

TOWN OF CONWAY 2019

SPECIAL EVENT PERMIT APPLICATION –PROCEDURES AND REQUIREMENTS

As provided for in RSA 286:1 and 2, a permit shall be required for all Special Events in the Town of Conway with the Board of Selectmen as the licensing authority.

DEFINITION OF A SPECIAL EVENT

A Special Event is an event whether indoors or outdoors, that is held on public property or streets, non-profit organization property, or non-residential private property that can reasonably be expected to cause a public gathering that is not part of the normal course of business at the location. To qualify as a Special Event, the event must not be permissible or permitable by any other committee, board or officer of the Town of Conway under Town ordinances, policies or by-laws.

DEFINITION OF NON-PROFIT AND FOR PROFIT STATUS

For this permit, nonprofit events shall be defined as those events sponsored by a legally established non-profit organization or by a group of individuals that is sponsoring the event for community benefit and without profit making intent. All proceeds shall serve non-profit purposes and there shall be no profit for event participants. Private for-profit organizations or individuals utilizing non-profit or public sponsors and facilities must be licensing applicant and are subject to “for-profit” fees.

NOTE: In general, for profit events are not permitted at Town parks or facilities. In some cases, however, events such as concerts or theatrical events may be allowed by the Board of Selectmen.

PURPOSE OF PERMIT

The purpose of permitting for Special Events is to protect the health, safety and public welfare of the general public. The Special Events Permit helps insure that all parties, event participants, attendees, neighbors, residents and passers-by will not be inconvenienced and that their health, safety and welfare will have been fully considered and protected.

PERMIT APPLICATION PROCESS

The permit shall be for a specific special event at a designated time and place. Each permit request requires the completion of an application. Applications are available at the CONWAY PARKS AND RECREATION DEPARTMENT (447-5680) and on the Town web page at www.conwaynh.org.

All applications shall be submitted to the Conway Parks and Recreation Department for review by the Board of Selectmen. Applications must be received at least ninety (90) days prior to the date of the proposed special event. The Board of Selectmen may, however, accept such applications if received more than thirty (30) days prior to the date of event, if it determines that sufficient time is available to thoroughly review the application.

Upon receiving application, the Board of Selectmen may request recommendations and advice from others pertaining to the issuance of such permits. The actual permit for the special event will not be issued or considered valid until all preconditions and/or exceptions imposed for the special event have been satisfactorily completed or arranged.

If any new exceptions or conditions are presented or otherwise sought by the applicant within fourteen (14) days of the scheduled date of the special event, such presentment may be considered a basis for invalidation of the permit application.

NOTE: The applicant is responsible for obtaining all approvals and signatures required for this permit.

PERMIT REQUIREMENTS

Insurance

Certificate of General Liability Insurance in the amount of \$1,000,000.00 (one million) per occurrence is required for all events. The certificate shall explicitly name the Town of Conway as an additional insured and must state the name and date of the event. Please note that depending on the nature of the event, other insurance may be required.

The Certificate of General Liability Insurance must list the dates from the time the applicant occupies the property for set-up on the property until the applicante vacates the property.

Permission from Property Owner

Town properties may be used only by non-profit entities or for events sponsored by non-profit organizations. For such events, the applicant must submit "Application for Use of Public Streets, Parks and Facilities."

For Special Events held on private commercial property, proof of permission from the landowner is required.

Site Maintenance

It is the responsibility of the permittee to maintain the site in an orderly and clean manner during the event. It is the further responsibility of the permittee to clean up the entire area immediately following the event.

Permittee is responsible and liable for any damages that occur to Town buildings or the grounds from the permitted activity. Any damages noticed prior to use should be reported to the Conway Parks and Recreation Dept.

Event Advertising

Advertising for special events must comply with all applicable town regulations and ordinances. In addition, specific regulations apply to some Special Events and Non-profit Capitol Project Fundraising Event Advertising.

Removal of Promotional or Directional Signs

It is the responsibility of the permittee to remove all informational and/or directional signs that are permitted for this event on public rights of way within 24 hours following completion of the event.

Police Special Duty

Special duty police officers may be required for some events. The applicant must submit a Special Events Police Duty Form to the Conway Police Department for review. (603-356-5785) if special duty officers are required, fees will be assessed to the permittee. (see Police Fees below)

Requirements for Parades

If the event is a parade on a State Highway, an approved State parade permit must accompany the application. The application form is available at the Conway Parks and Rec. Dept.

