

Town of Bristol
Event / Use of Town Property Permit Application

This application must be submitted at least fifteen (15) days prior to the requested effective date.

Section 1 to be completed by all applicants

Name of Applicant: _____

Address of Applicant: _____

Phone Number: _____ Email: _____

Name of Organization: _____

Address: _____

Organization Incorporated: Yes No

Type of Event: _____

Start date of Event: _____ End date of Event: _____

Start time of Event: _____ am/pm End time of Event: _____ am/pm

Start time for set-up: _____ am/pm End time for clean-up: _____ am/pm

Estimated number of attendees: _____

(Max Occupancy for Town properties depends on the size and setting of each location. Please note depending on the number of anticipated attendees, a police detail may be required per Bristol Police Department Policy)

Town Property Requested: _____ N/A

Will food/beverages be served: Yes No

If yes, please complete Section 2 - Food Vendors / Hawkers / Peddlers.

Alcohol Service Requested: Yes No

Name of Alcohol Vendor: _____

Vendor's Insurance and Licensing provided: Yes No

Please see Town Building and Public Property Use Policy and the attached Appendices to determine if alcohol is permitted on the Public Property that applicant wished to use for this event. Please also refer to the Town Alcohol Ordinance for further requirements.

If alcohol will be sold at this event, the proper State of NH license shall be attached to this application and if the event is to occur on Town Property, all related requirements of the Town's Application/Facility License must be satisfied in addition to those on this Event Permit Application.

If an event, open to the public, on PRIVATE PROPERTY: Will attendees be allowed to carry Alcohol on the permitted property? Yes No

If no, what will be done to prevent this?

If yes, what will be done to ensure that persons who are not of legal drinking age are prevented from consuming, possessing and/or carrying alcohol onto the property?

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

If Participating as a Vendor at an event, please indicate: Yes No

If yes, what event: _____

If yes, please complete Section 2 – Food Vendors / Hawkers / Peddlers.

Will there be any type of open fire: Yes No

If yes, Permit to Kindle Fire issued by the Fire Department must be submitted with this application.

For events on Town property or open to the public on private property, is any part of the event to be held within a building, structure, or tent: Yes No **If yes, that building, structure, or tent must comply with Life Safety Codes.**

For events on Town property or open to the public on private property, please list how many restrooms will be provided and the type (portable unit, building, etc): Number: _____ Type: _____
(Please note that a minimum of two (2) restrooms shall be required per 75 persons attending the event.)

Section 2 - Food Vendors / Hawkers / Peddlers – Additional Information

	Type of Permit Check Below	Check if Non-Profit Below	Enter Fee Amount – Refer to Schedule of Fees
Single Event Permit:			
Seasonal Permit (six months):			
Yearly Permit:			

Date of Event: _____ Name of the Event: _____

Event Organizer: _____ Event Location: _____

Mobile Unit or Stationary Unit

Unit Identification / Description: _____

Year: _____ Manufacturer: _____ Make: _____ License Plate #: _____

Color: _____

Sanitation Inspection Certificate attached (RSA’s 143 & 143-A): Yes N/A

Plan of Operations attached: Yes N/A

A copy of the State License shall be required as provided under RSA’s 320 & 331. Food vendors that are not required to obtain food license from the State must be inspected by the Health Officer and Fire Department.

Tax Identification Number (if applicable) :

Please list all Vendors / Hawkers / Peddlers and employees (if applicable) that will approved with the permit:

Section 3 - Theatricals, Parades, Open Air Meetings, Assemblies, and Other Events – Additional Information

Description of Event – including all activities (if applicable, please attach an additional page):

Provide description of Public Property to be used, including streets, sidewalks, public rights-of-way, town buildings, etc.

For events open to the public, (e.g. an event that is widely advertised, that does not require an invitation, and that is intended for public attendance) and being held on PRIVATE PROPERTY, please provide the address of the property, the names of all organizers of the event, the names of the owners of the property, and if different, the names of the residents of the property (if applicable, please attach an additional page).

Will there be any gambling? Yes No If yes, the proper State of NH license must be submitted with this application.

Will vehicular traffic be impacted? Yes No If yes, please describe the impact below. **Please note that if vehicular traffic is impacted, a police detail may be required at a cost to the applicant.**

Section 4 – Additional items Required with application (if applicable)

The appropriate application fee - see Schedule of Fees in the Town Building and Public Property Use Policy.

For any event held on Town property, a certificate of current/valid insurance coverage in the form and amounts required by the Town Building and Public Property Use Policy.

For any event held on Town property at which alcohol will be present, a certificate of current/valid insurance coverage for the alcohol vendor, as required by the Application/Facility License.

For non-profit organizations, proof of non-profit status.

For parades, bikes, marathons, etc., a map of the event’s complete route.

A plan map, diagram, or depiction of the set-up for the event.

Additional items may be required at the request of the Police Chief, Fire Chief, Health Officer, Town Permitting Officer, or any other Town Department in the review of the application. Please note that should the Town determine that a Police Detail is necessary, that detail coverage MUST be coordinated through the Police Department by the Applicant. Any fees associated with Police Detail MUST also have payment arrangements completed through the Police Department.

Section 5 - All Applicants

This application, if approved, is only valid for the property described. Any spill over to other properties and/or trespassing will be cause for Police action unless the abutting property has also been issued a permit.

Fireworks are prohibited from any public event and will not be allowed, unless an authorized/sanctioned Town Event.

As the applicant for any license issued pertaining to this permit application, I understand that I must attach the required paperwork as outlined in the application. By my signature, I state, under penalty of Unsworn Falsification (RSA 641:3), that the information provided is true and that I have read and understood the Town Ordinances and applicable Town Policies regulating use of Town Property and Events in the Town of Bristol, New Hampshire and am aware of all requirements and penalties. Any person who violates any provision of this Ordinance shall be guilty of a violation and subject to a penalty in the amount of \$500.00. Such person shall be deemed to have committed a separate violation for each and every day or portion of which any violation of the Ordinance is committed, continued or permitted by such person. License(s) may be revoked for just cause after notice and hearing.

Note: The Town of Bristol may require an additional indemnification be signed by permit holder for types of events, which will be addressed by the Permitting Office during the review process.

Date

Applicant’s Signature