

## TOWN OF CONWAY

### SPECIAL EVENT PERMIT APPLICATION –PROCEDURES AND REQUIREMENTS

As provided for in RSA 286:1 and 2, a permit shall be required for all Special Events in the Town of Conway with the Board of Selectmen as the licensing authority.

#### **DEFINITION OF A SPECIAL EVENT**

A Special Event is an event whether indoors or outdoors, that is held on public property or streets, non-profit organization property, or non-residential private property that can reasonably be expected to cause a public gathering that is not part of the normal course of business at the location. To qualify as a Special Event, the event must not be permissible or permitable by any other committee, board or officer of the Town of Conway under Town ordinances, policies or by-laws.

#### **DEFINITION OF NONPROFIT AND FOR PROFIT STATUS**

For the purpose of this permit, nonprofit events shall be defined as those events sponsored by a legally established non-profit organization or by a group of individuals that is sponsoring the event for community benefit and without profit making intent. All proceeds shall serve non-profit purposes and there shall be no profit for event participants. Private for-profit organizations or individuals utilizing non-profit or public sponsors and facilities must be licensing applicant and are subject to “for-profit” fees.

NOTE: In general, for profit events are not permitted at Town parks or facilities. In some cases, however, events such as concerts or theatrical events may be allowed by the Board of Selectmen.

#### **PURPOSE OF PERMIT**

The purpose of permitting for Special Events is to protect the health, safety and public welfare of the general public. The Special Events Permit helps insure that all parties, event participants, attendees, neighbors, residents and passers-by will not be inconvenienced and that their health, safety and welfare will have been fully considered and protected.

#### **PERMIT APPLICATION PROCESS**

The permit shall be for a specific special event at a designated time and place. Each permit request requires the completion of an application. Applications are available at the CONWAY PARKS AND RECREATION DEPARTMENT ( 447-5680) and on the Town web page at [www.conwaynh.org](http://www.conwaynh.org).

All applications shall be submitted to the Conway Parks and Recreation Department for review by the Board of Selectmen. Applications must be received at least ninety (90) days prior to the

date of the proposed special event. The Board of Selectmen may, however, accept such applications if received more than thirty (30) days prior to the date of event, if it determines that sufficient time is available to thoroughly review the application.

Upon receiving application the Board of Selectmen may request recommendations and advice from others pertaining to the issuance of such permits. The actual permit for the special event will not be issued or considered valid until all preconditions and/or exceptions imposed for the special event have been satisfactorily completed or arranged.

If any new exceptions or conditions are presented or otherwise sought by the applicant within fourteen (14) days of the scheduled date of the special event, such presentment may be considered a basis for invalidation of the permit application.

**NOTE:** The applicant is responsible for obtaining all approvals and signatures required for this permit.

## **PERMIT REQUIREMENTS**

### **Insurance**

- A. Certificate of General Liability Insurance in the amount of \$1,000,000.00 (one million) per occurrence is required for all events. The certificate shall explicitly name the Town of Conway as an additional insured and must state the name and date of the event. Please note that depending on the nature of the event, other insurance may be required.

### Permission from Property Owner

Town properties may be used only by non-profit entities or for events sponsored by non-profit organizations. For such events, the applicant must submit "Application for Use of Public Streets, Parks and Facilities."

For Special Events held on private commercial property, proof of permission from the landowner is required.

### Site Maintenance

It is the responsibility of the permittee to maintain the site in an orderly and clean manner during the event. It is the further responsibility of the permittee to clean up the entire area immediately following the event.

Permittee is responsible and liable for any damages that occur to Town buildings or the grounds from the permitted activity. Any damages noticed prior to use should be reported to the Conway Parks and Recreation Dept.

### Event Advertising

Advertising for special events must comply with all applicable town regulations and ordinances. In addition, specific regulations apply to some Special Events and Non-profit Capitol Project Fundraising Event Advertising.

#### Removal of Promotional or Directional Signs

It is the responsibility of the permittee to remove all informational and/or directional signs that are permitted for this event on public rights of way within 24 hours following completion of the event.

