrical, mechanical or plumbing shall require a separate permit regardless of the number of days that the trailer shall be in use.
- A completed permit application along with drawings, which indicate the location and layout of the proposed work, shall be supplied. The drawings shall also indicate foundation pier locations and tie down points.
- As per the EPCOT Accessibility Code for Building Construction, all trailers, regardless of the number of days to be in use, shall be accessible. (Except construction trailers: see Definition.)
- The drawings must also clearly indicate whether the trailer is proposed to be located in a parking lot, how many parking spaces the trailer and its associated parking will obscure and how the lost parking will be offset. If the trailer is not proposed to be located in a parking lot, the drawing must indicate whether the proposed location is pervious or an impervious surface.
- Trailer installations shall comply with Appendix J of the EPCOT Building Code and Chapter 553, Part IV, Florida Manufactured Building Act of 1979.
- If the trailer will require hook-up to central water and/or sewer, an in-house permit must be obtained from Walt Disney World Environmental Permitting before the District will issue the building permit for the trailer. WDW Environmental Permitting can be reached at (407) 939-4688.

For additional information refer to the District's policy for Manufactured Buildings, Trailers and Sheds.

PERMIT APPLICATION REQUIREMENTS

The Building and Safety Department requires that a permit application is completed and the permit approved, prior to the commencement of any work. Along with the application certain other documentation must be provided, such as, but not limited to the following:

- A copy of the contract for work or a purchase order, which will provide verification of the valuation for the proposed work. Permit fees are based on this figure.
- Any proposed work, which contemplates any structural issue or is subject to wind loading, will require signed and sealed drawings and calculations by a State of Florida registered engineer (2 sets) regardless of the job valuation.

CERTIFICATES OF OCCUPANCY

Any special event that requires a permit shall not be occupied until an official Certificate of Occupancy (CO) has been requested by the contractor of record and issued by the Building and Safety Department. Each CO must be posted within or near the work permitted from the time the permit is issued until the event is over and all temporary, permitted work has been removed. Note: receiving an approved final inspection does not constitute receiving a CO or allow the structure to be used. The CO is a specific document issued after all building, plumbing, mechanical and electrical inspections have been completed and approved. Also all other agencies involved in the permitting process, such as the Planning Department, Emergency Services, Reedy Creek Energy Services, and Walt Disney Environmental Permitting, etc. must be contacted and concur with the issuance of a CO before it will be issued. Please allow time in your turnover scheduling to permit this process to occur.