

Special Events Permit

Chapter 170

Special Events Permit

Article I

PURPOSE

The Town of Jaffrey recognizes the benefit that festivals and special events contribute to community spirit and well-being. With special event permit the Town anticipates broad cooperation in the delivery of such events but expects the following guidelines be met:

- The event is led by a single entity with clear direction and responsibility;
- All participants are demonstrably insured, with the Town listed as additional insured if events are proposed on Town owned property;
- An estimate of cost and submission of bond or surety if Town expenses exceed licensing fee;
- The event organization can be incorporated to give it independent status.

Article II

TIMELINE

While the event organizers may proceed with publicity prior to permitting with the Town, it is at their discretion. Advance planning with the Town is imperative beginning with a minimum of:

- | | |
|---------------------|---|
| 90 days out | Pre-planning with Selectmen and appropriate departments; |
| 60 days out | Town approvals in place and Fire Marshal approval if applicable; |
| 30 days out | Insurance certificates, final event plan, health approvals if food vendors; |
| Post Event Debrief. | |

Article III

AUTHORITY

The Town of Jaffrey through RSA 286:1 has the authority to license special events prior to such events occurring within the community. Further, the Jaffrey Police Chief has the authority through RSA 105:9 to require special detail for events which have the potential to involve traffic related problems, cause a nuisance, public disturbance or endanger public health or safety. In addition the Jaffrey Fire Chief has the authority through the State Fire Code and National Fire Protection Association Codes and Standards to regulate outdoor events and indoor public assemblies. See specific list of applicable statutes and municipal codes attached to this policy.

Article IV
DEFINITIONS

1. Special Event – Is a pre-planned event, whether publicly and/or privately sponsored which is expected to draw 100 or more people at any one time as participants or spectators.
2. Organized Competitive Event – any planned race, walk, derby or event, whether human powered or otherwise that involves a contest of skills and takes place on a public right of way, park or waterway.
3. Procession/Parade - a public or private march, run, walk, car show, or parade of any kind, or other gathering of persons that occurs upon a public right of way, park or both that is used for vehicular purposes.
4. Community Event – is a special event sponsored by the Town of Jaffrey.
5. Public Assembly – any public gathering, demonstration, picket, rally, gala, ceremony, celebration or other gathering on right of way, park space, that does not occur on the right of way used for vehicular traffic.
6. Event Site Plan – sketch of the proposed event site including pedestrian and vehicle access, parking, vendor locations, and facilities such as porta-potties, first aid, public safety and emergency support.

Article V
APPLICATION PROCEDURE

All Special Events within the Town of Jaffrey require a license from the Jaffrey Board of Selectmen. The application shall be reviewed by the Town Manager, Police Chief, Fire Chief, Director of Public Works, Code Enforcement Officer and Director of Planning & Economic Development.

**Article VI
ITEMS TO ACCOMPANY SPECIAL EVENT PERMIT APPLICATION**

Identity of Event Sponsor/Co-Sponsors	Ambulance/Medical Service Plan
Certificate of Insurance	Ticket Distribution Plan
Event Site Plan	Sanitary Facilities Plan
Security/Crowd Control Plan	Food Service Plan
Traffic Control/Parking Plan	Electrical Services Plan
Fire Emergency Plan	Estimate of Cost – Municipal Services

**Article VII
CRITERIA FOR EVALUATING AND SCHEDULING SPECIAL EVENTS**

1. The Town of Jaffrey shall have the sole authority to determine whether or not a particular applicant shall be entitled to hold a special event. The Town of Jaffrey shall also take into account the frequency with which such events are held and the convenience of the public in relation thereto.

2. The Town of Jaffrey will also consider:
 - a. How well the applicant, insofar as it can be determined, appears capable or incapable of executing the planned special event.
 - b. Whether any inconvenience which the general public may suffer is outweighed by the potential benefit to the community as a whole.
 - c. Whether budgetary considerations at the time of the application create such a heavy burden upon the Town of Jaffrey’s financial and/or human resources that it would not be practical to hold the proposed special event at the time requested.
 - d. Whether the holding of the special event as planned would create an undue burden upon the manpower resources of the Town of Jaffrey, and whether the health and safety of the public would be compromised.

**Article VIII
SPECIFIC STATUTES AND MUNICIPAL CODES**

RSA 286 **Licensing Shows, Open Air Meetings, Billiard Tables, and Bowling Alleys**
Specifically 286:2 and 4, 4-a
286:2 Theatricals; Parades; Meetings.
286:4 Licenses; Fees.
286:4-a Added Expense to Town.
<http://www.gencourt.state.nh.us/rsa/html/xxiv/286/286-mrg.htm>

RSA 31 **Powers and Duties of Towns**
Specifically 31:39 Purpose and Penalties
<http://gencourt.state.nh.us/rsa/html/III/31/31-39.htm>

RSA 105 **Police Officers and Watchmen**
Specifically 105:9 Police Attendance at Public Meetings
<http://www.gencourt.state.nh.us/rsa/html/vii/105/105-9.htm>

RSA 160:B **Fireworks**
Specifically 160-B:3 Display; Penalty
<http://www.gencourt.state.nh.us/rsa/html/xii/160-B/160-B-3.htm>

NH State Fire Code, NFPA 1, 2009

Jaffrey Municipal Code
Chapter 187 Regulating Outdoor Vendors and Transient Sales

IBC Building Code
Electrical Permit
Health Inspections
Portable restrooms