#### Police Special Duty

Special duty police officers may be required for some events. The applicant must submit a Special Events Police Duty Form to the Conway Police Department for review. (603-356-5785) if special duty officers are required, fees will be assessed to the permittee. (see Police Fees below)

#### Requirements for Parades

If the event is a parade on a State Highway, an approved State parade permit must accompany the application. The application form is available at the Conway Parks and Rec. Dept.

#### Requirements for Fireworks

A state permit is required for the display of fireworks. The application form is available at the Conway Park and Rec. Dept.

#### Events in Conway Village or North Conway Village

At their request, Special Events that will be held within the North Conway Water Precinct or the Conway Village Fire District require separate written approval of the fire departments within these jurisdictions. Approvals are arranged through the following offices:

Conway Village Fire District: 447-2681

North Conway Fire Department: 356-5327

The approval form must be submitted with the town application. Town of Conway event applications will not be processed until all information including these approvals has been received.

Alcohol Prohibited

The consumption of alcohol beverages in any form, is prohibited on town property.

#### Additional Requirements

After an initial review of the application and depending on the size, nature and scope of the event, the Board of Selectmen may determine that additional information is necessary for the application to be appropriately considered. Such additional information may include but is not limited to the following:

- A security plan
- A fire plan
- A traffic control plan
- An ambulance and medical service plan
- A sanitary facility plan
- A ticket distribution plan
- Details of financial arrangements
- A crowd control plan

The applicant will be advised of the requested information and your response to such request must be in writing, addressed to the Board of Selectmen reference the application number, and shall be considered as part of your application.

#### REVOCAION OF PERMIT

The permit may be revoked at any time if the applicant does not follow the provisions of the permit and if the exceptions and conditions in the permit have not been completed as specified. Revocation of permit will result in forfeiture of all deposits and fees.

Further, any applicant that breaches the terms and conditions of their permit or any of the exceptions and conditions imposed there under shall be subject to a penalty provided under Statute RSA 286:5 as amended.

#### FEES AND DEPOSITS

Permit Fees: Applicants shall be charged permit fee based upon the following schedule:

##### One-Day-Event

<u>Expected attendance</u>	<u>Non Profit Sponsor</u>	<u>For Profit Sponsor</u>
0 to 500 persons	\$ 50	100
501 to 1000 persons	50	150
1001 to 3000 persons	50	250
3000 + persons	50	350

## Multi-Day Event

**\$50 per additional day shall be added** to the one-day event fee for profit making events and \$0 per additional day shall be added to the one-day event fee for non-profit events.

**Inspection Fees:** Inspections or site visits to notice permittee of a violation of the permit may be required by the Town Zoning, Building, or Health Officials. A fee of \$35 per inspection shall be charged (not to exceed a cumulative amount of \$175). This applies to both non-profit and for profit Special Events. These fees are not included in the Special Events Permit Fee and the Town reserves the right to deduct inspection fees from permittee's security deposit.

**Police Fees:** If, in the opinion of the Police Chief, special duty police officers are required for the purpose of public safety at the Special Event, a fee of \$40.00 per hour, per officer, plus a vehicle fee of \$10.00 an hour will be charged.

**Electrical Fees:** Events requiring electrical service are required to cover the actual or estimated cost of such service.

**Fee Waivers:** As a general policy, fees are not waived.

**Security/Damage Deposit:** A security deposit of up to \$500 will be required of the applicant to ensure compliance with the terms and conditions of this permit, as generally allowed per RSA:286:4-a

**TOWN OF CONWAY  
SPECIAL EVENT PERMIT APPLICATION**

Date of application \_\_\_\_\_

Date of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

Rain Date \_\_\_\_\_

**APPLICANT INFORMATION**

Name of Organization

\_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Authorized Representative (Permitee)

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Alternate Contact Information

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone: day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Do you have a signed agreement with a local organization? \_\_\_\_\_ (If yes, attach copy)

**NAME AND DESCRIPTION OF EVENT**

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

**LOCATION OF EVENT** \_\_\_\_\_

If private property:

Address \_\_\_\_\_

I hereby approve and authorize the use of my private property for the herein description event.

