



TOWN OF EXETER

32 COURT STREET • EXETER, NH • 03833 • (603) 773-6151 • www.exeternh.gov

Special Event Application

The Town of Exeter requires licensing for all Special Events where the Select Board is the licensing authority. Return all Special Event applications to Exeter Parks and Recreation, at 32 Court Street, Exeter NH. For information or questions concerning the application call 603-773-6151 or email nbugbee@exeternh.gov Special Event License (Reference RSA 286 1-5, Town Ordinance Chapter 807)

Please note: Application must be received by the Parks and Recreation Office at least 14 business days prior to event and at least 30 business days prior to event if food will be distributed/sold.

All services must be paid in full upon receipt of the invoice.

TYPE OF EVENT

- Special Event Road/Bike Race Parade Protest/Rally Fireworks

LOCATION OF SPECIAL EVENT

- Town Main Hall Bandstand Art Gallery Swasey Parkway Senior Center
- Townhouse Common Parks/Rec Property Founders Park Swasey Pavilion

Organization Name: _____

Organization Address: _____

Event Representative Name: _____

Event Representative Title: _____ Phone _____

Day of Contact Name: _____ Day of Contact Phone # _____

Event Representative Email: _____

Please Check One: Are you a Exeter, Non-Profit Group: Yes _____

Are you a Non-Exeter, Non-Profit Group: Yes _____

Are you a Exeter For Profit Group: Yes _____

Are you a Non-Exeter For Profit Group: Yes _____

EVENT DETAILS

Date of Event: _____

Start Time: _____ End Time: _____

Name of Event: _____

Number of Anticipated Attendees (Including Volunteers and Staff): _____

Describe the Proposed Event: _____

Is your event using promotional signage around the Town of Exeter? Yes No If yes, prior approval is required

Blocking Off Road(s): Yes No If yes, which one(s) _____

of Parking Spaces: _____ Locations: _____



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WILL YOUR EVENT INVOLVE ANY OF THE FOLLOWING? (Please check all that apply)

- Food/Beverage/Concessions/Vendors/sales (inspection by Health Officer) Yes No
- Alcoholic Beverages Served Yes No
- State Liquor Permit Received Yes No Date Rcvd: _____
- Town Liquor Permit Approved Yes No Date Rcvd: _____
- Electronic sound amplification equipment, speakers, public address system (must follow noise ordinance) Yes No
- Propane/Charcoal BBQ grills (inspection by Health Officer) Yes No
- Electrical set up/ electrical cords run to the site (inspection needed by Electric Inspector) Yes No
- Fire pits, bonfires, kindle fire, campfire and other outdoor burning (must have permit from Fire Department) Yes No
- Tents/canopies If so, list quantity and size Yes No # & Size _____
- Animals at the event. If so, describe Yes No _____
- Motorized Vehicles. If so, describe Yes No _____

ADDITIONAL DOCUMENTATION NEEDED TO COMPLETE/ATTACH TO PERMIT APPLICATION

All applicants for Special Events need to provide **WRITTEN ANSWERS TO THE QUESTIONS BELOW.**

- Site Plan:** Please attach a drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years).
- Security/Crowd Control Plan:** Describe how you plan to manage event goes while not surpassing the maximum seating capacity of indoor events or how you will secure, control, and assure compliance with laws and licensing conditions in the case of an outdoor event.

- Traffic Control/ Parking Plan:** 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.



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4. Fire Emergency Plan: 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.

5. Ambulance/ Medical Service Plan: Detail the on-site emergency medical services and transportation plan.

6. Ticket Distribution Plan: Outline 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.

7. Sanitary Facilities Plan: A 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.

8. Food Service Plan: A food service plan, which may require review and acceptance by the Exeter Health Officer or a vendor permit from the Fire Department. Please list what types of food will be served and where it will be served within the facility.

9. Special Duty Service Fees: The application fee does not include the cost of Fire or Police protection/detail, 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 Exeter, or by other towns' emergency services, shall be borne by the applicant, promoter or sponsor.

After the event, billing for the Special Duty Services will be based on actual hours incurred by Town personnel. The total will be invoiced. 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.

10. Liability Insurance Required: Certificate of Insurance and endorsement/provisions to be submitted with completed application. Required Amounts: General Liability/Bodily Injury/Property Damage: \$1,000,000 per occurrence, \$2,000,000 aggregate; **the Town of Exeter must be listed as additionally insured.**

11. 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 Services Fees as described above.



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By signing below, I confirm that all information provided herein and in all attachments as true and accurate, acknowledge that this application will not be reviewed by the Recreation Department until considered complete by Town review staff, and state that all liability for this event is assumed and accepted by the applicant.

Print Name _____ **Organization** _____

Applicant Signature _____ **Date** _____

I also confirm that I am responsible 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 receipt of the invoice.**

The Town may request/sue for legal expenses if the Town has to go to collections for unpaid amounts. I am responsible for all fees, which may include interest, attorney and court fees.

The Town reserves its rights to pursue all available legal remedies for damage to Town property or violation of any laws, rules or conditions applicable to use of Town property. In addition, such conduct may result in revocation of permission and/or denial of future requests for permission to use Town property.

A Full refund will be granted, less \$50.00 administrative fee if canceled before 30 days of event. No refund will be given if canceled after 30 days of event.

Print Name _____

Applicant Signature _____ **Date** _____

Please make Checks payable to Exeter Parks & Recreation

FOR OFFICE USE ONLY

Cost For Event: \$ _____

Entered Into RecDesk: Yes No

Sent Invoice: Yes No

Received Insurance: Yes No

DEPARTMENT HEAD SIGNED OFF

Police Chief

Yes No

Via Email

Health Inspector

Yes No

Via Email

Fire

Yes No

Via Email

DPW

Yes No

Via Email

Parks & Rec

Yes No

Via Email