Requirements for Fireworks

A state permit is required for the display of fireworks. The application form is available at the Conway Park and Rec. Department website: www.conwayrec.com.

Events in Conway Village, North Conway Village or Center Conway.

At their request, Special Events that will be held within the North Conway Water Precinct, the Conway Village Fire District require separate written approval of the fire departments within these jurisdictions. Approvals are arranged through the following offices:

Conway Village Fire District: 447-2681

North Conway Fire Department: 356-5327

Center Conway Fire Department: 447-5671

The approval form must be submitted with the town application. Town of Conway event applications will not be processed until all information including these approvals has been received.

Alcohol Prohibited

The consumption of alcohol beverages in any form, is prohibited on town property.

Additional Requirements

After an initial review of the application and depending on the size, nature and scope of the event, the Board of Selectmen may determine that additional information is necessary for the application to be appropriately considered. Such additional information may include but is not limited to the following:

- A security plan
- A fire plan
- A traffic control plan
- An ambulance and medical service plan
- A sanitary facility plan
- A ticket distribution plan
- Details of financial arrangements
- A crowd control plan

The applicant will be advised of the requested information and your response to such request must be in writing, addressed to the Board of Selectmen reference the application number, and shall be considered as part of your application.

REVOCAION OF PERMIT

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.

FEES AND DEPOSITS

Permit Fees: Applicants shall be charged permit fee based upon the following schedule:

Fee Schedule for Special Events beginning January 1, 2019				
	>90 Days	60-89 Days	30-59 Days	<30 Days
Non-Profit	\$0	\$50	\$100	\$300
For Profit	>90 Days	60-89 Days	30-59 Days	<30 Days
Expected Attendance				
0-500	\$50	\$100	\$200	\$600
501-1000	\$100	\$200	\$400	\$1200
1001-3000	\$200	\$400	\$800	\$2400
3000+	\$300	\$600	\$1200	\$3600

Multi-Day Events at the >90 day rate. (Set-up and take down on days other than the scheduled one day event will be deemed a multi-day event.)

Inspection Fees: Inspections or site visits to notice permittee of a violation of the permit may be required by the Town Zoning, Building, or Health Officials. A fee of \$35 per inspection shall be charged (not to exceed a cumulative amount of \$175). This applies to both non-profit and for profit Special Events. These fees are not included in the Special Events Permit Fee and the Town reserves the right to deduct inspection fees from permittee's security deposit.

Police Fees: If, in the opinion of the Police Chief, special duty police officers are required for the purpose of public safety at the Special Event, a fee of \$52.00 per hour, per officer, plus a vehicle fee of \$10.00 an hour will be charged.

Electrical Fees: Events requiring electrical service are required to cover the actual or estimated cost of such service including electrician fees.

Trash Removal Fees: A fee of \$175.00 will be charged to remove trash after a special event. The trash removal fee can be avoided if the applicant removes the trash themselves.

Field Set Up Fees: Events at Town facilities or field that require Parks and Recreation staff to be present or to assist in setup of a Town park will be charged \$75.00 per hour.

Sanitation Fees: Any special event held at a Town park must have portable toilets. The charge for a standard unit is \$80.00 and \$100.00 for a handicap unit. The Parks and Recreation Department will determine the number of units needed based on expected attendance of event listed on special event permit.

Fee Waivers: As a general policy, fees are not waived. Any request for a waiver must be made to the Conway Board of Selectmen.

Security/Damage Deposit: A security deposit will be required of the applicant to ensure compliance with the terms and conditions of this permit on Town of Conway Property, as generally allowed per RSA:286:4-a. (Security deposit will be recommended by the Conway Parks and Recreation Director to the Conway Board of Selectmen and is effective 1/1/19. Once event is complete and no damages have been reported, the Town of Conway will issue a check to cover the security deposit that was provided by applicant.

All Special Events held on private property will be exempt from the security deposit.

Completed applications can mailed to: Conway Parks and Recreation Department, 1634 East Main Street, Center Conway, NH 03813.

