

TOWN OF KINGSTON, NEW HAMPSHIRE GUIDELINES AND PROCEDURES FOR THE REVIEW OF LICENSE APPLICATIONS FOR SPECIAL EVENTS

A license shall be required for all special events, as per the provisions of N. H. Revised Statutes Annotated Chapter 286. The Board of Selectmen is the licensing authority.

Each applicant shall appear before the Board of Selectmen and Chief of Police 90 days prior to the special event, at which time a plan will be submitted by the applicant. Said plan will require, at a minimum, the following information:

1. The exact nature and purpose of the event,
2. The proposed location of the event,
3. The designated time frame in which the event will be held,
4. A satisfactory and comprehensive security plan, allowing for a sufficient number of detail policemen to manage the maximum seating capacity of indoor events or to secure, control, and assure compliance with laws and licensing conditions in the case of outdoor events,
5. A satisfactory and comprehensive fire emergency plan, which may require review and acceptance by the Kingston Fire Chief,
6. A satisfactory and comprehensive medical service plan, including a possible requirement that on-site services be available due to the number of estimated attendees,
7. A satisfactory and comprehensive traffic control plan setting forth the estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and locations of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles,
8. A satisfactory and comprehensive sanitary facility plan appropriate for the number of attendees, which will include information relative to portable toilet facilities, trash containers, and a provision that the property and surrounding areas and roadways shall be cleared of all debris within 12 hours following the event,
9. A satisfactory and comprehensive food service plan, which may require review and acceptance by the Kingston Board of Health or Health Officer,
10. A satisfactory and comprehensive plan outlining the distribution of tickets prior to the event and/or at the time and place of the event, including provision for a limitation on ticket sales, and provision for the refund of ticket costs in the event of cancellation of the event.
11. An agreement relative to the type, amount and conditions for bonding, which may be required in assurance of the completion of any and all conditions placed upon the license for the event (NH RSA 286:4-a).

If determined to be necessary by the Board of Selectmen or Chief of Police, a public hearing may be held to identify neighborhood concerns. Costs to publish required notices of the hearing will be borne by the applicant.

The Board of Selectmen and/or the Chief of Police may impose certain exceptions and conditions, which will be enumerated in the license. Non-performance or non-completion of said exceptions or conditions may be cause for revocation at any time before or during the event.

Breach of the terms and conditions of any license issued by the Town of Kingston through its Board of Selectmen, may be subject to a fine of up to \$300.00.

Failure to obtain a license for an event covered under the provisions of RSA 286 or of this regulation shall be subject to a fine of up to \$300.00.

Note that costs associated with emergency response by Kingston emergency services, or by emergency services of towns with which the Town of Kingston enjoys mutual aid agreements, shall be borne by the applicant.

KINGSTON, NEW HAMPSHIRE
APPLICATION FOR A SPECIAL EVENTS LICENSE
(To be submitted 90 days prior to the event, to the Board of Selectmen)

Date: _____ Date of Event: _____

Type of Event: _____

Location of Event: _____

Number of Participants _____ Number of Spectators _____

Hours of Event: _____

Sponsor/Organizer of Event:

Name: _____

Address: _____

Phone: _____ email: _____

Contact: _____ Phone: _____

Please refer to the Town of Kingston, New Hampshire Guidelines and Procedures for the Review of License Applications for Special Events. Any aspects of the required information available at the time of application for a Special Events License may be submitted along with the application for review by the Board of Selectmen and Police Chief.

FOR TOWN USE

Public Hearing	Yes	No	If yes, date: _____
Security Plan	Yes	No	Contact Police Chief at (603) 642-5742
Fire Plan	Yes	No	Contact Fire Chief at (603) 642-3626
Traffic Control Plan	Yes	No	Contact Police Chief at (603) 642-5742
Medical Response Plan	Yes	No	Contact Fire Chief at (603) 642-3626
Sanitary Facilities Plan	Yes	No	Contact Health Office at (603) 642-3342
Ticket Distribution Plan	Yes	No	
Performance Bond	Yes	No	If yes, describe: _____ _____

Other Conditions: _____
