

Town of Henniker - Office of Selectmen
18 Depot Hill Road, Henniker, NH 03242
Phone (603) 428-4366 / Fax (603) 428-4366
Website www.henniker.org



APPLICATION FOR ASSEMBLY

For any assembly or gathering of persons within the Town of Henniker for the purpose of entertainment, games, shows, activities, exhibitions, amusements, etc., for which the promoter has reason to believe, will attract **300 or more persons** at any one time (see Sect. 15.2). It shall be unlawful for any promoter to allow, permit, encourage, promote, organize, conduct or advertise any such assembly or gathering unless a valid permit has first been obtained therefore from the Board of Selectmen (see Sect. 15.3). Completed application **MUST BE** submitted to the Board of Selectmen no less than 30 days prior to the planned event, however **60 days** is strongly recommended.

DESCRIPTION OF EVENT: _____

Location: _____

Date(s) of Event: _____ **Hours** from _____ to _____

- Drawing / Map:** If this is a walk, race or any event that will take place in multiple areas, please include a **DRAWING** that shows: *parking, start/end locations, and the exact route, including areas to be kept open for emergency vehicles.*

Estimated Attendance: _____ **Maximum No.:** _____ **Minimum No.:** _____

Should attendance exceed the maximum listed above, what plan will be followed?: _____

Cleanup: Describe provisions for cleanup of premises and removal of rubbish: _____

Describe the following provisions:

Sanitation (toilets) _____ **No. of units:** _____ **Male:** _____ **Female:** _____

Water supply from: _____

Food will be served from and/or by: _____

Beverages will be served from and/or by: _____

Type of alcoholic beverages to be served: _____

Illumination after dark will be provided by: _____

Medical and first aid available from or by: _____

Traffic control provided by: _____ **No. of officers:** _____

Parking for _____ number of cars is planned.

- Attach plan of exact parking location and exact route to be kept open for emergency vehicles.
- Not applicable. Explain: _____

NAME OF PROMOTER: _____

Mailing Address _____

Phone / Fax: _____

Email: _____

I, _____, do hereby accept all responsibility for the above described event. I agree to adhere to all laws and regulations of the Town of Henniker and the State of New Hampshire. I do hereby consent to the entry, at any time, in the course of his/her duties, any town officer in the performance of his/her duties, including but not limited to inspection. I do also agree to provide whatever surety is deemed necessary by the Board of Selectmen. Under the penalty of perjury, I do hereby certify that the above is true.

Date: _____

Signature: _____

Printed name: _____

PROPERTY OWNER: The following **MUST BE** completed by the owner of the property involved.

Owner's Name: _____

I, _____, have thoroughly discussed the above event with the Promoter and am in agreement with him/her in all areas. I do hereby give my consent to the use of my property for this event. I do hereby consent to the entry, at any time, in the course of his/her duties, any town officer in the performance of his/her duties, including but not limited to inspection. I agree to adhere to all laws and regulations of the Town of Henniker and the State of New Hampshire. Under the penalty of perjury I do hereby certify that the above application is true.

Date: _____

Signature: _____

DO NOT WRITE BELOW THIS SPACE. FOR TOWN-USE ONLY

DEPARTMENTAL APPROVALS: Please attach any comments or special requirements to the application.

Fire Chief: _____

Date: _____

Health/Code Enforcement Officer: _____

Date: _____

Highway Superintendent: _____

Date: _____

Water Superintendent: _____

Date: _____

Waste Water Superintendent: _____

Date: _____

Rescue Squad Chief: _____

Date: _____

Police Chief: _____

Date: _____

BOARD OF SELECTMEN:

Denied Reason: _____

Approved Having reviewed the above-described event we do hereby grant permission for this event to take place at the time and hours indicated. **Surety** in the amount of \$_____ is required.

Selectmen's comments and/or additional requirements to be met: _____

PROMOTER: I do hereby agree to these additional requirements and/or comments:

Promoter's Signature: _____ Date: _____

SELECTMEN SIGNATURES:

Date: _____

Original Document to: Promoter
Copies to: Police Department & Assembly Permit Files

Henniker Ordinance, Sections 15.1 - 15.11

~ 15.1 Findings and declarations. The Town of Henniker finds and declares that it is necessary for the protection of the health and welfare of the general public and the inhabitants of the town that rules and regulations be established for the purpose of regulating large assemblies so as to ensure the public health and safety, proper sanitary, fire, police, health and safety measures be provided to regulate such gatherings. (RSA 155:1, 155:2, 155:17, 155:39 and RSA 651:2)

~ 15.2 Applicability; size of crowd. This chapter pertains to any assembly or gathering of persons within the Town of Henniker for the purpose of entertainment, games, shows, activities, exhibitions, amusements, etc., for which the promoter has reason to believe, will attract 300 or more persons at any one time.

