



TOWN OF BROOKFIELD, NEW HAMPSHIRE

Office of the Selectmen

267 Wentworth Rd

Sanbornville, N.H. 03872-0800

Temporary Event Permit Application

Received on: _____

Approved on: _____

\$20.00 Fee Received _____

Event Specifications - Valid From: _____ To: _____

Hours of Operation: _____ Property Owner: _____

Event Sponsor: _____ Street Location: _____

Tax Map & Lot #: _____ Type of Event: _____

Contact Person: _____ Mailing Address: _____

Contact Numbers: Home: _____ / Cellular: _____ / Fax: .. _____

On Site Event Contact Person and Contact information - include a telephone number: _____

NOTE: A certificate of Insurance in the amount of \$1,000,000.00 naming the Town of Brookfield as additional insured must be attached.

1. Detailed Description of Event:

2. Attach a map or sketch of the event layout, including vendor locations (if applicable). The map should include:
 - A. Any roadways that will be used, such as in parades, etc.
 - B. Roadways, driveways, parking lots, etc. that will be blocked, such as in festivals, block parties, parades, etc.
 - C. Location of any tents that will be used and their sizes. Certificates of flame-proofing and copy of tent permit must be attached.
 - D. Location of portable toilets, if applicable.
 - E. Alcohol consumption with all applicable details attached - requires written approval from the Police Department.

NOTE: *The use of State Right-of-Ways requires New Hampshire DOT approval*

3. If roads, driveways or parking lots are to be blocked specifically list the following:

- A. Day(s) of week: _____
- B. Date(s) From: _____ To: _____
- C. Hours From: _____ To: _____

4. Please answer the following:

- A. Open Fire, such as bonfire or cooking: N / Y - copy of Forest Fire Warden issued permit must be provided.
- B. Temporary Electrical hook up or wiring required: N / Y - copy of Building Inspector permit must be provided.
- C. Potential Damage to Town Property, such as turf, pavement, etc: N / Y

5. Describe any specific traffic or crowd control you may require: _____

6. Any further information you may feel will be pertinent in assisting the Town in making a determination of your request: _____

Large events or an event utilizing multiple sites must have a designated person to coordinate the event with the police and fire departments. It is the responsibility of the event coordinator to contact and meet with the police chief, fire chief or their designated representative prior to submitting the application for the temporary event permit.

If Town owned property is being used the sponsor understands that all Town rules and regulations will be followed.

I hereby acknowledge that this event will be held in accordance with the provisions of the Temporary Event Ordinance and any additional conditions or provisions are imposed by the Board of Selectmen and all local and state regulations. Further, I hereby acknowledge that the policy of the Board of Selectmen is that no advertisement of any event shall occur prior to Board of Selectmen approval.

The application and required attachments must be submitted a minimum of seven (7) days prior to the Selectmen's next prescheduled meeting and no less than thirty (30) days prior to the event date.

Event Sponsor: _____

Date:

Event Sponsor: _____

Date:

Approved By:

Police Department: _____

Date:

Fire Department: _____

Date:

Code Enforcement Officer: _____

Date:

Building Inspector: _____

Date:

Health Officer: _____

Date:

The Board of Selectmen reserve the right to terminate or modify this permit with or without any notice.

Selectmen:

Date:

Selectmen:

Date:

Selectmen:

Date:

1. **Authority** - pursuant to the authority granted under RSA 31:39 or any other applicable State Statute, this permit ordinance is hereby enacted by the Board of Selectmen of the Town of Brookfield, New Hampshire.
2. **Title** - this ordinance shall be known and sited as the "Temporary Event Ordinance of the Town of Brookfield, New Hampshire".
3. **Purpose** - the purpose of this ordinance is to provide for the orderly, compatible and safe use of property for temporary events and to assure adequate parking, sanitary facilities, utilities and safety services. Events permitted by this ordinance need not be allowed in applicable zoning district.
4. **Definitions** - As used in this ordinance, the following terms shall have the meanings indicated:
 - a. **TEMPORARY EVENT** - A function lasting for a limited time open to the general public and sponsored or organized by a not-for-profit group or by a for-profit group. Events include functions which take place on town property.
5. **Operational Requirements:**
 - a. Temporary Events may be allowed whether or not permitted by any other town ordinance or regulations.
 - b. Any event shall be limited to no more than seven consecutive days.
 - c. Adequate provisions shall be made for parking, traffic circulation, utilities (including water, sewer and electricity), sanitary facilities, lighting and safety services.