TOWN OF SWANZEY, NEW HAMPSHIRE
SPECIAL EVENT PERMIT APPLICATION

As provided for in RSA 286: 1 and 2, a license or permit shall be required for all Special Events in the Town of Swanzey with the Board of Selectmen as the licensing authority. Submit the completed application and related documents to the Town of Swanzey, PO Box 10009, Swanzey, NH 03446, drop off at 620 Old Homestead Highway, Swanzey, NH, or leave in the drop box outside of Town Hall. For information or questions, call 603-352-7411 ext. 115.

Name of Special Event: _____

Date(s) of Special Event: _____

Time(s) of Special Event: _____

***Outdoor Concert or Performing Arts Series: provide a complete schedule with proposed dates and times as an attachment.**

Location of the Special Event: _____

MAXIMUM DAILY No. of Volunteers/Workers: _____ Spectators: _____ Vendors: _____

NAME(S) OF OWNER OF PROPERTY: _____

Address (physical): _____ (mailing): _____

Telephone: _____ Email: _____

Contact Person: _____ Phone (s):_____

NAME(S) OF APPLICANT/ SPONSOR: _____

Address (physical): _____ (mailing): _____

Telephone: _____ Email: _____

Contact Person: _____ Phone:_____

Mail Permit to (Check one): [ ] Applicant/Sponsor [ ] Property Owner

DESCRIBE (in detail) **THE PROPOSED SPECIAL EVENT:**

_____

_____

_____

_____

_____

_____

_____

_____

_____

Event Check List

Will your event involve any of the following? (Please check all that apply)

—— *Food or Beverage Concessions/Vendors/Sales **

—— *Alcoholic Beverages (State NH permit required – call 603-271-3755)*

—— *Retail Vendors*

—— *Stage or Bleachers (inspection needed) ***

—— *Electronic Sound Amplification Equipment, Speakers, Public Address Systems (follow Town Noise Ordinance)*

—— *Music, Dance, Theater (follow noise ordinance)*

—— *Circus Art/ Performance Art*

—— *Carnival Games*

—— *Amusement Rides (inspection needed)*

—— *Bouncy/Inflatable Houses (inspection needed)*

—— *Water Activities*

—— *Propane/Charcoal Grills/BBQ Grills (inspection needed) ****

—— *Electrical Supply Set Up or Electrical Cords Being Run to the Site (inspection needed)*

—— *Fire Pits, Bonfires, Kindle Fire, Campfire and Other Outdoor Burning ****

—— *Signs – Describe:* _____

—— *Tents/Canopies Over 10' x 10' **** – Size:* _____

—— *Temporary Structures Erected? – Describe:* _____

—— *Animals – Describe:* _____

—— *Fireworks Displays ***** – Class:* _____

—— *Motorized Vehicles – Describe:* _____

—— *Onsite and Off Site Parking – Specify Off Site Location:* _____

—— *Street(s) Closure or Inhibited Flow of Traffic Affected Road(s)* _____

_____

(Swanzey PD and/or NH DOT approval required)

* All food & beverage vendors will need a permit to operate.
** A building permit may be required for stages.
*** All outdoor burning or open fires will need a fire permit.
**** All tents or indoor activities will need a place of assembly permit.
***** All fireworks displays will need a permit.

<u>Other State and/or Local Permits (if applicable).</u>

- **Liquor License** (selling liquor): NH Liquor Commission – 603-271-3521
- **Hawkers / Peddlers Permit** (door to door sales): Swanzey Police Department – 603-352-2869, State of New Hampshire – 603-271-3242
- **Parade – Road Closure Permit**: Swanzey Police Department for Town roads – 603-352-2869, NH Department of Transportation for State roads – 603-352-2302
- **Vendor Permit** (food service or retail sales booths): Swanzey Fire Department – 603-358-6455, State of New Hampshire – 603-271-2201
- **Open Container Permit** (consuming liquor on Town property): Swanzey Town Hall – 603-254-7411, ext. 115

- **Place of Assembly Permit** (includes indoor facilities/tents per RSA 155:17-39): Swanzey Fire Department – 603-358-6455
- **Raffle Permit** (must be a charitable, religious, educational charitable, civic, veteran or fraternal organization): Swanzey Town Hall – 603-254-7411, ext. 115

You Must Submit the Following with the Application:

All applicants for Special Events need to provide written submission of the plans below. The Town review staff will review your application and, if additional information is required or if not enough information was supplied with this application, the Town will contact you to schedule a meeting. Please check off:

_____Site Plan
A drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years).

_____Security/Crowd Control Plan
A security plan allowing for sufficient number of detail police officer(s) to manage the maximum seating capacity of indoor events or to secure, control, and assure compliance with laws and licensing conditions in the case of an outdoor event.

_____Traffic Control/ Parking Plan
A traffic control plan setting forth the estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles.

_____Fire Emergency Plan
A fire emergency plan setting forth the estimated number of occupants of all indoor events to assure compliance with the laws and permit rules and conditions required by the NH State Fire Code and its adopted references for places of assembly.

_____Ambulance/ Medical Service Plan
An emergency medical service plan, setting forth the requirements for on-site emergency medical services and transportation.

_____Ticket Distribution Plan
A written plan outlining the distribution of tickets prior to the event and/or at the time and place of the event, including provision for a limitation on ticket sales to maintain required occupancy levels and provision for the refund of ticket costs in the event of cancellation of the event.

_____Sanitary Facilities Plan
A sanitary facilities plan appropriate for the number of attendees, which will include information relative to portable toilet facilities, trash containers, and a provision that the property and surrounding areas and roadways shall be cleared of all debris within 12 hours following the event.

