

TOWN OF WOLFEBORO
TEMPORARY OUTDOOR EVENT PERMIT APPLICATION
CHAPTER 156 - TOWN ORDINANCE*

* HISTORY: Adopted by the Annual Town Meeting of the Town of Wolfeboro 3-10-1992 by Art. 9; amended in its entirety by the Annual Town Meeting 3-9-1993 by Art. 20. Subsequent amendments noted where applicable.]

§ 156-1. Authority

Pursuant to the authority granted under RSA 31:39 or any other applicable state statute, this chapter is hereby enacted by the voters of the Town of Wolfeboro.

§ 156-2. Title

This chapter shall be known and cited as the “Temporary Outdoor Event Ordinance of the Town of Wolfeboro, New Hampshire”.

§ 156-3. Purpose

The purpose of this chapter is to provide for the orderly, compatible and safe use of property for temporary outdoor events and to assure adequate parking, sanitary facilities, utilities and safety services. Events permitted by this chapter need not be allowed in the applicable zoning district. Events previously approved as part of the site review process are not required to receive a permit under the chapter.

§ 156-4. Definitions

As used in in this chapter, the following terms shall have the meanings indicated:

TEMPORARY OUTDOOR EVENT

An outdoor function lasting for a limited time open to the general public and sponsored or organized by a not-for-profit group. Events include functions which take place on town property.

§ 156-5. Operational requirements

- A. Temporary outdoor events may be allowed whether or not permitted by any other Town ordinance or regulation.
- B. Any event shall be limited to no more than seven days.
- C. Adequate provisions shall be made for parking, traffic circulation, utilities, including water, sewer and electricity, sanitary facilities, lighting, and safety services.
- D. The event shall be compatible with the adjacent properties and the neighborhood. Adequate provision shall be made to assure the security of adjacent properties from trespass, vandalism, noise, light or other adverse conditions which may potentially result from the event.

§ 156-6. Permit required.

The Selectman shall have the authority to grant a permit for a temporary outdoor event upon a finding that the purpose and provisions of this chapter have been met and, furthermore, may impose such restrictions and conditions as may be necessary to uphold the purpose of the chapter.

§ 156-7. Permit procedure

- A. The applicant shall submit to the Selectmen's office a completed application form provided by the Selectmen. The application must be received at least seven days prior to the Selectmen's meeting at which the application is requested to be considered.
- B. Notice to the general public shall be given at least five days prior to the meeting at which the Selectmen will consider the application. The notice shall be posted in at least two public places and include a description of the proposal, its location, and the name of the applicant.
- C. The Selectmen shall, at a public meeting of the Board, review the application and render a decision within 30 days of the receipt of the application. Should the Selectmen deny the application, the reasons for denial shall be stated in the minutes of the meeting and written decision issue to the applicant within 72 hours of the decision.
- D. The applicant shall post the permit in a conspicuous place on the site during the event.

§ 156-8. Violations and penalties

The Selectmen shall have the authority to enforce this chapter to the maximum extent permitted under RSA 31:39 or any other applicable laws of the State of New Hampshire, including the imposition of penalties up to \$1,000 per separate offense. Each day during which a violation is committed or continued shall constitute a separate offense.

§ 156-8. Violations and penalties

The Selectmen shall have the authority to enforce this chapter to the maximum extent permitted under RSA 31:39 or any other applicable laws of the State of New Hampshire, including the imposition of penalties up to \$1,000 per separate offense. Each day during which the violation is committed or continued shall constitute a separate offense.

§ 156-9. Administrative provisions

- A. Nothing contained in this chapter shall be construed as repealing or modifying any other ordinance or regulation of this Town. Nor shall this chapter be construed as repealing or modifying any private restrictions placed upon property by covenant, deed, or other private agreement, or any restrictive covenants running with the land to which the Town is a party but shall be in addition thereto.
- B. Severability. If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be unconstitutional or illegal, such invalidity shall not affect the validity of the remaining portion of this chapter.
- C. Amendments. This chapter may be amended by majority vote of any Town Meeting.
- D. When effective. This chapter shall take effect immediately upon its adoption by a Town Meeting.
- E. Insurance. The applicant shall provide proof of insurance satisfactory to the Board of Selectmen and, in the case where an event is held on Town property, shall procure insurance which protects the Town from any and all personal liability or property damage arising out of the event.

**TOWN OF WOLFEBORO
TEMPORARY OUTDOOR EVENT
PERMIT**

Submit the completed application and related documents to the Town of Wolfeboro, PO Box 629, Wolfeboro, NH 03894, drop off at 84 South Main Street, Wolfeboro, NH. For information or questions, call 603-569-8161.