Owner name: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_

Refreshments available? \_\_\_\_\_ Alcohol Beverages(to be allowed or sold?) \_\_\_\_\_

If yes, submit State Liquor License with application

If Town property:

Complete and attach "Application for use of Use of Public Streets, Parks, and Facilities"

Event Information:

Estimated attendance: \_\_\_\_\_ Ticket Cost: \_\_\_\_\_

CHECKLIST:

Required

Enclosed

Special Event Police Duty Form

\_\_\_\_\_

\_\_\_\_\_

Certificate of Insurance

\_\_\_\_\_

\_\_\_\_\_

Application for Use of Public Streets,  
Parks and Facilities

\_\_\_\_\_

\_\_\_\_\_

Application for Fireworks Display

\_\_\_\_\_

\_\_\_\_\_

State Parade Permit

\_\_\_\_\_

\_\_\_\_\_

Fire Department Approval Form

\_\_\_\_\_

\_\_\_\_\_

Special Event Advertising Form

\_\_\_\_\_

\_\_\_\_\_

Deposit for sign

\_\_\_\_\_

\_\_\_\_\_

Security Plan

\_\_\_\_\_

\_\_\_\_\_

Sanitary Facilities Plan

\_\_\_\_\_

\_\_\_\_\_

Fire Plan

\_\_\_\_\_

\_\_\_\_\_

Ticket Distribution Plan

\_\_\_\_\_

\_\_\_\_\_

Traffic Control Plan

\_\_\_\_\_

\_\_\_\_\_

Crowd Control Plan

\_\_\_\_\_

\_\_\_\_\_

Ambulance/ Medical Service Plan

\_\_\_\_\_

\_\_\_\_\_

The undersigned hereby certifies that it is an authorized representative of the applicant and agrees, at its sole expense, to defend, indemnify and hold harmless the Town of Conway and all associated entities of the Town and their respective officers, boards, commissions, employees, and agents(hereinafter referred to as “indemnities”) from and against any and all liability, obligation, damages, claims, liens, losses, and expenses which may be incurred by or asserted against the indemnities by reason of any act of omission of the undersigned, its personnel, employees, agents, contractors or subcontractors which results in damage or injury of any kind to any person or property and which arises out of or is in any way connected with the activities permitted by this permit.

The undersigned further acknowledges receipt of a copy the “Town of Conway Special Event Permit Application Procedures and Requirements” and agrees to comply with the terms and conditions contained therein.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Date and Time received by the Town of Conway:\_\_\_\_\_

**TOWN OF CONWAY  
SPECIAL EVENTS POLICE DUTY FORM**

Name of Event: \_\_\_\_\_

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

The need for an extra police officer or officers for the safety of the public that can reasonably be attributed to the event to be permitted, in our reasoned opinion:

Is Required                                    {    }

Is NOT required                                {    }

The expense to be charged to the permittee is estimated to be as follows:

\_\_\_\_\_ Person hours @ \$46.00 per hours = \$\_\_\_\_\_

\_\_\_\_\_ Patrol Vehicles @ \$10.00 per hour = \$\_\_\_\_\_

**TOTAL        \$\_\_\_\_\_**

DATED: \_\_\_\_\_

\_\_\_\_\_  
Chief of Police  
Town of Conway

**TOWN OF COWAY**  
**APPLICATION FOR USE OF PUBLIC STREETS, PARKS AND FACILITIES**

Date(s) Requested \_\_\_\_\_ Rain Date(s) Requested \_\_\_\_\_

Acceptable Alternative Dates: \_\_\_\_\_

Public Facilities Requested:           \_\_\_ Schouler Park  
   \_\_\_ Nasby King Field  
   \_\_\_ Dick O'Brien Field  
   \_\_\_ Hussey Field  
   \_\_\_ Whitaker Woods\*  
   \_\_\_ Other: \_\_\_\_\_

\*Whitaker Woods is available for events such as hikes, walks, and skiing or bike races. Whitaker Field is restricted to use for athletic events only.