**TOWN OF CONWAY
SPECIAL EVENT PERMIT APPLICATION**

Date of application_____

Date of Event_____

Time of Event_____

Rain Date_____

APPLICANT INFORMATION

Name of Organization

Phone_____

Address_____

Authorized Representative (Permitee)

Name_____ Title_____

Phone:Day_____ Evening_____ Cell_____

Email_____

Address_____

Alternate Contact Information

Name_____ Title_____

Phone: day_____ Evening_____ Cell_____

Email_____

Address_____

Do you have a signed agreement with a local organization?_____ (If yes, attach copy)

NAME AND DESCRIPTION OF EVENT (Please feel free to include a detailed page to this application)

LOCATION OF EVENT _____

If private property:

Address _____

I hereby approve and authorize the use of my private property for the herein description event.

Owner name: _____

Address: _____

Phone: _____

Signature: _____

Refreshments available? _____ Alcohol Beverages(to be allowed or sold?) _____

If yes, submit State Liquor License with application

If Town property:

Complete and attach "Application for use of Use of Public Streets, Parks, and Facilities"

Event Information:

Estimated attendance: _____ Ticket Cost: _____

Will the applicant be putting up a tent for this event? Yes _____ No _____

**All tents over (120 square feet) are required to have a tent permit issued by the Fire Chief in the appropriate precinct. In addition, a formal diagram of the tent, its size, number of stakes, wind allowance, location, engineer drawings from the tent manufacturer and the certificate of fire proof.

Tent Company/Installer Information:

Name _____ Telephone # _____

Legal Mailing address _____
Street or PO Box Town/City State Zip

Applicant Signature _____ Date: _____

The undersigned hereby certifies that it is an authorized representative of the applicant and agrees, at its sole expense, to defend, indemnify and hold harmless the Town of Conway and all associated entities of the Town and their respective officers, boards, commissions, employees,

and agents(hereinafter referred to as “indemnities”) from and against any and all liability, obligation, damages, claims, liens, losses, and expenses which may be incurred by or asserted against the indemnities by reason of any act of omission of the undersigned, its personnel, employees, agents, contractors or subcontractors which results in damage or injury of any kind to any person or property and which arises out of or is in any way connected with the activities permitted by this permit.

The undersigned further acknowledges receipt of a copy the “Town of Conway Special Event Permit Application Procedures and Requirements” and agrees to comply with the terms and conditions contained therein.

Signature of Applicant

Printed Name

Date

Date and Time received by the Town of Conway:_____

TOWN OF CONWAY
SPECIAL EVENTS POLICE DUTY FORM

Name of Event: _____

Date of Event: _____

This section to be filled out by Conway Police Department Personnel Only:

The need for an extra police officer or officers for the safety of the public that can reasonably be attributed to the event to be permitted, in our reasoned opinion:

Is Required { }

Is NOT required { }

The expense to be charged to the permittee is estimated to be as follows:

_____ Person hours @ \$52.00 per hours = \$ _____

_____ Patrol Vehicles @ \$10.00 per hour = \$ _____

TOTAL \$ _____

DATED: _____

Conway Police Department

TOWN OF CONWAY
BOARD OF SELECTMEN

POLICY: SPECIAL EVENT ADVERTISING PERMIT

PURPOSE

The purpose of this policy is to protect property values and the area's natural resources that provide the basis for the Town's tourist economy. This policy also encourages uses that are visually and aesthetically consistent with rural living and a tourism economy and serves to promote the health, safety and general welfare of the community.

APPLICABILITY

Only those special events that are approved by the Board of Selectmen and that are expected to attract more than one thousand people to the Town of Conway are eligible for a Special Event Advertising permit. In certain circumstances this special event in neighboring towns may also be eligible. In the latter case, it shall be the responsibility of the applicant to provide supporting documentation that the special event will provide a substantial benefit to the Town of Conway and the Mount Washington Valley.

APPLICATION AND PERMIT REQUIRED

A Special Event Advertising Permit approved by the Code Compliance Officer and Board of Selectmen is required. A permit application must be submitted no later than 30 calendar days prior to the commencement of the advertising. A denial of a permit may be appealed to the Board of Selectmen no later than fifteen calendar days prior to the commencement of the fundraising effort.

REGULATIONS

1. Two forms of advertising are permitted
2. Special Event advertising may only be affixed to the following utility poles:
North Conway Village: New Hampshire Electric Cooperative utility poles numbers 17-9, 13,14,16,18,20,22,80-87,89,90,92,and 93 located between Grove Street and Pine Street in North Conway Village
3. The applicant must include a letter from the appropriate utility company(s) granting permission to affix banners to the utility poles.
4. Advertising banners shall be designed to complement the rural and resort character of the area (color, shape, graphic display, banner material, etc).

