



Town of Henniker
18 Depot Hill Road
Henniker, NH 03242
Phone (603) 428-3221 / Fax (603) 428-4366
www.henniker.org

Assigned Permit #: _____

Fee Paid: _____

Date Issued: _____

APPLICATION FOR SPECIAL EVENT PERMIT On Town of Henniker Property

ACTIVITY & TITLE OF EVENT: _____

DATE OF APPLICATION: _____ EVENT DATE & HOURS: _____

Will this event be held at: **Check all that apply**

<input type="checkbox"/> Community Park and Bandstand	<input type="checkbox"/> Baseball Field
<input type="checkbox"/> Community Parking Lot	<input type="checkbox"/> Soccer Fields
<input type="checkbox"/> Community Building	<input type="checkbox"/> Woodman Park
<input type="checkbox"/> Grange	<input type="checkbox"/> Town Hall Common
<input type="checkbox"/>	<input type="checkbox"/>

EVENT SPONSOR

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL ADDRESS: _____

SECONDARY CONTACT: _____ PHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

SPECIAL EVENT CONTACT INFORMATION

SPONSOR: _____ PHONE: _____

ORGANIZERS/CONTACT NAME: _____ PHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

ON SITE ORGANIZER _____ PHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

EVENT INFO

DESCRIPTION OF EVENT: _____

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.*

Site Plan and Floor Plan

MINIMUM ESTIMATED ATTENDANCE: _____ MAXIMUM ESTIMATE ATTENDANCE: _____

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

SET UP TIME: _____ CLEAN UP TIME: _____

Describe provisions for cleanup of premises and removal of rubbish:

DESCRIPTION OF PROVISIONS		
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: _____		
NO. OF SANITATION UNITS (toilets):	MALE:	FEMALE:
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.		
<input type="checkbox"/> Attach plan of exact parking location and exact route to be kept open for emergency vehicles. <input type="checkbox"/> Not applicable. Explain: _____		

IS THIS EVENT...	<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	IF YES:
• ... using a tent (or tents) 400+ sq ft?			<i>Please submit a <u>TENT INSTALL APPLICATION</u></i>
• ... planning to have venders, hawkers, or peddlers*?			<i>Please have each vender/hawker/peddler submit an <u>APPLICATION FOR A HAWKER, PEDDLER OR ITINERANT VENDOR LICENSE</u></i>
• ... conducting a raffle?			<i>Please submit a <u>RAFFLE PERMIT APPLICATION</u></i>

**EXCLUDING: Any person selling the product of his own labor or the labor of his family or the product of his own farm or the one he tills. Farmers markets if permission of location is authorized by the owner of the land or building.*

Fees and Deposits:

Special Event Permit Application Fees only apply to events to be held on Town Property. Permit fees are designed to give an incentive for early submission. This allows Town officials to thoroughly review the application and give the applicant plenty of time to rectify any problems or issues that may arise. It is in the sponsor’s financial and practical interest to apply as early as possible. This fees schedule does not guarantee that an application submitted less than 60 days prior to the event will be approved.

Non-Profit Event: Those events sponsored by a legally established non-profit organization or sponsored by individuals for community benefit without any participation by any for-profit vendors.

Fees listed are for one day events. \$50 per additional day shall be added to the one-day event fee for profit making events and \$0 per additional day shall be added to the one-day event fee for non-profit events.

	Application Submission	
	90+ Days Before Event	60-89 Days Before Event
Community Board or Committee Sponsored Event - No Fee	\$0	\$0
Non-Profit Event:		
0 – 500 expected attendance	\$25	\$50
500+ expected attendance	\$25	\$50
For Profit Events:		
0 – 500 expected attendance	\$ 50	\$ 100
500+ expected attendance	\$ 75	\$ 150

Fee Waivers: Fees do not apply to events sponsored by the Town of Henniker or official public bodies appointed by the Board of Selectmen. As a general policy, fees are not waived. Any request for a waiver must be made to the Henniker Board of Selectmen.

Other Fees (if required):

Inspection Fees: Inspections or site visits to notice Sponsor of a violation. A fee of \$35 per inspection shall be charged (not to exceed a cumulative amount of \$175)

Police Fees: If special duty police officers are deemed required a fee of Police Department Special Duty per hour, per officer, plus a vehicle fee as adopted by the Police Department.

Facility Use Fees and Deposits: Rental of Community Park, Community Building, Grange, or Ball parks subject to Selectmen’s Policies III.7 and III.8.

Trash Removal Fees: A fee of \$275 PER DAY will be charged to remove trash after a special event. The trash removal fee can be avoided if the applicant removes the trash themselves.

Sanitation Fees: Any special event held at a Town Park must have portable toilets. Market rates to be determined at the time of application. NO WEEKEND CLEANINGS. The Parks and Properties Department will determine the number of units needed based on expected attendance of an event listed on special event permit.

APPLICANT/SPONSOR/PERMITTEE:

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.

Signature: _____ Date: _____

Printed name: _____

DO NOT WRITE BELOW THIS SPACE – INTERNAL-USE ONLY
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DEPARTMENTAL APPROVALS: Please attach any comments or special requirements to the application.

Fire Chief: _____ Date: _____

Health Officer: _____ Date: _____

Code Enforcement Officer: _____ Date: _____

Highway Superintendent: _____ Date: _____

Water Superintendent: _____ Date: _____

Wastewater Superintendent: _____ Date: _____

Rescue Squad Chief: _____ Date: _____

Police Chief: _____ Date: _____

Town Administrator: _____ Date: _____

HENNIKER BOARD OF SELECTMEN

SELECTBOARD CHAIR: _____ Date: _____

SELECTMAN: _____ Date: _____

SELECTMAN: _____ Date: _____

SELECTMAN: _____ Date: _____

SELECTMAN: _____ Date: _____

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. **Deposit** in the amount of \$_____ is required.

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

PERMITEE Signature: _____ Date: _____