



Meredith Public Works Department

347 DW Highway, Meredith NH 03253

603-279-6352

mbennett@meredithnh.gov

FACILITY EVENT PERMIT

The purpose of this Facility Event Program is to assist the applicant in a safe and successful event and to ensure the applicant is following local and state rules and regulations. The permit is extensive and not all items may be applicable to the event. Town staff are readily available to assist you in completing this application.

EVENT NAME: _____

EVENT DATE: _____ Start Time: _____ End Time: _____

ORGANIZATION NAME: _____

Contact Person: _____ Phone: _____

Mailing Address: _____

E-Mail Address: _____

Describe (in detail) proposed event: _____

How many people do you expect to attend? _____

Location Requested	
	Hesky Park
	Hesky Park Picnic Pavilion
	Town Docks
	Scenic Park
	Clough Park
	Bandstand
	Gazebo on Boardwalk
	Town Docks Parking Lot
	Plymouth St Parking Lot
	Community Park (Main St)
	Water St Parking Lot
	High St. Parking Lot
	Rt 3 Parking Lot
	Solid Waste Facility
	Waukegan Park
	Private Property

Will your event involve any of the following?	
	Blocking public way (Police may be required)
	*Food/Beverage Concessions (Life Safety Inspection Required)
	*Vendors/Sales (Life Safety Inspection Required)
	*Alcoholic Beverages (State of NH permit required)
	Electronic sound amplification equipment, speakers, and public address system (Must follow noise ordinances)
	Fireworks (Must follow noise ordinance & permit required)
	*Propane/charcoal BBQ Grills (Life Safety inspection required)
	*Electrical setup/electric cords (Life Safety Inspection)
	*Fire Pits, bonfires, kindle fire, campfire and any other outdoor burning (Life Safety inspection and Fire Permit required)
	*Tents/canopies (Life Safety inspection required)
	Animals (Kind: _____ Number: _____)
	Motorized Vehicles
	Parade (Route: _____)
	Signs (Describe: _____)

If any part of event takes place on Private property please specify:

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Other State and Local Permits (If applicable):

*** STATE OF NH ONE DAY LICENSE - NH LIQUOR COMMISSION**

A one day license is issued to a bonafide registered non-profit organization wishing to serve alcohol. Application and required documentation must be received by the NH Liquor Commission no later than 15 business days prior to the event.

<https://www.nh.gov/liquor/enforcement/licensing/one-day-license.htm>

***HAWKERS/PEDDLERS APPLICATION**

Solicitation permits are issued by the Town of Meredith Police Chief for a fee of \$10.00. You may come in to the Police Dept, call 603-279-4561 or e-mail

mharper@meredithnh.gov

***LIFE SAFETY INSPECTION**

If food service will be provided or tents/canopies erected as part of the event, a Life Safety inspection will be conducted by the Fire Department

kjones@meredithnh.gov

acullen@meredithnh.gov

gpariseau@meredithnh.gov

All applications for Facility Event Permit must contain the following as applicable to your event:

The Town staff will review your application and if any additional information is required or if not enough information was provided with this application, the Town will contact you to schedule a meeting:

You must submit the following with this application:

1. **Liability Insurance Required:** Certificate of Insurance and endorsement/provisions to be submitted with the completed application. Required amounts: General Liability/Bodily Injury/Property Damage: \$1,000,000 per occurrence; \$2,000,000 aggregate; and the Town of Meredith must be listed as additionally insured.
2. **Site Plan:** A drawing of the event layout, including parking, facilities, vendor set up, etc.
3. **Emergency Action Plan to include the following as applicable :**
 - a. **Security Plan:** Describe the number of detail police officer(s) needed 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, if required by the Police Department.
 - b. **Crowd Control Plan:** Designated Crowd Managers must complete an online course and be in attendance throughout the entire event. uh.edu/fls/crowd-manager-training-course/
 - c. **Traffic Control/Parking Plan:** The estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control the traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles.
 - d. **Fire Emergency Plan:** The estimated number of occupants of all indoor events to assure compliance with the laws, permit rules and conditions as required by the NH State Fire Code and it's adopted references for places of assembly.
 - e. **Ambulance/Medical Service Plan:** Detail the on-site emergency medical services and the transportation plan.

