

Town of Goffstown

Application for Event License

This form must be completed and returned to the Administration Office at Town Hall 30 days prior to event. Administration will circulate this form to other Departments.

Name: _____ Email: _____

Address: _____ Tel. # _____
Street Town State Zip

Type of Event: _____
(Please specify parade, concert, tournament, etc.)

Date of Event: _____ Start Time: _____ End Time: _____
(Copy of Noise Ordinance provided for any events occurring before 7:00 AM or after 10:00 PM.)

Event Location: _____

Describe event: _____

Owner of location where event will be held _____
(Attach written permission if applicant is not the owner)

Estimated number of attendees: _____

Will tickets be sold? Yes No Admission charge: \$ _____

Type of electrical power required, if applicable (in place, generators, special services, etc). _____
(Electrical Permit may be required per National Electrical Code (NEC))

Will a tent be used? Yes No If yes, Fire inspection is required.

Will alcoholic beverages be present? Yes No

Will alcoholic beverages be sold? Yes No If yes, copy of state license is required.

Will you be using internal security? Yes No

Will games of chance be offered? Yes No If yes, copy of state license is required.

Will you be conducting any Raffles? Yes No If yes, a raffle permit is required.

Will you be using signs for this event? Yes No If yes, a temporary sign permit is required.

Will fireworks be displayed? Yes No If yes, provide fireworks ordinance.

Will you be using a Bounce House? Yes No If yes, and event is open to the public, then the bounce house must be registered each year with a decal number (RSA 321-A).

Type of insurance carried _____ Carrier name: _____
(Please attach certificate of insurance)

FEES

A. The fees for obtaining an event permit are as follows:

1. Parades or processions on public streets or public ways – \$25.00
2. Open air meetings, theatricals and concerts shall be:
 - a. Groups less than 500 - \$50.00
 - b. Groups greater than 500 but less than 1,000 - \$100.00
 - c. Groups over 1,000 - \$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.

All Fees must be paid prior to receiving license.

Fee Amount: _____

This information is true and complete to the best of my knowledge: _____
Applicant's Signature

Please return to Town Hall, Administration Office, for circulation to other Departments

Department Heads: Initial and indicate any Special Conditions recommended.

Police Chief: _____

Fire Chief: _____

Public Works Dir.: _____

Parks & Rec. Dir.: _____

Zoning Admin.: _____

Health Officer: _____

Goffstown Select Board Authorization

Date: _____

SPECIAL CONDITIONS: _____
