



TOWN OF HAVERHILL *New Hampshire*

2975 Dartmouth College Highway North Haverhill, NH 03774

Phone: 603-787-6800 and Fax 603-787-2226

website: www.haverhill-nh.com

Special Event Permit Ordinance

The Town of Haverhill is adopting the following ordinance to mitigate the impacts of special events on residents within the Town of Haverhill.

Pursuant to the authority vested in the Haverhill Board of Selectmen the Board hereby issues the following regulations for the holding of special events on public property within the Town of Haverhill. This ordinance shall not apply to any event held on private property or for any function sponsored by local schools, SAU23, or for youth sporting events.

DEFINITIONS:

Special Events shall mean any parade, procession, race, marathon, carnival, fair, concert, festival, market, public gathering, protest, vigil, block party, street dance, or any other gathering; held on any public property to include, buildings, lawns, parking lots, sidewalks, parks, highways, streets, roads, or any other publicly owned or managed facility.

GUIDELINES AND PROCEDURES:

A permit shall be required for all special events in Haverhill, NH per RSA 286:1 RSA 286:2.

The Board of Selectmen shall be the permitting authority, through Town Administration.

Each event to be permitted requires the completion of an application. Applications are to be received by the Town Administration Office at least ninety (90) days prior to the date of the proposed special event. Any exceptions shall be at the discretion of Haverhill Select Board.

The permit, if issued by Town Administration, will be for the purpose of the specific event at the designated time and location detailed in the application. Any exceptions and/or conditions will be set forth in writing.

The permit may be revoked at any time prior to, or during, the special event if the exceptions and/or conditions contained in the permit have not been performed or completed as specified.

In reviewing the application, Town Administration may require, request more information, and/or consider the following:

- 1) If appropriate, a public hearing before the Select Board may be held to identify neighborhood concerns.
- 2) A security plan may be required for the event. If a security plan is required as a permit condition, the plan must be approved by the Police Chief prior to the approval of a Special Event Permit. An approved security plan may necessitate the hiring of law enforcement to ensure the safety of attendees and the general public.
- 3) A fire plan may be required for the event. If a fire plan is required as a permit condition, the plan must be approved by the Fire Chief prior to the approval of a Special Event Permit. An approved fire plan may necessitate the hiring of fire staff and apparatus to ensure the safety of attendees and the general public.
- 4) A comprehensive traffic control plan may be required for the event that is more detailed than that of the parking plan portion of the application, which shall set forth the anticipated number of vehicles, the availability of parking, the number of police officers needed for traffic control, the type and placement of signs, and any other traffic control procedures required to handle the attendance at the special event.
- 5) An ambulance and medical service plan may be required for the event to ensure proper care of those attending the subject event including whether or not on site services are appropriate due to the size and scope of the event and accessibility of such services during the event.
- 6) A more detailed sanitary facility plan may be required for the event that is more detailed than the questions within the application pertaining to refuse, garbage, and sanitary facilities that is appropriate for the anticipated number of those in attendance. This may include a requirement for portable toilet facilities and a suitable number of trash containers that would allow for assurance that the area and the immediate roadways leading to the area for the special event will be cleared of all debris within 12 hours after completing the event.
- 7) A ticket, wave, or stage plan may be required to control the number of attendees present at any given time so not to overwhelm local resources and to ensure the safety of attendees and the general public.

The Town of Haverhill reserves the right to waive or modify any of these guidelines and procedures based on the nature of the special event; its time and location; the size of the special event; and prior experience of the Town with such a special event.

Any applicant who breaches the terms and conditions of a permit issued by the Town of Haverhill through its Board of Selectmen or any of the exceptions and/or conditions imposed hereunder or fails to obtain a permit for an event covered by this ordinance shall be subject to a fine of up to \$1,000.00 per occurrence.

SUPERSEDING CLAUSE:

This Ordinance shall supersede and replace any prior local Ordinances, Rules, and/or Regulations related to Special Events that may have been previously enacted by the Haverhill Select Board and/or at any annual Haverhill Town Meeting.