



Franklin Parks & Recreation Department

12 Rowell Drive Franklin, NH 03235
Phone: 603.934.2118 Fax: 603.934.7410 www.franklinnh.org

Special Event Permit

The purpose of the Special Events Permit 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. City staff are readily available to assist you in completing this application.

Name of Event: _____ Date of Event: _____

Start Time: _____ End Time: _____ Contact Person: _____

Cell Phone: _____ Email Address: _____

Mailing Address: _____

Describe (in detail) the proposed event: _____

How many people do expect to attend? _____

Location Requested:

<input type="checkbox"/>	<u>ODELL PARK</u>
<input type="checkbox"/>	<u>TRESTLE VIEW PARK</u>
<input type="checkbox"/>	<u>MARCEAU PARK</u>
<input type="checkbox"/>	<u>DANIELL PARK</u>
<input type="checkbox"/>	<u>STONE PARK</u>
<input type="checkbox"/>	<u>LEGACE BEACH</u>
<input type="checkbox"/>	<u>GRIFFIN BEACH</u>
<input type="checkbox"/>	<u>BRCC GYMNASIUM</u>
<input type="checkbox"/>	<u>PROULX GYMNASIUM</u>
<input type="checkbox"/>	<u>OTHER</u>

Will your event involve any of the following?

<input type="checkbox"/>	<u>Blocking of a public way (Police Detail may be required)</u>
<input type="checkbox"/>	<u>Food/Beverage concessions/vendors/sales (Life Safety Inspection required)</u>
<input type="checkbox"/>	<u>Alcoholic Beverages (State of NH permit required)</u>
<input type="checkbox"/>	<u>Electronic sound amplification equipment, speakers, public address system (must follow noise ordinance)</u>
<input type="checkbox"/>	<u>Fireworks (must follow noise ordinance)</u>
<input type="checkbox"/>	<u>Propane/Charcoal BBQ grills (Life Safety Inspection required)</u>
<input type="checkbox"/>	<u>Electrical set up/ electrical cords (Life Safety Inspection required)</u>
<input type="checkbox"/>	<u>Fire pits, bonfires, kindle fire, campfire and other outdoor burning (Life Safety Inspection required)</u>
<input type="checkbox"/>	<u>Tents/canopies (Life Safety Inspection required)</u>
<input type="checkbox"/>	<u>Animals</u>
<input type="checkbox"/>	<u>Motorized Vehicles</u>
<input type="checkbox"/>	<u>Parade</u>

Other State and/or local permits (if applicable):

- State of NH One Day License - NH Liquor Commission

A One Day license is issued to a bonifide 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 Franklin Police Chief for a fee of \$10.00. You may come in to the Police Department, call (603) 934-7159 or email.

<https://www.franklinnh.org/police-department/pages/permits>

- Life Safety Inspection

If Food Service will be provided or tents erected as part of the event, a Life Safety Inspection will be conducted by the Fire Department.

All applicants for Special Events must contain the following as applicable to your event. The City staff will review your application and if additional information is required or if not enough information was supplied with this application, the City 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 completed application. Required Amounts: General Liability/Bodily Injury/Property Damage: \$1,000,000 per occurrence, \$2,000,000 aggregate; the City of Franklin must be listed as additionally insured.
2. Site Plan: A drawing of the event layout, including parking, facilities, vendor setup etc.
3. Emergency Action Plan to include the following as applicable:
 - Security Plan: Describe the number of detail police officer(s) 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.
 - Crowd Control Plan: Designated Crowd Managers must complete an online course and be in attendance throughout the entire event. <https://www.crowdmanagers.com/training>
 - 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.
 - 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.
 - Ambulance/ Medical Service Plan: Detail the on-site emergency medical services and transportation plan.
3. 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.

Special Duty Service Fees: Fees may be incurred for Fire or Police protection, or any other extra City 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 City of Franklin or by other towns' 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 City personnel.

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 APPLICABLE COMMUNITY UNTIL CONSIDERED COMPLETE BY CITY 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 CITY WILL CHARGE 2% INTEREST PER MONTH.

THE CITY RESERVES ITS RIGHTS TO PURSUE ALL AVAILABLE LEGAL REMEDIES FOR DAMAGE TO CITY PROPERTY OR VIOLATION OF ANY LAWS, RULES OR CONDITIONS APPLICABLE TO USE OF CITY 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: _____ DATE: _____

APPLICANT SIGNATURE: _____

City Official Approvals:

Police Chief (or designee):

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

Police Detail Required:

<input type="checkbox"/>	Yes
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<input type="checkbox"/>	No
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If yes, hours detail will be required: _____

Signature: _____ Date: _____

Fire Chief (or designee):

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

Signature: _____ Date: _____

Parks & Recreation:

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

Signature: _____ Date: _____

City Manager:

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

Signature: _____ Date: _____

Life Safety Inspection Helpful Hints

The City of Franklin is committed to the health and welfare of its 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 Fire Department.

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 inspection up to date.
- Hood Grease traps in place.
- Emergency shut off access
- Proper Fire Extinguisher
- 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
- Generator located and stored properly

Tents

- Tents not considered an “EZ Up” are required to be installed by a company/individual that has been trained in the 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 staked down.
- Tent location and adjacent tents allow for proper entrance and egress.
- Guy ropes have mid way identification.
- Proper Fire Extinguisher
- 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