5. Banners shall not create any nuisance to vehicles or pedestrians.
6. The only lettering permitted on such banners shall be the name and dates of the event. Corporate or business logos (whether event sponsors or not) shall not be permitted on the banners.
7. The Special Event Advertising Permit shall be valid for a period not to exceed 15 days. Advertising may be displayed up to 8 days prior to the event. Advertising shall be removed within 48 hours of the end of the event.
8. Pertinent documentation, including photographs or drawings of the proposed banners is to be included with the application.

FEES

A fee of \$25.00 per day that the advertising is displayed.

Town of Conway
Special Event Advertising Permit Application

APPLICATION INFORMATION

Name of Organization _____

Phone _____

Address _____

Authorized Representative (Permittee):

Name _____

Title _____

Phone: _____ Email: _____

OTHER INFORMATION:

Dates: Advertising placed on _____ removed on _____

Location of Advertising: _____

Description of Advertising

Note: Please attach pertinent documentation (illustrations, photographs, maps) to this application

The undersigned hereby agrees, at its sole expense, to defend, indemnify and hold harmless the Town of Conway and all associated entities of the Town and their respective officers, boards, commissions, employees, and agents (hereinafter referred to as "indemnities") from and against all liability, obligation, damages, claims, liens, losses, and expenses which may be incurred by or asserted against the indemnities by reason of any act of omission of the undersigned, its personnel, employees, agents, contractors or subcontractors which results in damage or injury of any kind to any person or property which arises out of or is in any way connected with the activities permitted by this permit.

The undersigned further acknowledges receipt of a copy of the "Town of Conway Special Event Advertising Policy" and agrees to comply with the terms and conditions contained therein.

Signature of Applicant

Date

Print Name

Date Received

PUBLIC OUTDOOR OR EXHIBIT HALL EVENT
CHECKLIST

Event Name _____ Date(s) of Event _____

Event coordinator _____ Telephone _____

1. Temporary Structures- Tents Etc.

- a. Assembly Seating conforming to NFPA 101 Life Safety and NFPA 1

_____ Approved _____ Not Approved

- b. Two Remote Exits confirming to Chapter 5 of NFPA and 101 Chapter 3 of NFPA 102

_____ Approved _____ Not Approved

- c. Tent Flame Proofing according to Chapter 8 of NFPA 102. Tent has 10' clearance from all flammable and combustible materials.

_____ Approved _____ Not Approved

- d. Flammable and combustible materials inside tent are limited to North Conway Fire Department jurisdiction.

_____ Approved _____ Not Approved

2. Electrical Service

- a. Electrical Outlet GFI Circuit Interrupter

_____ Approved _____ Not Approved

- b. Electrical Cords- Hard usage UV resistant rubber cord. No cords shall be on the ground unless listed for wet locations.

_____ Approved _____ Not Approved

- c. Electrical Cords- If in the public access- it must be covered with an approved non-conductive mat. Must not present a tripping hazard-connectors and cable shall not be placed in audience traffic paths or within public access unless guarded.

_____ Approved _____ Not Approved

- d. No splices or taps between boxes or fittings.

_____ Approved _____ Not Approved

**FIRE DEPARTMENT
PUBLIC OUTDOOR OR EXHIBIT HALL EVENT
CHECKLIST**

3. Fire extinguishers may be required by jurisdiction of the North Conway Fire Department. If a requirement event personnel shall be trained to operate fire extinguishers.

_____ Required _____ number require _____ not required
_____ Approved _____ Not Approved

4. Propane Installation:

Temporary propane installation has been installed according to the guidelines provided event coordinator.

_____ Approved _____ Not Approved

5. Inspection of Event is required by North Conway Fire Department

_____ Yes _____ No

Comments _____

The Fire Department has reviewed the above Public Outdoor or Exhibit Hall Event. This event is _____ Approved _____ Not Approved

North Conway Fire _____ Conway Fire Dept. _____

Ctr. Conway Fire Dept. _____ East Conway Fire Dept. _____

Redstone Fire Dept. _____

Date

Authorized Fire Chief Signature