Name of Special Event: _____

Date(s) of Special Event: _____

Time(s) of Special Event: _____

***Outdoor Concert Series: a copy of schedule with proposed dates and times can be submitted as an attachment.**

Location of the Special Event: _____

A drawing of the event layout must be included (indicate parking, facilities, vendor setup etc.) (extra page provided)

MAXIMUM DAILY No. of Volunteers/Workers: _____ Spectators: _____ 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: _____

DESCRIBE (in detail) THE PROPOSED SPECIAL EVENT:

Event Check List

Will your event involve any of the following? (Please check all that apply)

- *Police Detail (coordination with Wolfeboro Police required for large events call 603.569.1444)*
- *Fire/Rescue Detail (coordination with Wolfeboro Fire/Rescue for large events 603.569.1400)*
- *Food or Beverage Concessions/Vendors/Sales **
- *Alcoholic Beverages (Town and State NH permit required – call 603.271.3755)*
- *Retail Vendors*
- *Electronic Sound Amplification Equipment, Speakers, Public Address Systems (follow Town Noise Ordinance Chapter 100 §5)*
- *Music, Dance, Theater (follow noise ordinance Chapter 100 §5)*
- *Circus Art/ Performance Art*
- *Carnival Games*
- *Amusement Rides*
- *Water Activities*
- *Propane/Charcoal Grills/BBQ Grills (not under a tent) ****
- *Fire Pits, Bonfires, Kindle Fire, Campfire and Other Outdoor Burning ****
- *Signs (permit required)*****
- *Tents/Canopies (permit required)******
- *Animals – Describe: _____*
- *Fireworks Displays ***** Class: _____*
- *Motorized Vehicles – Describe: _____*
- *Onsite and Off-Site Parking – Specify Off Site Location: _____*
- *Street(s) Parking lot(s) Closure or Inhibited Flow of Traffic Affected Road(s) _____*

(Parking lot closure plan required on Town properties) (Wolfeboro PD and/or NH DOT approval required)

* All food & beverage vendors require special approval and will need to submit copies of licenses to operate.

*** All outdoor burning or open fires will need a fire permit.

**** All tents and signs require permitting from the Codes Department.

***** Fireworks displays require a permit.

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

- **Liquor License** (selling liquor): NH Liquor Commission – 603-271-3521
- **Hawkers / Peddlers Permit:** Town of Wolfeboro – 603-569-8161, State of New Hampshire – 603-271-3242
- **Parade – Road Closure:** Wolfeboro Police Department for Town roads – 603-569-1444, NH Department of Transportation for State roads – 603-352-2302
- **Tent and Sign Permits** Codes Department – 603-569-5970
- **Raffle Permit** (must be a charitable, religious, educational charitable, civic, veteran, or fraternal organization): Wolfeboro Town Hall – 603-569-8161

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

FOR Staff use: the following maybe required for an event :

Staff please check off as is required for this event below:

_____Security/Crowd Control Plan Traffic Control/ Parking Plan (Police Detail)

A security plan may be required for large events allowing for sufficient number of detail police officer(s) to manage the event. A traffic control plan setting forth the estimated number of vehicles, provisions for parking, number of police officers or employees/volunteers necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles. Police details are the responsibility of the applicant to arrange and submit payment to the Wolfeboro Police Department at 603.569.1444

_____Fire and Emergency Medical Plan

A fire and emergency medical plan setting forth the estimated number of occupants of all 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. Fire/Rescue details are the responsibility of the applicant to arrange and submit payment to the Wolfeboro Fire Rescue Department at 603.569.1400

_____Sanitary Facilities Plan

Please include sanitary facilities 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. If you will be using Town of Wolfeboro trash containers, please notify the Public Works Department at least two weeks prior to the event.

_____Food Service Plan

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

_____Certificate of Insurance

Please include a Certificate of Insurance naming the Town of Wolfeboro with \$1,000,000 per claim, \$200,000 general aggregate.

_____Copy of Sign Permit

Please contact the Codes office at 603-569.5970 for sign permitting polices and applications. Include a copy of your sign permit if applicable.

_____Alcohol Permit

Alcohol on allowable properties requires a permit issued by the Board of Selectmen. Please contact the Town Manager's office at 603.569-8161 for details and permit application. Please include a copy of the permit if applicable.

_____Parks and Recreation Managed properties

Foss Field Pavilion, Foss Field green space (soccer field), Tennis Courts, Pickle Ball courts, Community Center, Abenaki Trails, Abenaki Lodge and Pop Whalen Ice and Arts Areana all require contact with Parks and Recreation for an approved use of the facilities prior to the permit being reviewed by the Board of Selectmen.

_____Parking lot closure plan (Town owned lots).

For events at Dockside or other public parking areas that require closure of the lot for the event, a parking lot closure plan is required. An event coordinator will need to be onsite to notify the public in writing (flyer and signage) of the lot closure (date & time) and consequence if their vehicle remains in the lot after the lot has closed. Those in violation will be responsible for parking fines and/or towing fees.

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: _____

APPLICANT(S) SIGNATURE: _____

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

Date: _____

Town Officials Use Only:

Date Application Received _____

Event Checklist /Plans _____

Date Insurance Certificate Received _____

Application Fee Received _____

Public Notice Fee (if applicable) _____

Date Application considered complete _____

Check # /Amt.

Date Application Approved _____

Date Bond Received (if applicable) _____

Town Review Staff Comments

Police Chief (or designee):

☐ No Comments

☐ See Attached

Signature: _____ Date: _____

Fire Chief (or designee):

☐ No Comments

☐ See Attached

Signature: _____ Date: _____

Director of Planning and Development:

☐ No Comments

☐ See Attached

Signature: _____ Date: _____

Public Works Director (or designee):

☐ No Comments

☐ See Attached

Signature: _____ Date: _____

Parks & Recreation

Title: _____ Name: _____

☐ See Attached

Signature: _____ Date: _____

Code Officer

Title: _____ Name: _____

☐ See Attached

Signature: _____ Date: _____

PLEASE INCLUDE DRAWING OF THE EVENT LAYOUT: