

## **TOWN OF GORHAM, NH**

### **Public Event Permit**

#### **Instructions and General Conditions**

A. For all applications - Please enter all required information in order to conform with Town of Gorham Ordinance for the Regulation of Public Events.

B. Where applicable – Please state if parking is anticipated on public streets or if displays or assembly will occupy streets or sidewalks.

C. Additional Information – Describe any other arrangements for traffic or crowd control, or safety measures, if applicable. Also, please state if uniformed police will be requested in order to assist in any of the above, and if so, how many. If the permit is for a walk, run, etc., it will only cover Gorham and applicant will need permission from other Towns. Also, a map or drawn route is required to be attached with the permit application. These applications will also be reviewed by the Chief of Police.

D. All applications should be filed with the Town Manager at least fifteen (15) days prior to the date of the proposed Event (forty-five (45) days prior to events at which applicant wishes to seek Selectboard approval to serve alcohol).

E. Any applicant may appeal the denial of a permit to the Selectmen by filing with the Town Manager a written notice of appeal within five (5) days of a denial of a permit under Section 501 of the Ordinance.

#### **General Conditions for All Permits**

1. All banners, signs and other advertising display used to announce an Event should be erected only after a public Event permit has been issued to the applicant, and not more than 10 days prior to the date of the Event. A sign permit is required for Temporary Banners to be displayed and should be applied for along with the Event permit (available from the Assessing Office).

2. No structure should be erected on public land more than twenty-four (24) hours prior to the scheduled time of the Event. All structures, advertising displays, trash and other materials with the Event should be removed from the public premises not later than twenty-four (24) hours prior to the beginning of another Event in the same place, or within forty-eight (48) hours following this Event, whichever comes first.

3. Applicant should notify the Town Manager or Chief of Police as soon as possible of any damages, incidents or changes in circumstances which may affect the status of the permit or cause an unreasonable threat to the public's safety or health. Failure to give such notification may cause the applicant and property owner to be held responsible for any occurrences not contemplated by the terms of the permit.

4. Applicant or any third-party is required to carry all appropriate insurance to protect the Town's liability.

5. The Town of Gorham permits the serving and consumption of alcohol on Town property under limited circumstances and only at the sole discretion of the Gorham Selectboard. Applicant must satisfy the following conditions for a request to serve alcohol to be considered by the Selectboard:

A. Applicant must furnish proof that all persons serving alcohol are officially certified by the New Hampshire Liquor Commission to serve alcohol during the event. Under no circumstances shall any person not certified by the New Hampshire Liquor Commission be permitted to serve alcohol. No server shall provide alcohol to persons under the age of 21 or to persons who are already intoxicated or are apparently intoxicated.

B. Applicant or any third-party engaged by applicant to serve alcohol shall procure and maintain at its sole cost and expense comprehensive general liability insurance with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate, and liquor liability coverage insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. Town and Applicant (if not obtaining such insurance directly) shall both be named as additional insureds. Applicant will furnish the Town with a certificate of such insurance prior to the event.

C. Applicant acknowledges that the Town of Gorham does not condone the irresponsible use of alcoholic beverages. It shall be the applicant and any third-party's sole responsibility to monitor the use of alcoholic beverages by applicant's guests.

6. All Public Event Permits that include serving alcohol shall be filed at least forty-five (45) days prior to the event to allow sufficient time for the Selectboard to review, approve or deny the application at a regularly scheduled Selectboard meeting.

**TOWN OF GORHAM PUBLIC EVENT PERMIT**

PLEASE READ THE INSTRUCTIONS AND INFORMATION SECTION BEFORE SIGNING THE FORM.

1. Organization: \_\_\_\_\_

6. E-mail: \_\_\_\_\_

2. Contact: \_\_\_\_\_

7. Dates of Event: \_\_\_\_\_

3. Address: \_\_\_\_\_

8. Time of Day: From \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_

9. Location: \_\_\_\_\_

4. Business Phone: \_\_\_\_\_

10. Purpose: \_\_\_\_\_

5. Cell Phone: \_\_\_\_\_

\_\_\_\_\_

I will be seeking Selectboard approval, per the requirements of the Town Alcohol Ordinance, to serve alcohol at this event: Yes \_\_\_\_ No \_\_\_\_

Other arrangements or remarks: (to include all details re: signs, parking, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I also hereby certify that the statements on this application are correct and that I will comply with the General Conditions set forth above and any other conditions attached to this permit.

Signature of Applicant:

Date: \_\_\_\_\_

\_\_\_\_\_

Print Name of Applicant:

\_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY VENUE OFFICIAL**

- A. \_\_\_\_\_ Permit Approved as Per Application.
- B. \_\_\_\_\_ Permit Approved with Conditions Noted Below.
- C. \_\_\_\_\_ Permit Requires Police Chief Approval.
- D. \_\_\_\_\_ Permit Requires Selectmen Approval.
- E. \_\_\_\_\_ Permit Denied with Reason(s) Noted Below.
- F. \_\_\_\_\_ Permit Amended and Approved as Noted Below.

Conditions or Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Venue Approval:

Date: \_\_\_\_\_

\_\_\_\_\_

Print Name of Venue Approval:

\_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY POLICE CHIEF**

- A. \_\_\_\_\_ Permit Approved as Per Application.
- B. \_\_\_\_\_ Permit Approved with Conditions Noted Below.
- C. \_\_\_\_\_ Permit Denied with Reason(s) Noted Below.
- D. \_\_\_\_\_ Permit Amended and Approved as Noted Below.

Conditions or Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Police Chief:

Date: \_\_\_\_\_

\_\_\_\_\_

Print Name of Police Chief:

\_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY SELECTBOARD**

A. \_\_\_\_\_ Permit Approved as Per Application.

B. \_\_\_\_\_ Permit Approved with Conditions Noted Below.

C. \_\_\_\_\_ Permit Denied.

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

D. \_\_\_\_\_ Permit Amended and Approved as Indicated.

Conditions or Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Selectboard Chair:

Date: \_\_\_\_\_

\_\_\_\_\_

Print Name of Selectboard Chair:

\_\_\_\_\_