



THE TOWN OF PLYMOUTH NEW HAMPSHIRE

GUIDELINES FOR LICENSE APPLICATIONS FOR THEATRICALS, PARADES AND OPEN AIR MEETINGS

Pursuant to NH RSA 286:1 through 5, no theatrical or dramatic representation shall be performed or exhibited, and no parade or procession upon any public street or way, and no open-air public meeting upon any ground abutting thereon, shall be permitted, unless special licenses therefore shall be first obtained from the Selectboard of the Town.

Purpose:

Licensing serves 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 purpose of this license, an open-air meeting shall be defined as any outside gathering of **50 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.

In order to obtain a license under NH RSA 286, the applicant must submit a fully completed application, available at the *Plymouth Police Department*, to the *Plymouth 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 application for license if the event is to be held on private property. Applications for events to be held on public property may be made by anyone so authorized by the appropriate public agency.

Once the license for this event has been granted by the *Plymouth Board of Selectmen*, town officials reserve the right to inspect the property for which the license had been granted, to determine if all of the conditions of the *license 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 *license application*,

Each *license 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 *license 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 four respective offices that are indicated on the application.

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 that 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 Plymouth* at least 14 days in advance of the scheduled event. The public safety official's fee may be refundable in the event that a cancellation is made and the property officials are notified at least 24 hours before the start of the event. The *license 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 derived from an event outweighs the cost, the *application fee* may be waived. A letter **must** accompany the application stating reasons why the applicant feels the fee should be waived. **Applications will NOT be processed unless fee and/or waiver letter are included.**

The following events shall be exempt from this license requirement because the public good generated by these events outweighs the burden on municipal services:

- Theatrical performances, feats of agility and public competitions at Plymouth State University, Plymouth Regional High School, Plymouth Elementary School, and the Plymouth Regional Senior Center.
- All *Town of Plymouth* sponsored activities and local Church services/activities.

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

ADOPTED BY VOTE OF THE BOARD OF SELECTMEN ON SEPTEMBER 8, 1997.

John H. Tucker
Chairman

Allen K. MacNeil

Timothy M. Daigneault

Application Fee: \$50.00 *(must be included with license application)*

LICENSE APPLICATION

Please indicate the name(s), address(es) and phone number(s) of the person(s) hosting this event:

Name: _____ Phone Number: _____

Address: _____

Date of Event: _____ Location: _____

Description of Event: _____
(attach info if available)

****NOTE: License Application Fee is due upon submission of application. Late submission of application fee may result in the delay of application processing.**

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 *license application* is being reviewed. Please list additional persons on the back of this page.

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 *license 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 license.

Please do not write in the shaded box

Application fee _____	Received by _____	Date: _____
Public services fee _____	Received by _____	Date: _____

Please indicate the owner of this property:

Name: _____

Address: _____

Phone: _____ (h) _____ (w) _____ (c)

Please indicate the manager of this property (if applicable):

Name: _____

Address: _____

Phone: _____ (h) _____ (w) _____ (c)

Please describe all of the activity you are planning at this event:

Please indicate what date and time this event will begin and what time and date it will end. *Please be specific*

Requested start time/date: _____

Requested end time/date: _____

Name of performer(s) (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 any alcohol be sold at this event? YES NO

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

Will alcohol be present at this event? YES NO

Please explain the above answer: _____

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

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 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 *license 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* and *Town of Plymouth Game of Chance Permit* shall be submitted with this application.

Will vehicular traffic be impacted during this event? YES NO

If **Yes**, please explain:

Will *Town of Plymouth Parking Ordinances* be impacted during this event?

YES NO

Signature of Police Chief: _____

Office located at 334 Main Street 603-536-1804 ext. 102

Please do not write in the shaded box

Recommended start time/date	Recommended end time/date
Recommended attendance	

II. HEALTH SECTION

Will there be any food sold at this event? YES NO

If Yes, please indicate the name of the vendor:

Name: _____

Address: _____

Phone: _____

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

75 to 150 = 4 toilets

150 to 225 = 6 toilets

225 to 300 = 8 toilets

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

Name: _____

Address: _____

Phone: _____

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: _____

When will this refuse be removed? _____

Will this refuse be transferred to the *Town of Plymouth Recycling Facility*?

YES NO

Note: A permit is required for use of the recycling facility

Signature of Health Officer: _____

Tom Morrison – contact at Plymouth Fire Dept. * Highland St. * 536-1253

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 or structure does the building or structure comply to life safety codes: YES NO

Date of last inspection: _____

Inspected by: _____

Will this event have a fireworks demonstration? YES NO

If Yes the proper *Town of Plymouth Permit* must be submitted with this *license application*.

Signature of Fire Chief: _____

*Office at 42 Highland Street * 536-1253

IV COMMUNITY PLANNER SECTION

Please indicate the size of the lot on which this activity is going to be held:

Please provide a drawing of the area to include any fencing, food or beverage dispensing areas, toilet facilities, entrance and exit areas, the location of any open fires or entertainment, the location of any other structures on the property and the location of abutting buildings and/or structures.

Please be informed that any off-street parking space on a residential property, other than single-family dwelling, shall have a paved or graveled surface. No vehicle shall be parked within the property on grass or dirt outside of a designated off-street parking space.

If your event will have a food vendor please submit the property *Town of Plymouth Vendor Permit* with this *license application*.

Signature of Community Planner: _____

*Office at Town Hall, 6 Post Office Square * 536-1731
