

**TOWN OF ATKINSON, NEW HAMPSHIRE
SPECIAL EVENT APPLICATION**

As provided for in RSA 286:1 and 2, a license or permit shall be required for all Special Events in the Town of Atkinson with the Board of Selectmen as the licensing authority. All inquiries, correspondence, fees, plans and details related to the event application; contact or submit to the Atkinson Town Administrator, 19 Academy Ave, Atkinson, NH 03811 or email townadmin@atkinson-nh.gov or at 603-362-1060.

Name of Special Event: _____

Date(s) of Special Event: _____

Time(s) of Special Event: _____

Location of the Special Event: _____

Number of Participants: _____ Number of Spectators: _____ Number of Vendors: _____

NAME(S) OF OWNER OF PROPERTY: _____

Address (physical): _____ (mailing): _____

Telephone: _____ Email: _____

Contact Person: _____ Phone (s): _____

NAME(S) OF APPLICANT/ SPONSOR: _____

Address (physical): _____ (mailing): _____

Telephone: _____ Email: _____

Contact Person: _____ Phone (s): _____

Mail License/Permit to (Check one): ☐ Applicant/Sponsor ☐ Property Owner

DESCRIBE (in detail) THE PROPOSED SPECIAL EVENT: Example: Concert, Fireworks, Parade, Races, Concessions, Fair, Circus, Agricultural, Grandstand Event and/or Athletic event.

☐ Check here if written description is attached

Event Checklist

Other State and/or Local Permits (if applicable).

- Liquor License (selling liquor). Atkinson Fire Department (603-362-5611), NH Liquor Commission (603-271-3521)
- Hawkers and Peddlers Permit (door to door sales). Atkinson Police Department (603-362-4001, State of New Hampshire (603-271-3242)
- Parade – Road Closure Permit. Atkinson Police Department(603-362-4001) for Town roads, NH Dept. of Transportation for State roads: District 6 (603-868-1133
- Vendor Permit (food service or retail sales booths). Atkinson Fire Department (603-362-5611), State of New Hampshire (603-271-2201)
- Place of Assembly Permit (indoor/tents per RSA 155:17-39). Atkinson Fire Department (603-362-5611)
- Raffle Permit – Atkinson Town Hall (603-362-5266)
- Permissible and Consumer Fireworks Permit (formerly known as Class C) and/or Display Fireworks Permit (formerly known as Class B). Atkinson Fire Department (603-362-5611), NH Dept. of Safety (603-223-3873)

All applicants for Special Events need to provide written submission of the plans below. The Town Highway Safety Committee will review your application and if additional information is required, or if not enough information was supplied with this application, the Town will contact you to schedule a meeting.

Please submit the following with the application, if applicable:

Site Plan ☐ Attached ☐ Does Not Apply

A drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years)

Security/Crowd Control Plan ☐ Attached ☐ Does Not Apply

A security plan allowing for sufficient 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.

Traffic Control/ Parking Plan ☐ Attached ☐ Does Not Apply

A traffic control plan setting forth 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 ☐ Attached ☐ Does Not Apply

A fire emergency plan setting forth 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 ☐ Attached ☐ Does Not Apply

An emergency medical service plan setting forth the requirements for on-site emergency medical services and transportation.

Ticket Distribution Plan ☐ Attached ☐ Does Not Apply

A written plan outlining the distribution of tickets prior to the event and/or at the time and place of the event, including provision for a limitation on ticket sales to maintain required occupancy levels and provision for the refund of ticket costs in the event of cancellation of the event.

Sanitary Facilities Plan ☐ Attached ☐ Does Not Apply

A sanitary facility 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.

Food Service Plan ☐ Attached ☐ Does Not Apply

A food service plan, which may require review and acceptance by the Atkinson Health Officer.

_____ Certificate of Insurance attached

_____ Permit/Processing Fee

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

PROPERTY OWNER(S) SIGNATURE: _____

PRINT NAME (S): _____ TITLE/POSITION: _____

Date: _____

APPLICANT(S) SIGNATURE: _____

PRINT NAME (S): _____ TITLE/POSITION: _____

Date: _____

Town Officials Use Only:

Date Application Received _____

Event Checklist /Plans _____

Date Insurance Certificate Received _____

Permit Fee Received _____

Date Application considered complete _____

Check # /Amt. _____

Date Application Approved _____

Sign-off Sheet/ Comments

Police Chief (or designee):

☐ See Attached

Signature: _____ Date: _____

Fire Chief (or designee):

☐ See Attached

Signature: _____ Date: _____

Town Administrator (or designee):

☐ See Attached

Signature: _____ Date: _____

Road Agent(or designee):

☐ See Attached

Signature: _____ Date: _____

Other as applicable

Title: _____ Name: _____

☐ See Attached

Signature: _____ Date: _____

Other as applicable

Title: _____ Name: _____

☐ See Attached

Signature: _____ Date: _____