

# Town of Bristol

## GUIDELINES FOR PERMIT APPLICATION 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, no parade or procession upon any public street or way, nor any open air public meeting upon any ground abutting thereon, shall be permitted, unless special permission therefore shall be first obtained from the Selectmen of the Town*”.

**Purpose:** Permits serve to prevent confusion by overlapping parades or processions, to secure convenient use of the streets by other travelers, to ensure that proper public safety resources are available and to minimize the risk of disorder.

**Definitions:**

1. For the purposes of this application, an open air meeting shall be defined as any outside gathering of 75 or more persons on a public street or way or on any ground abutting thereon.
2. Theatrical representations shall include plays, concerts, pageants, live musical performances or other forms of shows or entertainment, feats of agility or public competitions.

**Intent:** The purpose of this application is not to prevent any person or organization from holding an event or gathering. It is intended to insure that the events are held in a safe and secure manner.

In order to obtain a permit under NH RSA 286 the applicant must submit a fully completed application, available at the *Bristol Town Offices*, to the *Board of Selectmen* **14 days prior to the date for which the license is requested.**

Only property owners (jointly with tenants if applicable) are authorized to make an application for permit if the event is to be held on private property. Private property owners are only required to make an application for a permit if the event will have an impact on public rights of way or interfere with overall public safety. (i.e. If an event would require parking on a public right of way that does not normally have parking on it, then the application would be made to inform emergency services that the road will be impacted) Applications for events to be held on public property may be made by anyone so authorized by the appropriate public agency.

Once the permit for this event has been granted by the *Bristol Board of Selectmen*, Town Officials reserve the right to inspect the property for which the permit had been granted, to determine if all conditions of the permit application 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 permit application.

Each permit application is divided into four sections that take into consideration certain public safety and welfare needs. Each section requires Town personnel to review the section pertaining to their area of expertise. These sections are determined on the basis of public safety and welfare, public health and community zoning standards. In order for a permit 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 Selectmen's Office.

**There shall be a \$50.00 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 health safety or welfare.

All payments shall be made to the *Town of Bristol* at least 14 days in advance of the scheduled event. The public safety official's fee may be refunded 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 permit application fee shall not be refundable. No refunds will be made in the event of low attendance or poor weather. When the *Board of Selectmen* determine that the public benefit from an event outweighs the cost, the application fee may be waived.

Normal events held by the following entities do not require an application for permit:

- Theatrical performances, feats of agility and public competitions at Newfound Regional High School (NRHS), Newfound Memorial Middle School (NMMS), Bristol Elementary School (BES), and Tapply-Thompson Community Center (TTCC).
- All *Town of Bristol* sponsored activities and local Church services/activities

Non-profit organizations (after providing official proof of non-profit status) must apply for permit however will be exempt from the application fee.

If a permit application is not made, parties responsible for holding the event could be held liable for any expenses incurred by public services in response to the event.

The *Board of Selectmen* reserves the right to review any event for the permitting requirement.

**Adopted by vote of the Board of Selectmen on May 13, 2010.**

**Application fee: \$50.00**

PERMIT APPLICATION  
FOR THEATRICALS, PARADES AND OPEN AIR MEETINGS

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Description of Event: \_\_\_\_\_  
(Attach addition information, if needed)

If there is more than one person hosting this event please include name(s) as well as all persons living on the property for which this permit application is being reviewed. Please list additional persons on separate sheet of paper.

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: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Is this organization incorporated? **Yes No**

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

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Please indicate the location of the event to include the street and number and or an apartment number.

\_\_\_\_\_

This permit 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 has also been issued a permit.

Please do not write in the box.		
Application fee _____	Received by _____	Date: _____
Public services fee _____	Received by _____	Date: _____

Please indicate the owner of this property:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (B)

Please indicate the manager of this property –if applicable:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (B)

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate the date and time this event will begin and end.

**Please be specific.**

Requested start time/date: \_\_\_\_\_ Requested end time/date: \_\_\_\_\_

Name of performers (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Approx. number of attendees: \_\_\_\_\_

**I. Police Section**

Will alcohol be present at this event? **Yes No**

Please explain above answer:

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Will any alcohol be sold at this event? **Yes No**

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

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

If **No**, what will be done to prevent this?

Please explain:

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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 explain:

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Please be cautioned 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 for constitutes an offense of: RSA 179:5; Prohibited Sales.

Will there be any gambling at this event? **Yes No**

If **Yes**, the proper State of NH license shall be submitted with this application.

Will vehicular traffic be impacted during this event? **Yes No**

If **Yes** please explain:

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Police Department

Comments/Requirments:\_\_\_\_\_

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Signature of Police Chief: \_\_\_\_\_  
Date: \_\_\_\_\_

## II. Health Section

Will there be any food sold at this event? **Yes No**

If **Yes**, indicate the name of the vendor ( if more than one place information on a separate sheet)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (B)

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.

**Example:**

75 persons = 2 toilets

76 to 150 = 4 toilets

151 to 225 = 6 toilets

226 to 300 = 8 toilets

Please list the name of the person(s) or company that will be responsible for supplying then removing sanitary facilities.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (B)

Please indicate when sanitary facilities will be removed. \_\_\_\_\_

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (B)

When will this refuse be removed? \_\_\_\_\_

Comments/Requirments: \_\_\_\_\_

\_\_\_\_\_

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Signature of Health Officer: \_\_\_\_\_

Date: \_\_\_\_\_

### **III. Fire Section**

Will this activity be having any type of open fire? **Yes No**

If **Yes**, a Permit to Kindle Fire must be submitted with this license application.

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

**\*\* Fireworks are prohibited from any public event and will not be allowed.**

Comments/Requirments: \_\_\_\_\_

\_\_\_\_\_

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Signature of Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_