

## **SPECIAL EVENT PERMIT ORDINANCE**

### **Town of Goffstown**

#### **ORDINANCE OF THE Board of Selectmen**

The Board of Selectmen of the Town of Goffstown ordain as follows:

- I. TITLE:** This ordinance shall be known as the “Special Event Permit” ordinance of the Town of Goffstown.
- II. AUTHORITY:** RSA 286, RSA 105:9, RSA 155:18-20, RSA 31:100, RSA 236:1
- III. DECLARATION OF PURPOSE:** The Town of Goffstown is supportive of appropriate and well-planned public gatherings and exhibitions/performances, but the town has a legitimate interest in protecting the public’s health, safety and welfare. As such the purpose of this ordinance is to meet those goals by an event permitting process which allows for the orderly and safe use of public streets/ways and provides for adequate parking areas and sanitary facilities for those attending such events, or moving on public streets/ways near those events.

It is with the above purpose in mind that the Board of Selectmen hereby ordain that any person or organization holding or sponsoring any of the above activities within the Town of Goffstown, on any public street/way or grounds abutting same, must first obtain a permit from the Board of Selectmen to do so, unless specifically exempted/excluded as outlined herein.

**IV. PUBLIC EVENTS REQUIRING BOARD OF SELECTMEN APPROVAL:**

1. Parades, processions, races, etc. on public streets or public ways.
2. Open air public meetings on grounds abutting public streets/ways.
3. Public dances or concerts on grounds abutting a public street/way.
4. Circuses or carnivals/travelling shows.
5. Sideshows, public competitions, or
6. Theatrical/dramatic presentations or exhibitions of skill, agility, sleight of hand or feats with card or other objects.

NOTE: Assembly permits, health inspections, police details, tent inspections, alcohol sales, and temporary sign permits may be required for events which do not require Board of Selectmen approval (See sections V.E and XI).

**V. APPLICATION PROCEDURE:** Applications are available from the office of the Board of Selectmen during normal business hours, or available online from the town’s website.

- A. Completed applications/forms must be returned to the Selectmen’s Office no later than thirty (30) calendar days prior to the start of the event requiring said permit.
1. The above time limit can be waived by the Board of Selectmen for good and sufficient cause, such as fast breaking events that by their nature cannot be planned far ahead of time due to the nature of the event. (Example: Free speech event promoted by a recent thought-provoking event).

- B. All applications must include name(s), address and principal address of the applicant(s), must identify person(s) in-charge of the event on the dates and times it is scheduled to occur, and a written event plan attached describing in detail:
  - 1. The date(s) and time(s) the event is scheduled to occur;
  - 2. The specific location of the planned event;
  - 3. Admission charges, anticipated attendance, availability of food and beverages;
  - 4. Sale and consumption of alcoholic beverages on site;
  - 5. Temporary signage, if necessary; and
  - 6. Plans for security, sanitary needs of attendees, EMS services if necessary.
- C. If the applicant believes the above plan is unnecessary they must state, in writing, the reasons why. This document will be reviewed by the Board of Selectmen, who may waive the requirement if reasonable to do so.
- D. Event applications will be routed to the following Town departments for investigation and comment as to special requirements to be met as a condition of issuance:
  - 1. Police
  - 2. Fire
  - 3. Health
  - 4. Public Works
  - 5. Parks and Recreation
  - 6. Planning and Zoning Office (when temporary signs are needed)
- E. The Board of Selectmen will review the above departments' comments and recommendations regarding the event and notify the applicant that the permit has been issued or denied. If a permit is issued with any Special Conditions beyond the Requirements below, then the Special Conditions will be printed on Event Permit. If the event does not require Board of Selectmen approval ("XI: Exclusions"), the Fire Chief (or designee), Police Chief (or designee), Health Officer, and/or Zoning Code Enforcement Officer shall issue the appropriate permit(s) or assigned detail(s).
- F. The Police Chief (or designee) and Parks & Recreation Director (or designee) shall have authority to issue permits for events on the Goffstown Rail Trail, as long as the event does not impact traffic on public streets outside of approved Rail Trail crossings.

## **VI. REQUIREMENTS:**

- A. The Event Sponsor shall submit and/or provide:
  - 1. Completed Event Permit Application;
  - 2. Permit fee (if applicable);
  - 3. Written authorization from property owner(s);
  - 4. If the event is held on public property: Certificate of Insurance in the amount of \$1 million per occurrence/\$2 million in aggregate and Town of Goffstown named as an additional insured;
  - 5. Adequate parking;
  - 6. Adequate sanitary facilities;
  - 7. If the event is held on Routes 114 or 13 outside the urban compact area, a parade permit from the State of NH Dept. of Transportation, and
  - 8. Life safety code compliance

NOTE: All payments shall be payable to the Town of Goffstown in the form of cash, check or money order.

- B. In the event of cancellation, the sponsor must give notice to the Board of Selectmen twelve (12) hours prior to the scheduled start time of the event.
  - 1. Permit fees in such case are NOT refundable.
- C. In cases where cancellation is called less than 12 hours prior to the event start time, the sponsor shall pay each town employee scheduled to work four (4) hours pay at the detail rate set for said event.
- D. A permit must be obtained from the Board of Selectmen's office at least one week before the scheduled event after being approved.
  - 1. The Board of Selectmen may waive the above license possession requirement for good and sufficient cause.
- E. Applicants granted an event permit shall comply with all other town ordinances (noise, parking, fireworks, etc) and state laws during the permitted event.

**VII. EVENT PERMIT FEES:**

- A. The fees for obtaining an event permit are as follows:
  - 1. Parades, processions, races, etc. on public streets/ways - \$25.00
  - 2. Open air public meetings, and all theatricals and concerts shall be:
    - a. Groups less than 500 - \$50.00
    - b. Groups greater than 500 but less than 1000 - \$100.00
    - c. Groups over 1000 - \$150.00
  - 3. Circuses, public competitions - \$150.00
  - 4. Carnivals - \$150.00
  - 5. Sideshows (including card tricks, sleight of hand, puppet shows) - \$150.00
- B. Event Permit Fees are waived for non-profit organizations.

**VIII. POLICE DETAILS:**

- A. Pursuant to RSA 105:9 the Chief of Police for the Town of Goffstown has the authority to assign police details to attend any public meetings or functions (as outlined above) which the Chief determines may potentially:
  - 1. Involve traffic related issues (including parking and entry/exit to and from the event); or
  - 2. Lead to a public disturbance or public nuisance; or
  - 3. Endanger the health, safety or welfare of attendees or the general public.

**IX. ENFORCING AUTHORITY:** The Goffstown Police Department shall enforce the provisions of this ordinance.

**X. WAIVERS:** The Board of Selectmen retains the authority to waive any provisions of this ordinance after due deliberation at a duly noticed meeting.

**XI. EXCLUSIONS:** The provisions of this ordinance shall not apply to the Town, its School District or other Town departments acting in their governmental capacity. Parties on private property which are not open to the public shall not be subject to Special Event Permit approval by the Board of Selectmen, unless specifically required by RSA 286:1 or 105:9. Such events may require assembly permit, tent inspection, police detail, or alcohol inspections by the Fire Department and/or Police Department. Temporary food sales or

signage require permits issued by the Health Officer and Planning & Zoning Office, respectively.

**XII. PENALTIES:** Any person found to be in violation of this ordinance shall be guilty of a violation. Pursuant to RSA 502 A:11-a, the Circuit Court shall have jurisdiction over prosecution of said violation.

A. Fines may be up to the maximum allowed by law (\$1000.00)

B. All fines collected shall enure to The Town of Goffstown.

**XIII. SEVERABILITY:** Should any provisions of this ordinance be declared invalid or unconstitutional by a court, such declaration shall not be deemed to affect any other section of this ordinance.

**IX. PROCEDURE:** This ordinance shall take effect upon passage.

Public Hearing Dates: 7:00 pm on 7/23/18 and 8/13/18

Public Hearing Notices: Published in The Union Leader on 7/13/18

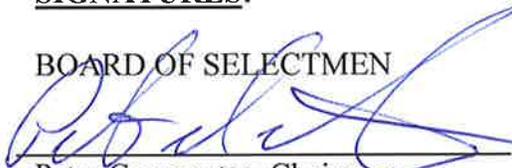
Posted at: Town Hall, Library, and town website on 7/13/18

Adoption Date: 8/27/18

Effective Date:

**IX. SIGNATURES:**

BOARD OF SELECTMEN



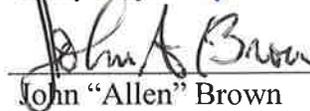
Peter Georgantas, Chairman



David W. Pierce, Vice Chairman



Kelly Boyer

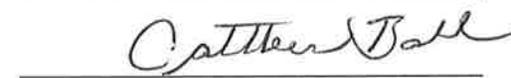


John "Allen" Brown



Mark T. Lemay

TOWN CLERK/NOTARY PUBLIC:



Date: 08-28-2018