Electrical needs: \_\_\_\_\_

Please designate the area of the park you want to use on the attached sheet:

\_\_\_\_\_ Approved                   \_\_\_\_\_ Denied

By: \_\_\_\_\_  
Town Recreation Director

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

TOWN OF CONWAY  
SPECIAL EVENT ADVERTISING PERMIT

This certifies that a permit to erect and install special event advertising within the Town of Conway has been issued to:

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

Organization: \_\_\_\_\_

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

Pursuant to Chapter 286 of the New Hampshire Revised Statutes Annotated, as amended, to conduct the following special events:

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

commencing on \_\_\_\_\_ and concluding on \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_ each day

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

Code Compliance Officer: \_\_\_\_\_ approved \_\_\_\_\_ denied \_\_\_\_\_

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

TOWN OF CONWAY  
BOARD OF SELECTMEN

POLICY: SPECIAL EVENT ADVERTISING PERMIT

**PURPOSE**

The purpose of this policy is to protect property values and the area's natural resources that provide the basis for the Town's tourist economy. This policy also encourages uses that are visually and aesthetically consistent with rural living and a tourism economy and serves to promote the health, safety and general welfare of the community.

**APPLICABILITY**

**Only those special events that are approved by the Board of Selectmen and that are expected to attract more than one thousand people to the Town of Conway are eligible for a Special Event Advertising permit.** In certain circumstances this special events in neighboring towns may also be eligible. In the latter case, it shall be the responsibility of the applicant to provide supporting documentation that the special event will provide a substantial benefit to the Town of Conway and the Mount Washington Valley.

**APPLICATION AND PERMIT REQUIRED**

A Special Event Advertising Permit approved by the Code Compliance Officer and Board of Selectmen is required. A permit application must be submitted no later than 30 calendar days prior to the commencement of the advertising. A denial of a permit may be appealed to the Board of Selectmen no later than fifteen calendar days prior to the commencement of the fund raising effort.

**REGULATIONS**

1. Two forms of advertising are permitted
2. Special Event advertising may only be affixed to the following utility poles:  
North Conway Village: New Hampshire Electric Cooperative utility poles numbers 17-9, 13,14,16,18,20,22,80-87,89,90,92,and 93 located between Grove Street and Pine Street in North Conway Village
3. The applicant must include a letter from the appropriate utility company(s) granting permission to affix banners to the utility poles.
4. Advertising banners shall be designed to complement the rural and resort character of the area (color, shape, graphic display, banner material, etc).
5. Banners shall not create any nuisance to vehicles or pedestrians.

6. The only lettering permitted on such banners shall be the name and dates of the event. Corporate or business logos (whether event sponsors or not) shall not be permitted on the banners.
7. The Special Event Advertising Permit shall be valid for a period not to exceed 15 days. Advertising may be displayed up to 8 days prior to the event. Advertising shall be removed within 48 hours of the end of the event.
8. Pertinent documentation, including photographs or drawings of the proposed banners is to be included with the application.

### **FEES AND DEPOSITS**

A fee of \$25.00 per day that the advertising is displayed shall be required. In addition, a deposit of \$500.00 is required. The deposit is refundable provided the advertising is removed by the applicant within 48 hour deadline after the event. It shall be the applicant's responsibility to erect and remove all advertising.

Town of Conway  
Special Event Advertising Permit Application

APPLICATION INFORMATION

Name of Organization \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Authorized Representative (Permittee):

Name \_\_\_\_\_

Title \_\_\_\_\_

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

OTHER INFORMATION:

Dates: Advertising placed on \_\_\_\_\_ removed on \_\_\_\_\_

Location of Advertising: \_\_\_\_\_

Description of Advertising

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

Note: Please attach pertinent documentation (illustrations, photographs, maps) to this application

The undersigned hereby agrees, at its sole expense, to defend, indemnify and hold harmless the Town of Conway and all associated entities of the Town and their respective officers, boards, commissions, employees, and agents (hereinafter referred to as "indemnities") from and against all liability, obligation, damages, claims, liens, losses, and expenses which may be incurred by or asserted against the indemnities by reason of any act of omission of the undersigned, its personnel, employees, agents, contractors or subcontractors which results in damage or injury of any kind to any person or property which arises out of or is in any way connected with the activities permitted by this permit.

