

THE TOWN OF SANBORNTON NEW HAMPSHIRE

LICENSE APPLICATIONS FOR THEATRICALS, PARADES AND OPEN AIR MEETINGS

Pursuant to NH R.S.A. 286:1 through 5, "No theatrical or dramatic representation shall be performed or exhibited, and no parade or procession upon any public street or way, and no open air public meeting upon any ground abutting thereon, shall be permitted, unless special licenses therefore shall first be obtained from the Selectmen of the Town."

Purpose:

Licensing serves to prevent confusion by overlapping parades or processions, to secure convenient use of the streets by other travellers, to ensure the proper public safety resources are available and to minimize the risk of disorder.

Definitions:

1. For purpose of this license, an open air meeting shall be defined as any outside gathering of 50 or more persons on a public street or way or on any ground abutting
2. Theatrical representations shall include plays, concerts, pageants, live musical performances or other forms of shows or entertainment. feats of aility or public
3. For purpose of this license, non-public events such as graduations, weddings, anniversary parties, or events which do not charge an admission fee shall be exempt.

In order to obtain a license under NH RSA 286 the applicant must submit a fully completed application, available at the Sanbornton Police Department, Sanbornton Town Office, or Sanbornton website, to the Sanbornton Board of Selectmen 21 days prior to the date for which the license is requested. Only propey owners (jointly with tenants if applicable) are authorized to make application for license if the event is to be held on private property. Applications for events to be held on public property may be made by anyone so authorized by the appropriate agency.

Once the license for this event has been granted by the Sanbornton Board of Selectmen, Town Officials reserve the right to inspect the property for which the license has been granted, to determine if all the conditions of the license have been met and to further ensure that all concerns of public safety and welfare have been met. The Board of Selectmen shall consider the use of alcohol, anticipated attendance, nature of activity, parking, sanitation, location, public health, safety, food consumption, sales of any products and solid waste removal when reviewing this license application.

Each license application is divided into four sections that take into consideration certain public safety and welfare needs. Each section requires Town personnel to review this section pertaining to their area of expertise.

community zoning standards. In order for a license application to be approved the applicant must complete the entire application, to the best of their knowledge, and then submit it for approval to the four respective offices that are indicated on the application.

There shall be a \$100.00 non-refundable license application fee for each application. There may also be included costs for public safety officials that may be needed to preserve order and safety. Under NH RSA 105:9-a "the Chief of Police shall have the authority to assign police officers to attend any public meeting or function which he determines may potentially involve traffic related problems, lead to a public disturbance or public nuisance or endanger public safety or welfare." Multiple events by the same organization/licensee may be requested, however, the license fee shall apply to each activity. A complete list of events and dates must be provided at the time of the initial application.

All payments shall be made to the Town of Sanbornton at least 21 days in advance of the scheduled event. The public safety official's fee may be refundable in the event that a cancellation is made and the proper officials are notified at least 24 hours before the start of the event. The license application fee shall not be refundable. No refunds will be made in the event of low attendance or poor weather.

The following events shall be exempt from this license requirement because the public good generated by these events outweighs the burden on Municipal services:

- Theatrical performances, feats of agility and public competitions at Sanbornton Central School and Sant Bani Ashram, if this is a school-sponsored event.
- All Town of Sanbornton sponsored activities and Church services/activities

The Board of Selectmen reserves the right to review an event for the licensing requirement.


Adopted by vote of the Board of Selectmen November 23, 1998.
William Tobin, Chairman, Tom Salatiello, Peter Hibberd

Amended by vote of the Board of Selectmen July, 2009

Amended by vote of the Board of Selectmen January 30, 2013


Dave Nickerson, Chairman


Guy Giunta


Karen Ober

License Application

Please indicate the name(s), address(es) and phone number(s) of the person(s) hosting this event:

Name: _____

Address: _____

Phone Number: _____

If there is more than one person hosting this event, please indicate name(s) as well as all persons living on the property for which this license application is being reviewed. Please list additional persons on the back of this page.

If this event is being hosted by an organization, group, club association or other non-person entity, please indicate the name of that group:

Name: _____

Address: _____

Phone Number: _____

Is the organization incorporate? Yes No

Name of leader, president, director, etc. of group hosting event:

Name: _____

Address: _____

Phone Number: _____

Please indicate the date and location of the event to include street and number and/or apartment number:

This license application is only valid for the property described in the above space. Any spill over to other properties and/or trespassing will be cause for police action unless the abutting property owner has also been issued a license.

