



SPECIAL EVENTS LICENSING POLICY

I. Purpose

The purpose of this policy is to establish guidelines and procedures for the issuance of licenses or permits for large meetings, shows, competitions, events and functions by the Nottingham Select Board.

The Town has an interest in protecting the public health, safety and welfare of citizens and visitors. Gatherings must provide for orderly and safe use of public streets, safety preparedness, parking and sanitary facilities.

II. Legal Authority

NH RSA 284:1 through 286:1 require the issuance of special licenses by the Select Board for various types of events before such events are permitted in the community.

Further, NH RSA 105:9 authorizes the Chief of Police to require police details at any event that he/she determines could potentially (a) Involve traffic-related problems; or (b) Lead to a public disturbance or public nuisance; or (c) Endanger public health, safety or welfare.

Further, NH RSA 153 and the NH State Fire Code authorize the Fire Chief to regulate outdoor events as they pertain to access for emergency vehicles, access to fire equipment; placement of stands, concession booths, etc.; and hazardous conditions.

Finally, NH RSA 128; 143A and 147:1 authorize the Health Inspector to protect public safety regarding Sanitation, Food and Public Health to include appropriate number of facilities and Food vendors.

III. Definitions

A "Special Event" is a meeting, show, competition, event, or other function as defined under RSA 286:1, 286:2, or 105:9, held indoors or outdoors, held on public or private property or streets, that can reasonably be expected to cause a public gathering that is not part of the normal course of business at the location. Special Events may be licensed for multiple days. Special Events shall not include private family events such as weddings, funerals, graduation parties, etc., on property owned by the family.

A "Community Event" is any event sponsored by the Town through its municipal departments, library, etc., and by the Nottingham School District on school property.

IV. Licensing Requirement

All Special Events within the town require a license from the Nottingham Select Board prior to the commencement of the event.

Community Events do not require a license.

V. Application & Review Procedure

A. Written Submission:

All requests for a Special Event license shall be submitted in writing on an application form available from the town office and web site. Additional information shall be provided in addition to the application form, as appropriate:

- Site Plan showing site layout, emergency service locations and access, sanitary facilities, food service locations, etc.
- Traffic Control & Parking Plan
- Other required permits and licenses
- Proof of insurance
- Promotional materials

Requests shall be submitted at least 60 days before the event to provide sufficient time for review and approval. Events with expected attendance of over 500 participants shall be submitted at least 90 days prior to event.

B. Staff and Select Board Review

Upon receipt of applicant, the Town Administrator will distribute application materials and consult with fire, police, health, code enforcement, and other officials as appropriate. Requests for additional information, clarification, and feedback will be returned to the applicant within two weeks. Meetings between the applicant and all or some local officials may be necessary.

- For events with expected attendance of less than 100 persons per day, the Town Administrator is authorized to issue a license on behalf of the Select Board, following consultation with other town officials noted above.
 - The Town Administrator will notify the Select Board of all such permits issued.
 - Any abutter or effected party may appeal the issuance of a license so issued, if the regular Select Board meeting schedule permits.
- For events with expected attendance of more than 100 persons, the Town Administrator will provide the Select Board with application materials and staff recommendations for discussion at the next available meeting. Applicants are welcome, and may be requested, to discuss directly with the Select Board.

C. Issuance of License

If approved, a license will be issued once fees are paid, proof of insurance is provided, and any conditions imposed have been met. Deposit or pre-payment of detail fees may be required.

VI. Fees

License fees shall be due prior issuance of license, per the following schedule:

Estimated Attendance/day	License Application Deadline	License Fee
1-99	60 days prior	N/A
100-499		\$ 50.00 / day
500+	90 days prior	\$100.00 / day

Detailed safety personnel, inspection fees, and/or other requirements not included in license fees.

VII. Change or Revocation of License

Following issuance of license, the Fire Chief, Police Chief, or Town Administrator may approve minor changes in site plans or operational plans prior to or during an event. Events with rain dates included with application may transfer an issued license to that date.


The permit may be revoked at any time if the applicant does not follow the provisions of the permit and if the exceptions and conditions in the permit have not been completed as specified. Revocation of permit will result in forfeiture of all deposits and fees. Further, any applicant that breaches the terms and conditions of their permit or any of the exceptions and conditions imposed there under shall be subject to a penalty provided under Statute RSA 286:5 as amended.


VIII. Compliance


RSA 286:5 requires the Select Board to prosecute any person in violation with a misdemeanor or felony. RSA 143-A:10 prescribes penalties for violation of food service regulations; RSA 147:9 and 147:22 prescribe penalties for violations of trash and sewerage requirements. RSA 153 prescribes penalties for various violations of the fire code.

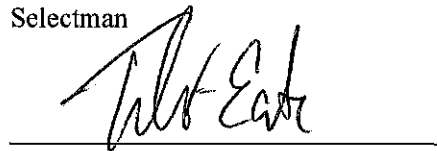
IX. Adoption

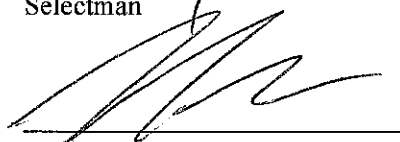
This policy takes effect with its adoption by vote of the Select Board, March 22, 2021.



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