The undersigned further acknowledges receipt of a copy of the "Town of Conway Special Event Advertising Policy" and agrees to comply with the terms and conditions contained therein.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date Received

NORTH CONWAY FIRE DEPARTMENT  
PUBLIC OUTDOOR OR EXHIBIT HALL EVENT  
CHECKLIST

Event Name \_\_\_\_\_ Date(s) of Event \_\_\_\_\_

Event coordinator \_\_\_\_\_ Telephone \_\_\_\_\_

1. Temporary Structures- Tents Etc.

- a. Assembly Seating conforming to NFPA 101 Life Safety and NFPA 1

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

- b. Two Remote Exits confirming to Chapter 5 of NFPA and 101 Chapter 3 of NFPA 102

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

- c. Tent Flame Proofing according to Chapter 8 of NFPA 102. Tent has 10' clearance from all flammable and combustible materials.

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

- d. Flammable and combustible materials inside tent are limited to North Conway Fire Department jurisdiction.

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

2. Electrical Service

- a. Electrical Outlet GFI Circuit Interrupter

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

- b. Electrical Cords- Hard usage UV resistant rubber cord. No cords shall be on the ground unless listed for wet locations.

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

- c. Electrical Cords- If in the public access- it must be covered with an approved non conductive mat- must not present a tripping hazard-connectors and cable shall not be placed in audience traffic paths or within public access unless guarded.

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

- d. No splices or taps between boxes or fittings.

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

NORTH CONWAY FIRE DEPARTMENT  
PUBLIC OUTDOOR OR EXHIBIT HALL EVENT  
CHECKLIST

3. Fire extinguishers may be required by jurisdiction of the North Conway Fire Department. If a requirement-event personnel shall be trained to operate fire extinguishers.

\_\_\_\_\_Required                      \_\_\_\_\_number require                      \_\_\_not required

\_\_\_\_\_Approved                      \_\_\_\_\_Not Approved

4. Propane Installation:

Temporary propane installation has been installed according to the guidelines provided event coordinator.

\_\_\_\_\_Approved                      \_\_\_\_\_Not Approved

5. Inspection of Event is required by North Conway Fire Department

\_\_\_\_\_Yes                      \_\_\_\_\_No

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

North Conway Fire Department has reviewed the above Public Outdoor or Exhibit Hall Event.  
This event is \_\_\_\_\_Approved                      \_\_\_\_\_Not Approved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

CONWAY VILLAGE FIRE DEPARTMENT  
PUBLIC OUTDOOR OR EXHIBIT HALL EVENT  
CHECKLIST

Event Name \_\_\_\_\_ Date(s) of Event \_\_\_\_\_

Event coordinator \_\_\_\_\_ Telephone \_\_\_\_\_

6. Temporary Structures- Tents Etc.

- e. Assembly Seating conforming to NFPA 101 Life Safety and NFPA 1

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

- f. Two Remote Exits confirming to Chapter 5 of NFPA and 101 Chapter 3 of NFPA 102

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

- g. Tent Flame Proofing according to Chapter 8 of NFPA 102. Tent has 10' clearance from all flammable and combustible materials.

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

- h. Flammable and combustible materials inside tent are limited to Conway Fire Department jurisdiction.

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

7. Electrical Service

- e. Electrical Outlet GFI Circuit Interrupter

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

- f. Electrical Cords- Hard usage UV resistant rubber cord. No cords shall be on the ground unless listed for wet locations.

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

- g. Electrical Cords- If in the public access- it must be covered with an approved non conductive mat- must not present a tripping hazard-connectors and cable shall not be placed in audience traffic paths or within public access unless guarded.

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

- h. No splices or taps between boxes or fittings.

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

CONWAY VILLAGE FIRE DEPARTMENT  
PUBLIC OUTDOOR OR EXHIBIT HALL EVENT  
CHECKLIST

8. Fire extinguishers may be required by jurisdiction of the Conway Fire Department. If a requirement-event personnel shall be trained to operate fire extinguishers.

\_\_\_\_\_Required                      \_\_\_\_\_number require                      \_\_\_not required

\_\_\_\_\_Approved                      \_\_\_\_\_Not Approved

9. Propane Installation:

Temporary propane installation has been installed according to the guidelines provided event coordinator.

\_\_\_\_\_Approved                      \_\_\_\_\_Not Approved

10. Inspection of Event is required by Conway Fire Department

\_\_\_\_\_Yes                      \_\_\_\_\_No

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conway Fire Department has reviewed the above Public Outdoor or Exhibit Hall Event.  
This event is \_\_\_\_\_Approved                      \_\_\_\_\_Not Approved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

## **VI PARADE PERMIT APPLICATION**

A parade permit is required for all activities not normally allowed on a state maintained highway. (i.e. parades, street fairs, foot races, etc.)

A plan showing the parade route from start to finish, routes of travel, detours and parking areas (if provided) must accompany the application.

As with the previous Permits, the Parade Permit form is to be completely filled including the appropriate signatures. It is suggested that that application be submitted at least one month prior to the event. It is further suggested that the application for all anticipated events for the season be submitted at one time.

It is hoped that this information will be assistance. Should questions remain pertaining to the above or should you wish to met and discuss specific issues related to the above items, please feel free to contact this office.

Thank you for your help and cooperation. It is important that we work together to achieve the safest possible highway system for all to enjoy.

Leon H. Geil, P.E.  
Assistant District Engineer

STATE OF NEW HAMPSHIRE

Application for Parade Permit or Other  
Activity Conducted on State Highway System

Today's Date \_\_\_\_\_

To: Department of Transportation  
Bureau of Highway Maintenance  
P.O. Box 483  
J.O. Morton Building  
Hazen Drive  
Concord, NH 03302

Under provisions of RSA 286:2 and RSA 236:1, application is made for a parade/activity on the state highway system.

Indicative data is shown below:

Type of Activity: \_\_\_\_\_

Is activity a competitive race? \_\_\_\_\_

    If so, what type (foot, bike, etc.)? \_\_\_\_\_

Will event effect highway safety? \_\_\_\_\_

Will highway traffic be delayed? \_\_\_\_\_

    If so, how long? \_\_\_\_\_

Will highway traffic be detoured? \_\_\_\_\_

Name of sponsoring organization: \_\_\_\_\_

Mail permit to: \_\_\_\_\_

\_\_\_\_\_

Phone No. where I may be reached: \_\_\_\_\_

Purpose of activity: \_\_\_\_\_

Name of Municipality: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Starting and ending times: \_\_\_\_\_

State route(s) to be traveled: \_\_\_\_\_

\_\_\_\_\_

Traffic control provided by: \_\_\_\_\_

\_\_\_\_\_

Approved by Town Officials

\_\_\_\_\_  
Selectmen/Town Manager/Police Chief  
(circle one)

Signed by \_\_\_\_\_  
(applicant)

Please attach a simple map or sketch plotting in start, finish, route(s) of travel, detour(s), and parking area(s) if provided.

Recommended:

\_\_\_\_\_  
District Engineer

<b>SEND COMPLETED APPLICATION TO:</b>
N.H. Dept. of Transportation
District One
641 Main St.
Lancaster, NH 03584
or FAX to: 788-4260

# PERMIT TO SELL RAFFLE TICKETS

NAME OF CHARITABLE ORGANIZATION\* \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATES TO SELL RAFFLE TICKETS FROM \_\_\_\_\_ TO: \_\_\_\_\_

PLACE OF DRAWING: \_\_\_\_\_

DATE AND TIME OF DRAWING: \_\_\_\_\_

I understand that this permit is issued subject to the rules and regulations of New Hampshire RSA 287-A (see reverse side of this form) and it is not transferrable and shall expire at time of drawing.

\_\_\_\_\_  
Name of Applicant (PRINT NAME)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Mailing Address of Applicant

This permit is hereby (granted) (denied) based upon the provisions of RSA 287-A.

TOWN OF CONWAY BOARD OF SELECTMEN

DATED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*MUST BE CHARITABLE ORGANIZATION FOR AT LEAST TWO YEARS

7/18/2005:

TITLE XXIV

GAMES, AMUSEMENTS, AND ATHLETIC EXHIBITIONS

CHAPTER 287-A

RAFFLES

General Provisions

Section 287-A:1

287-A:1 **Definition**-as used in this chapter:

- I. ‘Raffle means a lottery in which each participant buys a ticket for an article or articles put up as a prize with the winner being determined by a random drawing
- II. “Charitable organization” means the following:
  - (a) Any person or entity that is determined by the Internal Revenue Service to be a tax exempt organization pursuant to section 501(c) (3) of the IRS Code, as that section now exists or may hereafter be amended: or
  - (b) Any other person or entity that is or holds itself out to be established, in whole or in part, for any benevolent, philanthropic, patriotic, educational, humane, scientific, public health, environmental, conservation, civic, social, sporting, recreational, or other charitable purpose which has been in existence for at least 2 years, or political committee or political party which has been in existence for at least 2 years, or any person who in any manner employs a charitable appeal as the basis of any solicitation or an appeal that suggests that there is a charitable purpose to any solicitation. “Charitable organization” is not limited to those organizations to which contributions are tax deductible under section 170 of the IRS Code.
- III. “50-50 raffle” means a raffle conducted by a charitable organization whereby moneys collected by sale of raffle tickets are split evenly between the prize winner or winners and the charitable organization after the raffle drawing.

Source. 1971, 43:1. 1973, 270:1 eff. Aug 21 1973 1999, 306:1, eff. Sept. 14, 1999. 2000, 115:1, eff. July 7, 2000

287-A:2 Raffle Authorized- A charitable organization may conduct a raffle to promote the purpose for which it was organized, in the manner hereinafter provided, and not otherwise.

Source. 1971, 43:1, eff. April 5, 1971

287-A:3 Printed Tickets- All raffle tickets shall be printed with the name of the charitable organization thereon, the date and place of the drawing, and the prize or prizes to be awarded and the amount of the donation.

Source. 1971, 43:1, eff. April 5, 1971

287-A:4 Distribution of tickets- Raffle tickets shall be sold only to persons 16 years of age or over and no raffle ticket shall be shall by persons other than the members of the

charitable organization or such person or persons, as may be designated by the organization, and who shall receive no financial remuneration

Source. 1971, 43:1, eff. April 5, 1971.

287-A:5 Agency Not Permitted- No charitable organization shall act as an agent for conducting a raffle, where it is unlawful for the charitable organization's principal to conduct such a raffle.

Source 1971, 43:1 eff. April 5, 1971

287-A: 6 Effect on other Laws- RSA 647 shall not apply to the sale of raffle in the manner provided for this chapter.

Source 1971, 43:1, 1973, 40:4, eff. Nov 1, 1973

287-A:7 Permit Required- Any charitable organization desiring to conduct a raffle under the provisions of this chapter shall first obtain a permit there for from the selectmen of the town, or the mayor and aldermen of the city where the drawing for prizes is to be held. The permit shall expire at the time of the drawing, and shall not be transferrable.

Source 1971, 43:1, eff. April 5, 1971

287-A: 8 Tickets, Distribution

- I. All raffle tickets sold in conjunction with bingo games shall be numbered sequentially.
- II. No tickets or multiple tickets shall be sold for more than \$1.
- III. Notwithstanding RSA 287-A:4, raffle tickets sold in conjunction with bingo games shall be sold only by members of a charitable organization licensed by the pari-mutual commission to conduct and only at bingo operated by the charitable organization.

Source 1985, 374:1, eff. June 18, 1985 2004, 97:8, eff. July 10, 2004, 257:9, eff. Jan 1, 2005

287-A:9 Players Raffles held in conjunction with bingo shall be held only at bingo games having a hall capacity of 300 or less as designated by the assembly permit.

Source 1985, 374:1, eff. June 18, 1985.

287-A: 10 Prizes- Prizes awarded at an raffle held in conjunction with a bingo game shall not exceed \$500 wholesale cost.

Source. 1985, 374:1, 1991, 276:3, eff. June 10, 1991.

287-A: 11 Permit nit Required- The provisions of RSA 287-A: 7 shall not apply to raffle held in conjunction with bingo games. Source 1985, 374:1, eff. June 18, 1985

STATE OF NEW HAMPSHIRE  
APPLICATION FOR PERMIT TO DISPLAY  
CLASS B SPECIAL FIREWORKS

TYPE OR PRINT ALL INFORMATION

\_\_\_\_\_  
Date of application  
(All applications must be submitted  
In duplicate, at least 15 days prior to  
the intended date of display.)

