

TOWN OF BARTLETT
56 Town Hall Rd.
INTERVALE, NH 03845
(603) 356-2950

GUIDELINES AND PROCEDURES FOR REVIEW OF LICENSE APPLICATIONS FOR SPECIAL EVENTS (PER NH RSA 286:1 AND 286:2)

A license shall be required for all special events in Bartlett per RSA 286:1 and 2. The Board of Selectmen is the licensing authority.

Each event to be licensed requires the completion of an application. The applicant shall personally appear before the Board of Selectmen and the Chief of Police at which time he will be informed of the scope of the required application, which will vary with the specifics of each special event.

Applications are to be received by the Board of Selectmen ninety (90) days prior to the date that the proposed special event is scheduled. The Board of Selectmen will, however, accept such applications if received more than thirty (30) days prior to the proposed special event, but will then determine if sufficient time is available to thoroughly review the application and proposed special event.

The license, when issued by the Board of Selectmen, will be for a specific purpose or special event at a designated time and location and may contain exceptions and conditions set forth in writing. The license may be revoked at any time prior to or during the special event if the exceptions and conditions contained in the license have not been performed or completed as specified.

In reviewing the application, the Board of Selectmen may request information and/or consider the following:

- 1) If appropriate, a public hearing may be held to identify neighborhood concerns.
- 2) The applicant must develop a satisfactory security plan. All inside events shall have a sufficient number of off duty policemen present to manage the maximum seating capacity for those attending. All outside events shall have a sufficient number of off duty policemen present to secure the area, control those attending and assure compliance with all applicable laws and license conditions.
- 3) A satisfactory fire plan must be developed by the applicant and approved by the Fire Chief, if requested by the Selectmen.
- 4) A traffic control plan for the event shall be provided which shall set forth the anticipated number of vehicles, the availability of parking, the number of police officers needed for traffic control, the type and placement of signs, and any other traffic control procedures required to handle the attendance at the subject event.

- 5) An ambulance and medical service plan will be provided to insure proper safety care of those attending the subject event including whether or not on site services are appropriate due to the size and scope of the event and accessibility of such services during the event.
- 6) A sanitary facility plan shall be submitted appropriate for the anticipated number of those in attendance which may include portable toilet facilities, suitable number of trash containers with encouragement that those in attendance shall dispose of litter therein, and assurance that the area and the immediate roadways leading to the area for the event will be cleared of all debris within 12 hours after completing the event.
- 7) A ticket distribution plan and the availability of tickets at the time of the event, provisions for the limitation of ticket sales, and assurance of refunds on cancellation of the event.
- 8) A performance bond plan and type of bond which the applicant shall file with the Town of Bartlett in assurance of the completion of the conditions that may be imposed on the granting of such license as generally allowed per RSA 286:4-a.

The Board of Selectmen reserve the right to waive or modify any of these guidelines and procedures based on the nature of the special event; its time and location; the size of the special event; and prior experience of the Town with such special event.

If any 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 license application.

Any applicant who breaches the terms and conditions of a license issued by the Town of Bartlett through its Board of Selectmen or any of the exceptions and conditions imposed hereunder or fails to obtain a license for an event covered by this regulation shall be subject to a fine of up to \$300.00

Board of Selectmen
Town of Bartlett, NH

Adopted 11/2/84

DOES MY SPECIAL EVENT REQUIRE A PERMIT?

Any gathering (whether residential or commercial), such as but not limited to, weddings, anniversaries, birthday celebrations, and other gatherings may require a Town of Bartlett Special Event's License. There is no charge for this license. A simple phone call to the Bartlett Selectmen's Office 603-356-2950 M-F 8am to 1pm or email at selectmen@townofbartlettnh.org will help determine if you need a license or not.

This does take a little bit of time to complete. Please do not expect this to be done in just a couple of days as it does have to go before the Board of Selectmen at their meeting and other agencies may be involved, so **PLEASE, PLEASE Plan accordingly and PLAN AHEAD!!**

It is not our intention to keep you, your family, or organization from holding events but to better inform you of the requirements, to make all Town Departments aware of these events in the event of an emergency call or if a neighbor calls with concerns, and to make sure everyone not only has a fun time but has a safe time as well. We're here to help! Here are some guidelines:

1. **ALL Tents, Pop Ups, and similar structures larger than 200 SQ FT** for any event are required to be inspected by the Fire Chief or his designee. The Town does charge a fee for this inspection service.
2. The tent installer regardless whether the tent is privately owned by the person holding the event or rented from a tent rental company **MUST PROVIDE** all of the required documentation outlined in the NH Fire Marshall's Informational Bulletin 2017-02 to the Fire Chief no less than 10 days prior to the event including the Emergency Plan and name of responsible person. The responsible person **MUST BE** present during the entire event and capable of doing their tasks.
3. Any event where there will be **50 or more people under the tent** will also require a Place of Assembly permit which is obtained through the Fire Department, the licensing agency for these permits. This permit is required to be displayed and available upon request by anyone. You are in violation of NH State law and can be subject to legal action as well as fines for not obtaining a Place of Assembly permit. The Town does charge a fee for this service as well.
4. The Board of Selectmen have determined the Fire Chief **WILL NOT** conduct inspections of this type after normal office hours, on weekends, or on holidays, so any tent that requires an inspection and/or a Place of Assembly inspection **MUST BE ERECTED NO LATER than Noon the Friday prior to the event** and the Fire Chief must be called to schedule the inspection **no later than 7 days prior to the event**. FYI 603-383-9555.
5. There are fines and penalties associated with not having these inspections done, not having the proper permits if needed, and the event may be canceled immediately upon discovery by any Town Official or Police Officer. Your insurance provider may also require these permits and may jeopardize your coverage should an accident occur and you have not gotten the appropriate permits or inspections.

TOWN OF BARTLETT
OFFICE OF THE SELECTMEN

56 Town Hall Road
Intervale, NH 03845
(603) 356-2950

Website: www.townofbartlettnh.org

SPECIAL EVENTS LICENSE APPLICATION

(must be submitted 90 days in advance of the event)

DATE OF APPLICATION: _____ DATE OF EVENT: _____

NAME/TYPE OF EVENT: _____

LOCATION OF EVENT: _____ HOURS OF EVENT: _____

NO. OF PARTICIPANTS: _____ NO. OF SPECTATORS: _____

SPONSOR/ORGANIZER OF THE EVENT: _____

CONTACT PERSON: _____ PHONE: _____

MAILING ADDRESS: _____ STATE _____ ZIP CODE _____

EMAIL ADDRESS: _____

***** PLEASE ATTACH A DETAILED DESCRIPTION OF THE EVENT *****

FOR TOWN OFFICE USE

<i>PUBLIC HEARING</i>	YES	NO	<i>If yes, date</i> _____
<i>SECURITY PLAN</i>	YES	NO	<i>If yes, must contact the Police Chief (603)356-5868</i>
<i>TRAFFIC CONTROL</i>	YES	NO	<i>If yes, must contact the Police Chief (603)356-5868</i>
<i>FIRE PLAN/INSPECTION</i>	YES	NO	<i>If yes, must contact the Fire Chief (603)383-9555</i>
<i>AMBULANCE</i>	YES	NO	<i>If yes, contact Ambulance, PO Box 422, Glen, NH 03838</i>
<i>SANITARY FACILITIES</i>	YES	NO	<i>If yes, describe</i> _____
<i>CERT OF INSURANCE/BOND</i>	YES	NO	<i>If yes, describe</i> _____

OTHER/CONDITIONS: _____

DATE: _____

APPROVED BY: _____

BOARD OF SELECTMEN