

## TOWN OF CONWAY SPECIAL EVENT INSTRUCTIONS AND DEFINITIONS

Note: Any questions regarding this application should be directed to Lynore Wagner at [lynore@conwayrec.com](mailto:lynore@conwayrec.com)

**Special Event:** an event, that is held on public 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 that location.

**Special Event Permit:** The purpose of Special Event Permit is to protect the general public. The permit shall be for a designated time and place. It is intended for short term activities. It is not intended to be used in lieu of other town ordinances that requires approval by a board, committee or officer of the Town of Conway. It is not intended as a means to avoid zoning or site plan requirements.

**Sponsor(s):** The organization or individuals requesting permission to hold the event.

**Application:** An application must be submitted, preferably 90 days or greater prior to the event but in no case less than thirty days prior to the event. All applications shall be submitted to the Conway Parks and Recreation Department and subject to approval by the Conway Board of Selectmen.

- Every Event Permit must be accompanied by a Police Duty Form signed by the Police Chief.
- Every Event Permit must be accompanied by a Fire Department Event Checklist signed by the Fire Chief of the Precinct in which the event is to be held.
- Insurance: if the event is going to be on public property, parks, streets, etc., a Certificate of General Liability Insurance in the amount of \$1,000,000.00 (one million) per occurrence is required.
- The certificate shall explicitly name the Town of Conway as an additional insured. Must state the name and date of the event.
- Must list the dates from the time the applicant occupies the property for set-up on the property until the applicant vacates the property.
- Other insurance may be required depending on the nature of the event.

**Site Maintenance:** Sponsor(s) are responsible and liable for any damages. The site must be maintained in an orderly and clean manner. The area shall be placed in its original condition immediately following the event. Any damages noticed prior to use should be immediately reported to the Conway Recreation Dept.

**Private Property Events:** Sponsors must submit proof of permission from the landowner. A security deposit is not required for private property events.

**Advertising and/or Signage:** Off premise advertising and signage requires a separate Advertising Application

**Parades:** If there is to be a parade on a State Highway, an approved State parade permit must accompany the application.

**Fireworks:** A state permit is required for the display of fireworks.

**Additional Requirements:** After an initial review the Board of Selectmen may require additional information which may include (but is not limited to) Sponsor's plans for security, fire, traffic, crowd control, sanitation, trash storage and removal and, medical and/or ambulance services. Additional information must be submitted in writing to the Board of Selectmen and shall be considered as part of the application.

**Revocation:** The permit may be revoked at any time if the applicant does not follow the Town's requirements. Revocation will result in forfeiture of all deposits and fees. Any applicant that breaches the terms and conditions of their permit or any to the Town's conditions imposed may be subject to a penalty as provided under RSA 286:5.

## FEES AND DEPOSITS

*Permit fees are designed to give an incentive for early submission. This allows Town officials to thoroughly review the application and give the applicant plenty of time to rectify any problems or issues that may arise. It is in the sponsor's financial and practical interest to submit an application as early as possible.*

**Non-Profit Event:** Those events sponsored by a legally established non-profit organization or sponsored by individuals for community benefit *without any participation by any for-profit vendors.*

Non-Profit Event:	>90 Days	60-89 Days	30-59 Days	<30 Days
	\$0	\$50	\$100	\$300
All Other Events:	>90 Days	60-89 Days	30-59 Days	<30 Days
Expected Attendance				
0-500	\$ 50	\$ 100	\$ 200	\$ 600
501-1000	\$ 100	\$ 200	\$ 400	\$1200
1001-3000	\$ 200	\$ 400	\$ 800	\$2400
3000+	\$ 300	\$ 600	\$1,200	\$3600

**Multi-Day Events:** There is a daily fee for public property events equal to the greater than 90-day rate above. Set-up and take down days before and after the event are counted and subject to this fee.

**Other Fees (if required):**

**Inspection Fees:** Inspections or site visits to notice Sponsor of a violation. A fee of \$35 per inspection shall be charged (not to exceed a cumulative amount of \$175)

**Police Fees:** If special duty police officers are deemed required a fee of \$60.00 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 including electrician fees. A fee of \$25.00 will be charged for use of electrical outlets at Schouler Park per event.

**Trash Removal Fees:** A fee of \$175.00 **PER DAY** will be charged to remove trash after a special event. The trash removal fee can be avoided if the applicant removes the trash themselves.

**Field Set Up Fees:** Events at Town facilities or field that require Parks and Recreation staff to be present or to assist in setup of a Town park will be charged \$75.00 per hour.

**Sanitation Fees:** Any special event held at a Town park must have portable toilets. The charge for a standard unit is \$80.00 and \$100.00 for a handicap unit. Additionally, there is a pumping fee of \$30.00 per unit. The Parks and Recreation Department will determine the number of units needed based on expected attendance of event listed on special event permit.

**Fee Waivers:** As a general policy, fees are not waived. Any request for a waiver must be made to the Conway Board of Selectmen.

**Security/Damage Deposit:** A security deposit is required to ensure compliance with the terms and conditions of the permit. The amount will be determined by the Conway Parks and Recreation Director after reviewing the scope and breadth of the proposed event. Once the event is complete and no damages have been reported, the deposit will be refunded. *Town reserves the right to deduct any fees incurred from the sponsor's security deposit.*

**TOWN OF CONWAY  
SPECIAL EVENT PERMIT APPLICATION**

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

This event is being held on (check one): Public Property:  Private Property:

Date(s) of Event \_\_\_\_\_ Time of Event \_\_\_\_\_ Rain Date \_\_\_\_\_

Sponsor / Name of Organization: \_\_\_\_\_

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

Applicant Contact Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Alternate Contact Information:

Name \_\_\_\_\_

Phone \_\_\_\_\_ Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

NAME AND DESCRIPTION OF EVENT (Please feel free to attach a detailed page to this application)

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

Please Answer the following "Yes" or "No"

Will refreshments be available? \_\_\_\_\_

Will Alcohol Beverages be allowed or sold? \_\_\_\_\_ (If yes, please attach your State Liquor License)

Will there be a tent or any other temporary structures? \_\_\_\_\_

(If "Yes", please complete the TENT / TEMPORARY STRUCTURE form and submit to the Fire Chief for review).

Will the Event require Off Site Advertising? \_\_\_\_\_

(If "Yes" Please attach a completed ADVERTISING PERMIT APPLICATION.

**SPECIAL EVENT POLICE DUTY REVIEW**

To be filled out by Conway Police Department Personnel:

The need for an extra police officer or officers for the safety of the public that can reasonably be attributed to the event is, in our reasoned opinion: Required { } NOT required { }

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

\_\_\_\_\_ Person hours @ \$60.00 per hour \$ \_\_\_\_\_  
\_\_\_\_\_ Patrol Vehicles @ \$10.00 per hour \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

DATE: \_\_\_\_\_  
\_\_\_\_\_ Conway Police Department

**FIRE CHIEF AUTHORIZATION**

To be signed by the Fire Chief (or designated representative) of the precinct in which the Event is to be held.  
Conway Village: 447-2681 North Conway: 356-5327 Center Conway 447-5671  
Redstone: 356-8800 East Conway Fire: 939-7099

I certify that I have been notified of the time(s) and locations of this special event within my jurisdiction and will review and inspect any fire, life safety, temporary structure(s), electrical and/or public health or safety concerns I deem appropriate and within my authority.

\_\_\_\_\_  
Fire Chief Signature Date Jurisdiction(department)

**CERTIFICATION BY SPONSOR / APPLICANT**

The undersigned have reviewed and understand the Town of Conway Special Event Instructions and Definitions and agree to abide by all town ordinances and rules governing special events in the Town of Conway. I hereby certify that I am 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. (Required for all applications)

\_\_\_\_\_  
Signature of Applicant Printed Name  
Date

**Completed applications can be mailed to: Conway Parks and Recreation Department, 1634 East Main Street, Center Conway, NH 03813.**

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

**FOR EVENTS ON PRIVATE PROPERTY ONLY**  
 This form to be filled out if the event is on private property.

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

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

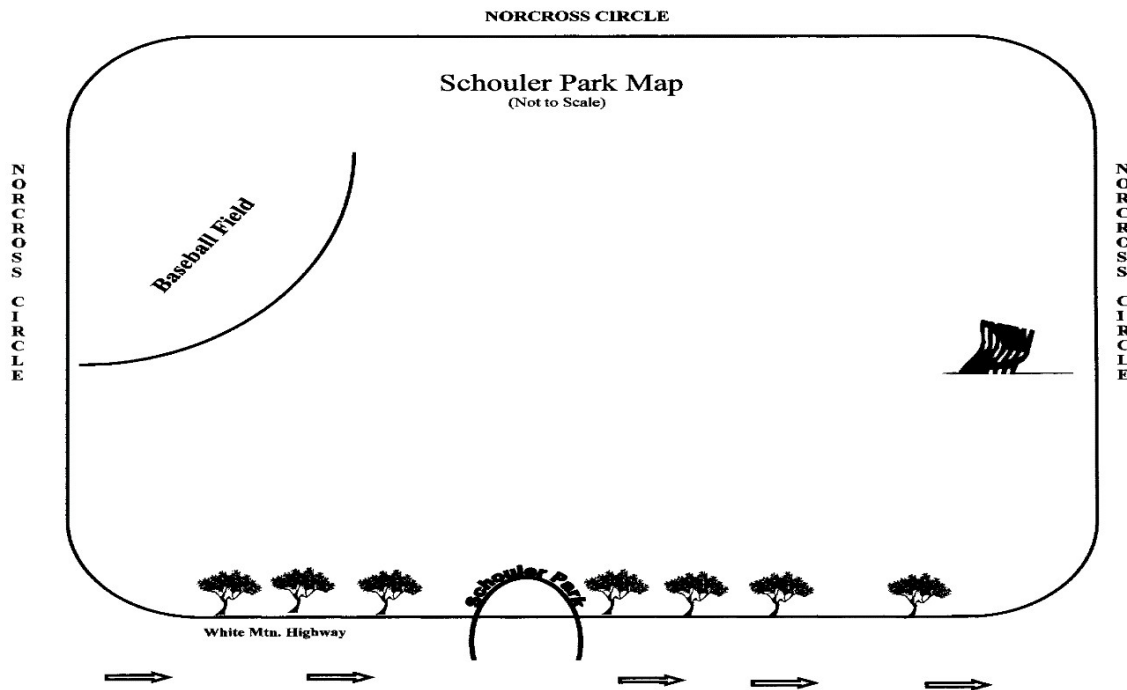
**FOR EVENTS ON PUBLIC PROPERTY ONLY**

For use of Public Streets, Parks and Facilities

Location: \_\_\_\_\_

Electricity needs: \_\_\_\_\_

Note: Whitaker *Field* is restricted to use for athletic events only. Whitaker *Woods* is available for events such as hikes, walks, and skiing or bike races. Written permission is required by the Conway Conservation Commission for all events held in Whitaker Woods, Pudding Pond or the Marshall Conservation Area. If you are requesting the use of Schouler Park, please use the map below to draw location of event activities. (tents, stage, vendors etc.)



Portable toilet rates (2019): Regular Unit @ \$80.00 each. Handicap Units @ \$100.00 each. Multi-day events require interim pumping at \$25 per clean-out. Applicants who need barrels for trash and agree to remove trash at the end of the event must return all barrels to the dirt infield and tip upside down at Schouler Park only.

This section below to be filled out by Conway Parks & Rec. Dept. staff only:

Portable toilets: \_\_\_\_\_ Required (Regular \_\_\_\_\_ Handicap \_\_\_\_\_) Not Required \_\_\_\_\_

**TENT OR TEMPORARY STRUCTURE INFORMATION**

This form to be filled out if the event is to erect any tents or temporary structures.

If erecting a tent or temporary structure, fill out information below and submit to precinct Fire Chief for review and approval. In addition, please attach a formal diagram of the tent, its size, number of stakes, wind allowance, location, engineer drawings from the tent manufacturer and the certificate of fire proof.

Tent Company/Installer Information: Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Event Name: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Event Sponsor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SPECIAL EVENT ADVERTISING PERMIT**

This form to be filled out if the event is to erect any OFF-PREMISE advertising.

Dates: Advertising placed on \_\_\_\_\_ and to be 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

**FOR CONWAY RECREATION DEPARTMENT USE ONLY:**

Date Received: \_\_\_\_\_ Deposit required: \$ \_\_\_\_\_ Rec'd? \_\_\_\_\_ (Y/N)

## TOWN OF CONWAY SPECIAL EVENT ADVERTISING POLICY

**PERMIT REQUIRED:** If a Special Event is to have off site advertising, a permit is required. The application should be submitted at the time of the Special Event Application.

**Note:** In certain circumstances an event in neighboring town may want to advertise in Conway. It shall be the responsibility of the applicant to provide supporting documentation that their event will provide a substantial benefit to the Town of Conway and the Mount Washington Valley.

**SECURITY DEPOSIT:** A security deposit of \$250.00 is required for off premise advertising. This is to ensure the prompt removal of advertising within 48 hours after the end of the event. The security deposit will be returned unless town personnel have to remove the advertising or the advertising causes damage to town property.

### REGULATIONS:

- Banners shall not create any nuisance to vehicles or pedestrians.
- Advertising may be displayed for up to 14 days prior to the event and not to exceed 21 total days.
- Advertising shall be removed within 48 hours of the end of the event.
- Pertinent documentation, including photographs or drawings of the proposed banners is to be included with the application.

Note: In North Conway Village, Special Event advertising may only be affixed to the following utility poles: 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.

The applicant must include a letter from the appropriate utility company(s) granting permission to affix banners to the utility poles. Advertising banners shall be designed to complement the rural and resort character of the area (color, shape, graphic display, banner material, etc).