

TOWN OF EFFINGHAM

OUTDOOR PUBLIC EVENT LICENSING PROCEDURE

PROCEDURE FOR ISSUING A LICENSE

APPLICATION PROCESS:

Any person desiring to conduct an outdoor public event subject to the provisions of RSA 286:1 or RSA 286:2 shall apply to the Board of Selectmen for a license to conduct such public event at least 45 days prior to the commencement of such public event. The applicant shall provide the following information:

Name, address, and principal business of the applicant. If the applicant is not an individual person, but an organization doing business in the State of New Hampshire, they shall provide documents establishing that they are legally organized under the laws of the State of New Hampshire.

The proposed date of the outdoor public event.

The times of day on which the proposed outdoor public event will occur.

A description of the outdoor public event.

The location of the outdoor public event within Effingham. If the property is not owned by the applicant, the applicant must provide a written agreement that they have permission from the owner to hold the outdoor public event on the date scheduled.

Information particular to the outdoor public event, including admission charges, anticipated attendance, number of tickets to be printed, availability of food and beverages, and sale or consumption of alcoholic beverages.

Plans are to be submitted, in writing, for security, fire, traffic, ambulance and medical services, sanitary facilities, crowd control, and ticket sales.

If event is to be held on Town property, general liability insurance listing the Town, its agents, employees and officers as additional insured must be provided.

Upon determination that the application is complete, the Board of Selectmen will set the matter for consideration at their next regular meeting.

ISSUANCE OF LICENSE

The license, which is not transferable, shall be limited to use by the applicant for the day(s), time(s), and location of the outdoor public event identified in the application. Subject to RSA 286:4 such license fee shall be the sum of ten dollars (\$10.00).

The applicant shall agree, in writing, to reimburse the Town for expenses in excess of ten dollars (\$10.00) for each day of the outdoor public event. The selectmen can require the applicant to provide a bond for payment of such amount.

NOISE GUIDELINES

Each outdoor public event which anticipates amplification of sound shall require that such amplification commence no earlier than 10:00 a.m (local time) on each day of the outdoor event and cease by 11:59 p.m. (local time).

NON-APPLICABILITY OF LICENSING PROCEDURE

The provisions of this licensing procedure shall not apply to the Town, its school district, town departments acting in their governmental capacity and outdoor family events (i.e. weddings, cookouts, reunions, birthdays, anniversaries, etc.). Local non-profit fraternal, civic and religious denominations are also exempt when sponsoring outdoor events for their own members.

WAIVE AND/OR EXTEND

The selectmen reserve the right to waive or extend the provisions of this licensing procedure.

FORMS

The Board of Selectmen shall adopt forms for use by applicants in making application for a permit and for issuance of a license. Such forms shall be adopted at a regular meeting of the Board of Selectmen after the effective date of this procedure.

COMPLIANCE WITH OTHER LAWS

The procedures set forth shall govern all requests for licensing pursuant to RSA 286. When issued, an applicant shall comply with all regulations and ordinances of the Town of Effingham as well as all other applicable state and federal laws, rules, and regulations.

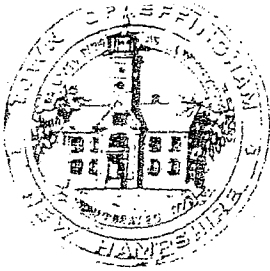
PENALTIES

Any person or entity found to be in violation of this procedure shall be subject to all applicable penalties including the penalties set forth in RSA 286:5.

SEVERABILITY

In the event a portion of this procedure is found to be invalid, such finding shall not render the remaining portions of the licensing procedure invalid. In such event, the remaining portions of the licensing procedure shall remain in full force and effect.

The above procedure was adopted by the Board of Selectmen on October 3, 1996.



Town of Effingham

Town House Road Center Effingham
P.O. Box 25 South Effingham, New Hampshire 03882

(603) 539-7770
Fax: (603) 539-7799

TAX MAP #

OUTDOOR EVENT APPLICATION

LOT #

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____

PRINCIPAL BUSINESS: _____

(SEE PROCEDURE)

DATE(S) OF EVENT: _____

TIME(S): _____

DESCRIPTION: _____

LOCATION: _____

IF NOT LOCATED ON APPLICANT'S PROPERTY, PLEASE PROVIDE THE FOLLOWING:

- A. Copy of agreement between applicant and owner allowing applicant to use the property for conducting the outdoor event.

ADMISSION CHARGES: _____ ANTICIPATED ATTENDANCE: _____

AVAILABILITY OF FOOD AND BEVERAGES: _____

SALE OF ALCOHOLIC BEVERAGES: YES _____ NO _____

CONSUMPTION OF ALCOHOLIC BEVERAGES: YES _____ NO _____

SECURITY PLAN: To include FIRE, TRAFFIC, AMBULANCE AND MEDICAL SERVICE(S), SANITARY FACILITIES, CROWD CONTROL AND TICKET SALES (Please use back page).

PROOF OF GENERAL LIABILITY INSURANCE NAMING THE TOWN OF EFFINGHAM AS AN

ADDITIONAL NAMED INSURED: _____

SIGNATURE OF APPLICANT: _____

DATE OF APPLICATION: _____

OUTDOOR EVENT APPLICATION

APPLICANT'S PLANS FOR:

FIRE: _____

SECURITY: _____

TRAFFIC CONTROL: _____

AMBULANCE/MEDICAL SERVICES: _____

SANITATION: _____

CROWD CONTROL: _____

TICKET SALES: _____

In the event that town expenses exceed the \$10.00 license fee, I/We agree to reimburse the Town of Effingham for any additional costs.

Signature of Applicant

Date