_____Food Service Plan
A food service plan, which may require review and acceptance by the Swanzey Health Officer.

_____Certificate of Insurance

_____ Application Fee
See chart below – payment due with application.

_____ Public Notice Fee
For Category 4 Events ** ($30 payment due with application).

_____ Special Duty Services
An estimate will be provided after submittal. Fifty percent (50%) of the estimate is due at or before release of the approved permit – please check this off as acknowledgement, if applicable.

OUTDOOR EVENTS

Event Category	Estimated Attendance Per Day	Maximum Review Period	Application Fee/Per Day (non-refundable)	Public Hearing Required?	Public Hearing Notice Fee
1	1 - 99	30 days	$20.00	No	No
2	100 - 999	45 days	$50.00	No	No
3	1000 - 2999	60 days	$100.00	No	No
4**	3000 +	90 days	$300.00	Yes	$30.00

OUTDOOR CONCERT OR PERFORMING ARTS SERIES

Number of concerts or performances in series	Fee	Maximum Review Period	Public Hearing Required?
3-10	$300.00	90 days	Yes
10-20	$600.00	90 days	Yes
21 or more	$900.00	90 days	Yes

NOTICE: All outdoor concert or performing arts series and Commercial Fireworks Displays require a public hearing at a Board of Selectmen meeting. Notice of the public hearing shall be posted in Town Hall, on the Town website, and in the Keene Sentinel. In addition, the Town shall send notice to all owners of property within a distance determined to be appropriate by the Special Events Review Committee at least 14 calendar days before the hearing by certified mail. All costs associated with the public hearing notice shall be borne solely by the applicant and shall be paid in full prior to the public hearing.

NOTICE: The application fee for all Commercial Fireworks Display events shall be the same as a Category 4 event as specified above regardless of the estimated attendance.

INDOOR EVENTS

Application fee for a license to exhibit in any hall shall not exceed $50.00 per day.

Total amount due with application $_____

Special Duty Service Fees
The application fee does not include the costs of Fire or Police protection, or any other extra Town expense required to protect the health and safety of the public which can reasonably be attributed to the event. All such costs associated with the use of active and stand-by emergency and other services provided by the Town of Swanzey, or by other towns' emergency services, shall be borne by the applicant, promoter or sponsor. **You will be required to pay 50% of the Special Duty Fees before the approved permit will be released.**

If another Town provides special duty services due to lack of Swanzey manpower, you will be invoiced by them for the hours of service they provided, within 30 days after the event. Do not combine their payment with the Town of Swanzey.

Release of Permit
Before the permit is release, you will be given an estimate for any Town services required for the event. Payment will be due for 50% of the Special Duty Services (payment by cash, check, or money order will be accepted). It should be noted that the fees are ESTIMATES ONLY; actual fees may be higher or lower.

After the event, billing for the Special Duty Services will be based on actual hours incurred by Town personnel. The balance due will be invoiced with adjustments (if applicable). The balance is due upon receipt of the invoice to avoid a 2% late fee per month. A history of non-payment or late payment of any application fee and/or Special Duty Services is grounds to deny your request for future event permits.

A performance bond for events over 5,000 participants per day and or other security acceptable to the Town may be required in an amount equal to the amount estimated for Special Duty Service Fees as described above.

YOU MUST NOTIFY THE PERMIT COORDINATOR OF ANY CHANGES MADE TO THE EVENT
Example: your application stated 500 people and you sold 1500 tickets or you decided to add food vendors instead of allowing coolers. All proposed changes shall be subject to review and approval by the Special Events Review Committee before going into effect.

For Outdoor Concert or Performing Arts Series: any proposed changes to the approved plans or to the concert or performance schedule shall be sent to the Permit Coordinator a minimum of 14 calendar days before the proposed change.

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BY SIGNING BELOW, I/WE CONFIRM THAT ALL INFORMATION PROVIDED HEREIN AND IN ALL ATTACHMENTS IS TRUE AND ACCURATE, ACKNOWLEDGE THAT THIS APPLICATION WILL NOT BE REVIEWED BY THE BOARD OF SELECTMEN UNTIL CONSIDERED COMPLETE BY TOWN REVIEW STAFF, AND STATE THAT ALL LIABILITY FOR THIS EVENT IS ASSUMED AND ACCEPTED BY THE APPLICANT.

PROPERTY OWNER(S) SIGNATURE: _____

PRINT NAME (S): _____ TITLE/POSITION: _____

Date: _____

APPLICANT(S) SIGNATURE: _____

PRINT NAME (S): _____ TITLE/POSITION: _____

Date: _____

I/WE ALSO CONFIRM THAT I/WE ARE RESPONSBILE FOR ALL COSTS INCURRED FOR THIS EVENT INCLUDING ALL SPECIAL DUTY POLICE, FIRE, AND HEALTH/SAFETY SERVICES. ALL SERVICES MUST BE PAID IN FULL UPON RECIEPT OF THE INVOICE. IF NOT PAID IN FULL, THE TOWN WILL CHARGE 2% INTEREST PER MONTH.

THE TOWN MAY REQUEST/SUE FOR LEGAL EXPENSES IF THE TOWN HAS TO GO TO COLLECTIONS FOR UNPAID AMOUNTS. I/WE ARE RESPOSIBLE FOR ALL FEES WHICH MAY INCLUDE INTEREST, ATTORNEY AND COURT FEES.

APPLICANT(S) SIGNATURE: _____

PRINT NAME (S): _____ TITLE/POSITION: _____

Date: _____