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4. **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.

5. **Special Duty Service Fees:** Fees may be incurred for Fire or Police Protection, or any other extra Town expenses required to protect the health and safety of the public which can reasonably be attributed to the event. All costs associated with the use of active and stand-by emergency personnel and any other services that may be provided by the Town of Meredith or by other town's 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.

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

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 CITY RESERVES THE RIGHT TO PURSUE ALL AVAILABLE LEGAL REMEDIES FOR DAMAGE TO CITY PROPERTY OR VIOLATION OF ANY LAWS, RULES, ORDINANCES OR CONDITIONS APPLICABLE TO USE OF THE TOWN PROPERTY. IN ADDITION, SUCH CONDUCT MAY RESULT IN THE REVOCATION OF PERMISSION AND/OR DENIAL OF ANY FUTURE PERMISSION TO USE TOWN PROPERTIES.

PRINT NAME: _____ DATE: _____

APPLICANT SIGNATURE: _____

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TOWN OFFICIALS APPROVALS:

POLICE CHIEF (or designee):					
	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not Approved	
Comments: _____					

<i>Police Detail Required:</i>					
	<input type="checkbox"/>	YES		<input type="checkbox"/>	NO
If YES - hours detail will be required: _____					
Signature: _____ Date: _____					

FIRE CHIEF (or designee):					
	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not Approved	
Comments: _____					

<i>Fire Detail Required:</i>					
	<input type="checkbox"/>	YES		<input type="checkbox"/>	NO
If YES - hours detail will be required: _____					
Signature: _____ Date: _____					

CODE ENFORCEMENT:					
	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not Approved	
Comments: _____					

Signature: _____ Date: _____					

PUBLIC WORKS DIRECTOR (or designee):					
	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not Approved	
Comments: _____					

Signature: _____ Date: _____					

TOWN MANAGER:					
	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not Approved	
Comments: _____					

Signature: _____ Date: _____					

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Life Safety Inspection Helpful Hints:

The Town of Meredith is committed to the health and welfare of it's citizens. To ensure a safe event, a Life Safety Inspection may be required. Before your Life Safety Inspection, please review the following to ensure a successful inspection. Please note, depending on your event and type of vending, not all the items will apply. If you are wondering whether an item listed below would apply to your event, please contact the Meredith Fire Department at 603-279-6061.

Concessions/Food Vendors

Ensure LPG tanks and stored fuel/tanks are secured in an upright proper location.

Is cooking equipment located in a safe operating location?

Fire Suppression in good working order and inspections are up to date.

Hood Grease traps in place.

Emergency Shut Offs access

Proper Fire Extinguisher

Appropriate electrical connections for all equipment

Proper electrical cords (proper size for load, free from defect, ground connection and does not pose a trip hazard).

Clear Exit Aisles.

Generator located and stored properly.

Tents/Requirements:

Tents not considered an "EZ UP" required to be installed by a company/individual trained in proper set up

Tents are flame retardant. "EZ Up" tents are not required to be fire retardant. Open flames are not allowed in any tent that is not labelled as fire retardant.

Tent is properly fastened down. NO Stakes in ground due to underground irrigation.

Tent location and adjacent tents allow for proper entrance and egress.

Guy ropes have mid way identification.

Proper fire extinguishers

Appropriate electrical connections for equipment

Proper electric cords (proper size for load, free from defect, ground connection and does not pose a trip hazard).

Clear exit aisles, tables set up does not impede means of egress

Generator located and stored properly

MARKINGS:

NO permanent marking paint allowed on any town street, lot or sidewalk. Only washable chalk allowed.

Other:

