



# TOWN OF EXETER

32 COURT STREET • EXETER, NH • 03833 • (603) 773-6151 • [www.exeternh.gov](http://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 [community.permits@exeternh.gov](mailto:community.permits@exeternh.gov)  
Special Event License (Reference RSA 286 1-5, Town Ordinance Chapter 807)

### Please Check Type of Event:

- Special Event       Road Race/ Bike Race       Parade       Fireworks

### Please Check Location Requested:

- Town Hall Auditorium/ Balcony       Town Hall/ Small Front Green Rm       Town Hall/ Art Gallery       Swasey Parkway       Parks/Recreation Building
- Town Hall Bandstand       Senior Center       Swasey Pavilion      **Raynes Farm**

### EVENT CONTACT INFORMATION

Organization Name: Exeter Conservation Commission

Organization Address: 10 Front Street

Event Representative Name: Kristen Murphy

Event Representative Title: Natural Resource Planner Phone: 603-418-6452

Event Representative Email: kmurphy@exeternh.gov

Day of Contact Name: same Day of Contact Phone # 603-479-4000

### EVENT DETAILS

Date of Event: Oct 16th, Cloud date Oct 23rd

Start Time: 7:30 End Time: 9:30

Name of Event: Exploring the Evening Sky with the NH Astronomical Society (NHAS) @ the Conservation Center at Raynes Farm

Number of Anticipated Attendees (Including Volunteers and Staff): 105

***If the number of attendees is over 250 a Police Detail and/or Fire Detail may be REQUIRED. The Event organizer is responsible for contacting the Exeter Police Department and Exeter Fire Department to set up details. If there are no detail available the event will not be allowed to go on as scheduled. Please contact Exeter Police Department & Exeter Fire Department as soon as possible so this won't be an issue. The cost of the detail is the responsibility of the event organizer and must be prepaid. (except political events).***

Describe the Proposed Event:

The Exeter Conservation Commission will be hosting an evening of star gazing with the NH Astronomical Society on Oct 16th at the Conservation Center at Raynes Barn. Event will start at 7:30 pm. Cars will be directed to park in the field along the stone wall paralleling Newfields Rd. All attendees reservations will be checked by 1 of 3 check in stations spaced as shown on plan. Reservations will be required for entry with max attendee capped at 100. Participants must be masked and remain socially distanced throughout the program. The event will be located in the open grassed field with an introduction by NHAS who will guide us on a tour of the night sky. Should viewing conditions be poor, the event will be rescheduled for Oct 23rd.

Requesting Blocking Off Road(s):  Yes  No If yes, which one(s) \_\_\_\_\_

# of Parking Spaces: unlimited Locations: Parking will be directed along the field side of the stone wall. Overflow if needed will be parked in the field.



# Special Event Application Con't Page 2

### 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 We may use a small speakerphone so participants can hear if #s are large enough.
- 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 Should speakerphone require power we would plug into the barn and run cord to site.
- 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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*Outdoor Parks Only

### Additional Documentation Needed To Complete/Attach to Permit Application

All applicants for Special Events need to provide written submission of the plans below. The Town 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.

1. **Site Plan:** Please **ATTACH A DRAWING** of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years).
2. **Security/Crowd Control Plan:** Describe how your 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.  
Ticket reservations will be required for entry. Conservation Commission members and myself will be onsite during the duration. All reservation holders will be reminded by email before event of mask requirement, parking location, check in sites and social distancing requirements, that restrooms will not be available. Parking directors will also remind participants of masks requirement, attendees will be directed to check in stations. Gathering spot indicated on plan provides 7,300SF of space. 6' social distancing for 100 people is 3,600 SF.
3. **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.  
100 tickets have been reserved in 39 family groups. We will have 4 Conservation Commission members and myself to assist with oversight. (Note; The ticket reservation system had been in place prior to Covid change requiring Selectboard approval for events at Raynes Farm so ticket sales have been ongoing since spring)



## Special Event Application Con't Page 3

**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.

Outdoor event only.

**5. Ambulance/ Medical Service Plan:** Detail the on-site emergency medical services and transportation plan. Should medical services be required 911 would be called.

**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.

The event is listed on the Conservation Commission's facebook site with embedded free ticket reservations via Eventbrite.

**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.

Given the short duration of the event, no facilities will be provided.

**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.

No food will be available.

**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. (\*Political event fee includes police and fire detail)

**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.



## Special Event Application Con't Page 4

- 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.
- 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.

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

Print Name Kristen Murphy \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date 10/6/20 \_\_\_\_\_

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. 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 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.

Print Name Kristen Murphy \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Cost For Event: \$ \_\_\_\_\_  
 Sent Invoice:  Yes  No  
 Payment Date Received: \_\_\_\_\_  
 Entered Into RecTrac:  Yes  No  
 Received Insurance:  Yes  No  
 Needs Select Board Approval:  Yes  No  
 If Yes Date Approved By Select Board: \_\_\_\_\_  
 Police Detail Obtained:  Yes  No  
 Fire Detail Obtained:  Yes  No

**Signed Off By Department Heads**

**Police Chief:**  Yes  No      **DPW:**  Yes  No  
 Date: \_\_\_\_\_      Date: \_\_\_\_\_  
 Initials : \_\_\_\_\_      Initials : \_\_\_\_\_  
 Approval \_\_\_\_\_      Approval \_\_\_\_\_  
 Via Email:  Yes  No      Via Email:  Yes  No

**Health Inspect.:**  Yes  No      **Parks & Rec:**  Yes  No  
 Date: \_\_\_\_\_      Date: \_\_\_\_\_  
 Initials : \_\_\_\_\_      Initials : \_\_\_\_\_  
 Approval \_\_\_\_\_      Approval \_\_\_\_\_  
 Via Email:  Yes  No      Via Email:  Yes  No

**APPROVED:**




Event Date:  Yes  No  
 Location:  Yes  No  
 Road Closure:  Yes  No  
 Parking Request:  Yes  No

**DENIED:**

Date: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Road Closure: \_\_\_\_\_  
 Parking Request: \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

-  Parking Area
-  Check In Stations
-  Viewing/Gather Spot
- 7,300 SF shown

85

61 Newfields Rd

Newfields Rd

Captain's Way

483 ft





## Special Event COVID - 19 Addendum

Due to COVID-19 the Town of Exeter is requiring guidelines be adhered to for special event permits. All use of Town parks and facilities must abide by the New Hampshire Governor's emergency COVID- 19 orders. Please initial each line below stating that you will provide the additional documentation required or abide by the guideline noted.

### COVID-19 GENERAL GUIDELINES

1. Provide Parks & Recreation documentation of how the organizers and vendors will provide education and training around safe practices as it relates to hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the New Hampshire Universal Guidelines and in this document. Initial\_\_KMM\_\_\_\_\_
2. Provide an updated map indicating how the event will be spread out to adhere to the 6' social distancing rule. Initial\_\_KMM\_\_\_\_\_
- All organizers, vendors, and attendees must maintain at least 6 feet apart from others at all times. Initial\_\_KMM\_\_\_\_\_
3. Organizers shall handle all garbage following each event. Initial\_\_KMM\_\_\_\_\_
4. Organizations shall require vendors to sign usual participation waivers outlining the additional risks due to COVID-19 associated with the activity. Initial\_\_KMM\_\_\_\_\_
5. Organizations shall provide and require the review of the following documents/links to all volunteers and vendors: Initial\_\_KMM\_\_\_\_\_
  - CDC Guidelines
  - Universal Guidelines for All New Hampshire Employers and Employees
  - CDC Use of Cloth Face Coverings
6. Organizations shall have each volunteer and vendor sign a document indicating that they have received & reviewed the above documents and shall do their best to abide by the above mentioned Guidelines. Copies of said documents are required to be turned into the Exeter Parks and Recreation 48 hours prior to the event. Initial\_\_KMM\_\_\_\_\_
7. Organization shall have each vendor and volunteer to sign a waiver acknowledging the seriousness of Covid-19 and to not hold the Town of Exeter responsible for a possible exposure. Initial\_\_KMM\_\_\_\_\_
8. It is understood that this is a temporary permit in which can be revoked, eliminated or extended due to the fluidity of COVID-19 and/or non-compliance. Initial\_\_KMM\_\_\_\_\_