- 1) \_\_\_\_\_  
Name of sponsoring organization or individual date of birth
- 2) \_\_\_\_\_  
Complete address of sponsor
- 3) \_\_\_\_\_  
Name and address of sponsor owner or person in charge (if other than individual)
- 4) \_\_\_\_\_  
Intended date and time of display
- 5) \_\_\_\_\_  
Name and address of person or company furnishing the display material
- 6) \_\_\_\_\_  
Name of company issuing surety bond and amount of coverage (if required)
- 7) \_\_\_\_\_  
Name and address of the operator(s) who will fire off the display
- 8) \_\_\_\_\_  
Certificate of competency number of the operator(s) and date of expiration

9 LOCATION WHERE THE DISPLAY IS TO BE HELD (Give location at which the fireworks are to be discharged, location of all area buildings, highways and the lines behind which the audience will be retained and location of all nearby trees, telephone, telegraph or electrical power lines or other overhead obstructions.)  
ATTACH DIAGRAM IF REQUIRED BY ISSUING AUTHORITIES.

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10) The amount and description of the fireworks to be discharged, the number and diameter of the shells and whether manually or electrically fired.

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\_\_\_\_\_  
Signature of applicant

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In accordance with the requirements of RSA 160-A:2 I have reviewed the above application and intended area for display and will forward it with the following recommendation:

\_\_\_\_\_ Issuance of the display permit  
\_\_\_\_\_ Denial of the display permit, for the following reasons

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\_\_\_\_\_  
Chief of Fire Dept.

**PERMIT FOR DISPLAY OF CLASS B SPECIAL FIREWORKS**

In accordance with the requirements of RSA 169-A:2 I have reviewed the attached application for display and have made the following determination:

\_\_\_\_\_ Permit for display as outlined in the application is granted  
\_\_\_\_\_ Permit for display is denied

\_\_\_\_\_  
Head of Licensing Board, Chief of Police or Governing Body

\_\_\_\_\_  
Date

(Application and permit must be completed in duplicate, one copy to applicant and one copy forwarded to the Director of State Police, prior to display date.)

**TOWN OF CONWAY**  
**APPLICATION FOR A**  
**TENT SALE/TEMPORARY EVENT**  
Fee. \$10.00 total

**PROPERTY OWNER**

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Daytime Phone# \_\_\_\_\_

**AUTHORIZED AGENT**

Person or  
Frim's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

**SITE IDENTIFICATION**

Sheet # \_\_\_\_\_ Tax Map: \_\_\_\_\_ Parcel: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Zoning District \_\_\_\_\_

**VERBAL DESCRIPTION INCLUDING DATES (Note: 14 days per year/site)**

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

**\*THIS APPLICATION DOES NOT AUTHORIZE ADDITIONAL SIGNAGE\***  
**CERTIFICATION**

I herby certify that all information presented as a part of this application is, at least to the best of my knowledge, correct.

Signature of Owner: \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

**OFFICE USE ONLY**

Fee Submitted with Application \$ \_\_\_\_\_ Cash \_\_\_\_\_ Ck# \_\_\_\_\_  
File Number \_\_\_\_\_ Name \_\_\_\_\_  
Date of Decision \_\_\_\_\_ Approved by \_\_\_\_\_

**Schouler Park**  
**Parks Commission Recommendation**

**New Use Only**

All new use of Schouler park will require the Conway Parks Commission to review the applicants request for the use of Schouler park. Applicant should be specific in detailing the exact activity and dates they are requesting. Be sure to include in the plan any proposed use of tents or temporary structures such as staging ect. Along with estimated number of people for the event.

**DATE OF EVENT:** \_\_\_\_\_

**TIME OF EVENT:** \_\_\_\_\_

**NAME OF ORGANIZATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**NAME AND DESCRIPTION OF EVENT FOR SCHOULER PARK:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Parks Commission of the Town Of Conway has review the request for use of Schouler park and has made the following recommendation to Conway Board of Selectmen.

**Recommended** \_\_\_\_\_

**Not Recommended** \_\_\_\_\_

\_\_\_\_\_  
**Conway Parks Commission**

\_\_\_\_\_  
**Date**