~ 15.3 Permit required. It shall be unlawful for any promoter to allow, permit, encourage, promote, organize, conduct or advertise any such assembly or gathering unless a valid permit has first been obtained therefore from the Board of Selectmen.

~ 15.4 Submission of application. Application for permit must be submitted to the Board of Selectmen 30 days prior to the date upon which event is to be held or may be held. If application for permit is not approved, the denial shall be in writing setting forth the reason(s) for the denial. The decision of the Selectmen shall be final.

~ 15.5 Surety.

- A. At the discretion of the Selectmen, surety will be posted by the promoter, prior to the date of the event, to satisfy damages to public or private property, reimbursements for expenses of any town department and any and all other expenses incurred as a result of the event.
- B. Any or all unexpended funds from said surety shall be returned to the promoter.

~ 15.6 Contents of application. The applicant for a permit under this chapter shall furnish the following information:

- A. Owner's name and exact location planned for activity.
- B. Owner's name and exact location of area(s) to be used for parking or other uses incidental to the activity.

- C. Date or dates and hours during which the event is to be conducted.
- D. An estimate of the minimum and maximum number of customers, spectators, participants and other persons expected to attend the event for each day it is conducted; detailed information supporting such estimate.
- E. Explanation of program, plans and ability to supply water and facilities, food supply and facilities, sanitation facilities (including but not limited to sewage, garbage and rubbish), medical and first aid facilities, vehicle parking space, on site traffic control, wrecker service, also plans for maintaining vehicle routes to allow emergency vehicles access to event.
- F. Provisions for cleanup of premises and removal of rubbish at conclusion of event.
- G. Such other information pertinent to the event as the Selectmen or any other officer of the town finds is reasonably necessary and required in order to determine whether or not the permit should be granted.
- H. Explanation of promoter's plan for policing the activity in the event that more persons attempt to attend the event than are permitted by the permit.

~ **15.7 Right of entry.** The promoter must consent to the entry, at any time, in the course of his or her duties, of any peace officer, employee of the Police Department, health officer and any other town officer in the performance of his or her duties, including but not limited to inspection.

~ **15.8 Additional requirements.**

- A. **Drinking water.** The permittee shall provide drinking water from a source approved by the Selectmen in consultation with the Health Officer.
- B. **Sanitary facilities.** Adequate toilet facilities for both sexes must be available on the premises. One water closet, chemical or sanitary privy unit must be supplied for each 250 persons.
- C. **Parking.** The permittee shall have on the premises, or contiguous thereto, automobile space equal to 1/4 of the number of persons which the permit allows to attend the event. At the discretion of the Selectmen, fewer parking spaces may be required.
- D. **Hours of operation.** The permittee shall operate the event only on day(s) and during the hours specified in the permit.
- E. **Controlled admission.** The permittee shall not sell, give or distribute a greater number of tickets than the number which the permit allows to attend.
- F. **No advertising before permit granted.** A person shall not advertise or announce by any means or medium, including but not limited to pamphlets, handbills, newspapers, radio and television, the holding of such an event prior to the granting of a permit.
- G. **Illumination of area.** Every permittee planning an event after dark, or planning to allow persons who attend the event to remain on the premises after dark, shall provide electrical illumination to ensure that those areas to be used may be lighted.

~ **15.9 Permit not transferable.** No permit granted under this chapter shall be transferable to another location, another person or entity or another set of dates.

~ **15.10 Conditional approval.** If the required facilities fail to meet the standards set forth in the plans and specifications therefore, which have been conditionally approved, such conditional approval shall be withdrawn, and any and all permits granted subject to such approval shall be canceled and withdrawn.

~ **15.11 Violations and penalties.** Whenever in this chapter any act is prohibited or is made or declared to be unlawful or an offense or the doing of any act is required or the failure to do any act is declared to be prohibited, unlawful or an offense where no specific penalty is provided therefore, the violation of any such provision of this chapter shall be punishable by a fine not to exceed \$1,000. (RSA 641:2)