### COVID -19 VENDOR GUIDELINES

9. Recommended that cash and product not handled by the same person. Initial\_\_N/A\_\_\_\_\_
10. All vendors should consider plexiglas/display changes/protective measures for displaying product. Initial\_\_N/A\_\_\_\_\_
11. Plastic tables (no wood) need to be used and disinfect commonly touched surfaces Initial\_\_N/A\_\_\_\_\_
12. Only the vendor can handle products and place customer purchases away from other products. Initial\_\_N/A\_\_\_\_\_
13. Only one shopper under the tent at a time to prevent overcrowding and adhering to 6' social distancing Initial\_\_N/A\_\_\_\_\_
14. Vendors should offer cash-free/no-touch payment options encouraged (Apple Pay, Venmo, etc.) Initial\_\_N/A\_\_\_\_\_
15. Provide foot traffic flow patterns to meet social distancing requirements. Initial\_\_KMMM\_\_\_\_\_
16. All food vendors will complete the "ServSafe COVID-19 Precautions Training Video" and will provide a copy of the certificate to the Town and the sponsoring organization. (Health Officer can provide link) Initial\_\_n/a\_\_\_\_\_



# Special Event COVID - 19 Addendum

## COVID-19 HEALTH GUIDELINES

17. Require all volunteers and vendors to report any symptoms of COVID-19 or close contact to a person with COVID-19 to the lead contact person. Vendors and Volunteers should not attend events if they feel sick. Initial \_\_KMM\_\_

18. Vendors and volunteers should be screened on arrival to each event by asking if the individual: Initial \_\_KMM\_\_

- a. Has any symptoms of COVID-19 (see Universal Guidelines for list of potential symptoms) or fever of 100.4 degrees F or higher (parents should take the participant's temp prior to bring them to the facility).
- b. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
- c. Traveled in the past 14 days either:
  - i. Internationally (outside the U.S.),
  - ii. By cruise ship, or
  - iii. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).

19. Any volunteer or vendor(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should not be allowed into the event: Initial \_\_KMM\_\_

- a. Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and self-isolate at home following the instructions below.
- b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should self-quarantine for 14 days from their last exposure or return from travel.

20. Person(s) with suspect or confirmed COVID-19 must stay home until symptom based criteria are met for discontinuation of isolation: Initial \_\_KMM\_\_

- a. At least 10 days have passed since symptoms first appeared AND
- b. At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)

21. Organizers shall provide hand sanitizer and face masks at entry points to the events along with proper signage recommending masks be worn while attending the event. Initial \_\_KMM\_\_

22. Vendors and volunteers must wear masks at all times and vendors must wear gloves when serving customers. Initial \_\_KMM\_\_

23. An isolation area shall be identified and communicated to all vendors and volunteers at the beginning of each event for those that develop symptoms during the event. Initial \_\_KMM\_\_

24. Vendors, organizers and volunteers are required to have way to sanitize/wash their hands Initial \_\_KMM\_\_

The Director of Parks and Recreation will not review incomplete applications. All items must be initialed. Failure to do so shall result in an incomplete application which will not be processed. The undersigned attests that the supplied information is accurate and complete and requests that the Director of Parks and Recreation proceed with processing this application. The undersigned attests that they have read and agree to all provisions of this use of the Town of Exeter's Special Event Permit. They attest that it is the responsibility of the organization to educate any vendors, volunteers, spectators etc. of these rules. **ANY VIOLATION OF THESE RULES WILL RESULT IN AN IMMEDIATE SUSPENSION OF THE PERMIT FOR THE ORGANIZATION.**

Applicant Signature

Date



# Special Event Application

- 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.
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Kristen Murphy

Print Name

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. IF NOT PAID IN FULL, THE TOWN WILL CHARGE 2% INTEREST PER MONTH.

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Kristen Murphy

Print Name

Applicant Signature

Date

## FOR OFFICE USE ONLY

Cost For Event: \$ \_\_\_\_\_

Entered Into RecTrac:  Yes  No

Sent Invoice:  Yes  No

Received Insurance:  Yes  No

## Signed Off By Each Department Head

Police Chief

Yes  No

Via Email

Health Inspector

Yes  No

Via Email

DPW

Yes  No

Via Email

Parks & Rec

Yes  No

Via Email





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## Re: Conservation events

1 message

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**James Murray** <jmurray@exeternh.gov>

Tue, Oct 6, 2020 at 11:06 AM

To: Kristen Murphy <kmurphy@exeternh.gov>

Cc: Greg Bisson <gbisson@exeternh.gov>, Melissa Roy <mroy@exeternh.gov>, Russell Dean <rdean@exeternh.gov>

Looks good to me, I have no further questions at the moment.

