

TOWN OF CONWAY SPECIAL EVENT INSTRUCTIONS AND DEFINITIONS OUTDOOR DINING

Note: Any questions regarding this application should be directed to Johnny Eastman at: john@conwayrec.com 901-1139 or Lynore Wagner at: lynore@conwayrec.com. 901-1139

Special Event Outdoor Dining Permit:

The purpose of this permit is to protect the general public and to ensure all restaurant's/dining establishments follow the guidelines and protocols emphasized in this permit application.

It is not intended to be used in lieu of other ordinances that requires approval by a board, committee or officer of the Town of Conway.

This permit is only valid through Columbus Day or the end of the Governor's state of Emergency proclamation, whichever comes first.

Application: An application must be approved prior to opening. All applications shall be submitted to the Conway Parks and Recreation Department and approved by the Town Manager. Once approved, a signed copy will be emailed or mailed to the applicant at the address provided on the application.

Every Event Permit must be 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**, a Certificate of Insurance in the amount of \$1,000,000 (one million) per occurrence is required. The certificate of Insurance shall explicitly name the Town of Conway as an additional insured and must state the name and dates (through Columbus Day) on the certificate of Insurance.

Site Maintenance: The site must be maintained in an orderly and clean manner. The area shall be placed in its original condition immediately following the event and any disturbed green space or buffer zones will be returned to their original condition.

Revocation: The permit may be revoked at any time if the applicant does not follow the Town's requirements.

The completed original application must be returned to the Conway Parks and Recreation Department located at 176 Main St. Building C-5, Conway, NH. Please call to make arrangements for drop off. (603)-901-1139. *Applications may not be emailed. Mailing address is: Conway Parks and Recreation Department, PO Box 370, Conway, NH 03818.

**Town of Conway
OFFICE OF THE BUILDING
INSPECTOR**

**1634 EAST MAIN
STREET CENTER
CONWAY, NH 03813
PHONE (603) 447-3811 FAX
447-5012
E-MAIL buildinginspector@conwaynh.org**

March 9, 2021

General requirements for restaurant exterior opening

If indoor bathroom facilities are readily accessible, they can be utilized. If they are not readily or easily accessible external portable handwash and restroom facilities must be supplied.

The loading or requested number of individuals being served is going to be the determining factor for the number of facilities required.

For up to 15 individuals one (1) ADA closet (toilet facility) and one (1) handwash unit will be acceptable, if more than 15 individuals a second unit will be required, again if the internal facilities are acceptable no external units will be required.

Each individual restaurant should submit a layout plan demonstrating the proposed seating arrangement and location on the property to myself and the fire chief for review to assure proper facilities are present and life safety concerns are being addressed.

We can meet with each individual restaurant owner or agent to clarify what is needed for their particular site.

Respectfully Submitted
Town of Conway Building Inspector
David Pandora



**TOWN OF CONWAY
SPECIAL EVENT OUTDOOR DINING PERMIT APPLICATION**

LOCATION OF EVENT _____

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

Date(s) of Event: _____ through _____

APPLICANT CONTACT INFORMATION:

Name and DBA _____

Address _____

Phone _____ Cell _____ Email _____

ALTERNATE CONTACT INFORMATION:

Name _____

Phone _____ Cell _____ Email _____

FOR EVENTS ON PRIVATE PROPERTY NOT OWNED BY APPLICANT

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

Name _____ Signature _____

Address _____

Phone _____ Cell _____ Email _____

Please attach a sketch or drawing of your property indicating the location of the outdoor area to be used for food service operations.