Office use only, Please DO NOT write in this section

Application fee: _____ Received by: _____ Date: _____

Application fee: _____ Received by: _____ Date: _____

Please indicate the owner of this property:

Name: _____

Address: _____

Phone Number: _____

Please indicate the manager of this property if applicable:

Name: _____

Address: _____

Phone Number: _____

Please describe all of the activities you are planning at this event: _____

Please indicate the date and what time this event will begin and what time it will end. Please be specific. For multiple events, please provide the appropriate fee and separate list

Requested Date: _____

Requested Start Time: _____ Requested End Time _____

Name of performers: _____

Address: _____

Phone Number: _____

Please indicate the number of people you expect to attend this event _____

Requested amount: _____

I. Police Section

Will any alcohol be sold at this even Yes No

If **yes**, the proper State of NH license shall be enclosed with this application.

Will alcohol be present at this event? Yes No

Please explain the above answe _____

Will attendees of this event be allowed to carry alcohol on to the property for which this license application is being reviewed? Yes No

If **no** what will be done to prevent this? Please explain: _____

If **yes**, what will be done to ensure that persons who are not of legal drinking age are prevente from consuming, possessing and/or carrying alcohol onto the proper Please Explain: _____

Please be cautioned that allowing persons who have not yet reached the legal drinking age carry onto, possess and/or consume alcohol on the property for which this license application is being reviewed constitutes an offense of **RSA 179:5 Prohibited Sales.**

Will there be gambling at this event? Yes No

If **yes**, the proper State of NH license shall be enclosed with this application.

Will vehicular traffic be impacted during this event? Yes No

If yes, please explain: _____

Office use only, Please DO NOT write in this section

Recommended Start Time: _____ Recommended End Time: _____

Recommended Attendance: _____

Signature of Police Chief _____

II. Health Section

Will there be any food sold at this event Yes No

If **yes**, please indicate the name of the vendor:

Name: _____

Address: _____

Phone Number: _____

Will there be an area for food handlers to wash their hands Yes No

Does this event have adequate restroom facilities? Yes No

A minimum of 1 male and 1 female toilet facilities shall be required for each 75 persons attending this activity. For Example:

75 Persons = 2 Toilets

76 - 150 = 4 Toilets

151-225 = 6 toilets

226-300 = 8 toilets

Please list the person(s) or company responsible for supplying and removing the sanitary facilities:

Name: _____

Address: _____

Phone Number: _____

Please indicate when the sanitary facilities will be removed: _____

Who will be responsible for the removal of any other refuse that is left as a result of this

Name: _____

Address: _____

Phone Number: _____

When will this refuse be removed? _____

Will this be transferred to the Town of Sanbornton's recycling facility? Yes No

Signature of Health Officer: _____

III. Fire Section

Will this activity have any kind of open fire? Yes No

If **yes**, a permit to kindle fire must be submitted with this application.

If any part of this activity is going to be held within a building or structure, does the building or codes? Yes No

Date of last inspection: _____

Inspected by: _____

Will this event have a fireworks Yes No

If **yes**, a proper Town permit must be submitted with this license

Signature of Fire Chief: _____

IV. Town Planner Section

Please Identify the size of the lot on which the activity will be held:

Total Lot Size: _____ Area of Lot to be Used: _____

Please indicate the proposed setbacks from:

Front Boundary _____

Right Boundary _____

Left Boundary Line: _____

Rear Boundary Line: _____

Attach a drawing and include the following:

(Please check all applicable items)

- Identify the main entrance location
- Identify the exit location (list road name)
- Locate the traffic pattern within the lot and on the abutting main road(s)
- Locate the parking area(s), including the arrangement, number and square foot
- Provide the location of any/all open fires
- Provide the location, number and type of recreational vehicles, tents, motor
If more than two temporary recreational vehicles, tents, etc. are proposed, then a hearing by the Board of Selectmen is required (Zoning Article 4 Section E)
- Provide the location of all existing structures/buildings; include abutting structures within 100 feet of the property line
- Provide the location, number and type of refuse disposal facilities
- Provide the location, size and type of any proposed fencein, including setbacks property lines
- Provide location, size and type of any proposed signs. Any proposed signs will require a permit issued by the Board of Selectmen

Please be advised that a Special Exception or Variance by the Zoning Board of Adjustment may be required if your proposal does not meet the Sanbornton Zoning Ordinance.

Signature of Town Planner: _____

I attest that, to the best of my knowledge, the information provided on this license application is true and accurate

Signature of Property Owner

Date

Signature of Tenant

Date

Signature of Tenant

Date

Signature of Tenant

Date

Signature of Tenant

Date

Signature of Tenant

Date

Signature of Tenant

Date

Signature of Tenant

Selectboard Chair

Date of Approval

Selectboard Member

Selectboard Member