On Tue, Oct 6, 2020, 10:54 AM Kristen Murphy <kmurphy@exeternh.gov> wrote:

Good morning all,

Attached is the application for the event at Raynes Farm. I am happy to answer any questions or make revisions prior to submitting a signed version to the Selectboard for the Friday meeting. As soon as you could give feedback I would appreciate it. I apologize for the quick turn around as I was operating under the assumption that Raynes events were managed by the CC and just needed SB awareness and support not official vote of approval. I take full responsibility for that.

On Tue, Oct 6, 2020 at 8:45 AM Greg Bisson <gbisson@exeternh.gov> wrote:

Hi Kristen,

Thanks for popping on last night. In this Covid-19 world, there needs to be a lot of protocols in place. I will forward you the special event form but typically as you know we never have permitted Raynes Farm so we will need to write in Raynes Farm. I may have a sign that says mask required. I will take a look. Here is the permit. Let me know if you have any questions.

Greg

--

Kristen Murphy  
Natural Resource Planner

Town  
of  
Exeter



Kristen Murphy <kmurphy@exeternh.gov>

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## Re: Application for use of Raynes Farm

1 message

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**Jennifer Perry** <jperry@exeternh.gov>

Tue, Oct 6, 2020 at 2:43 PM

To: Kristen Murphy <kmurphy@exeternh.gov>

Cc: Stephan Poulin <spoulin@exeternh.gov>, Greg Bisson

<gbisson@exeternh.gov>, Eric Wilking <ewilking@exeternh.gov>, Jeff Beck

<jbeck@exeternh.gov>, Jay Perkins <jperkins@exeternh.gov>

Hi Kristen,

We are all set here at Public Works; I conferred with Jeff Beck and Jay Perkins. Please realize this section of Newfields Road/Route 85 is NHDOT jurisdiction and not the Town. I do not believe NHDOT has any requirements or permits for an event, but you could ask the District 6 office in Durham at 868-1133.

Jennifer Royce Perry, P.E., Director

Exeter Public Works

13 Newfields Road

Exeter, NH 03833

(603) 773-6157

*Enhancing, Preserving Community & Environment*

Like us on Facebook!

On Tue, Oct 6, 2020 at 11:55 AM Kristen Murphy <kmurphy@exeternh.gov> wrote:

Good morning Greg, Jennifer, Chief Poulin, and Chief Wilking

I am attaching an application for an event proposed for Raynes Farm. As the application details, the event involves open air stargazing from 7:30 pm - 9:30 pm on Oct 16th. We are limiting numbers to 100 reservations.

Currently we have 100 tickets reserved from 39 different family groups. We would have parking directed by members of the Conservation Commission, 3 check in stations to we do not exceed attendance limits, require masks

Town  
of  
Exeter



Kristen Murphy <kmurphy@exeternh.gov>

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## Re: Application for use of Raynes Farm

1 message

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**Stephan Poulin** <spoulin@exeternh.gov>  
To: Kristen Murphy <kmurphy@exeternh.gov>

Tue, Oct 6, 2020 at 12:39 PM

OK then IM good too.

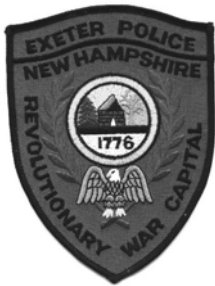
***Chief Stephan R. Poulin***

*Exeter Police Department*

*20 Court St*

*Exeter, NH 03833*

*Dispatch: 603-772-1212*



On Tue, Oct 6, 2020 at 12:38 PM Kristen Murphy <kmurphy@exeternh.gov> wrote:

Thank you Chief. James already signed off on it.

On Tue, Oct 6, 2020 at 12:35 PM Stephan Poulin <spoulin@exeternh.gov> wrote:

I would send this over to James Murray as well due to the pandemic.

***Chief Stephan R. Poulin***

*Exeter Police Department*

*20 Court St*

*Exeter, NH 03833*