



CITY OF CONCORD

New Hampshire's Main Street™

Community Development Department

Code Administration – Health & Licensing Services

37 Green Street, Concord, NH 03301

603-225-8580 Fax 603-225-8586

REQUIREMENTS, RULES AND RESPONSIBILITIES FOR EVENTS CONCORD & PENACOOK

1. If requesting street closure for the event, a letter for street closure addressed to Tom Aspell, City Manager must be submitted to the Health Division along with the application. Approval for street closure from the City Manager must be received before the permit is issued.
2. An insurance policy **may** be required for the event. If so, the policy must include the **City of Concord as a primary non-contributory additional insured**. (See attached for insurance requirements.)
3. If the event is on City property, it is the responsibility of the event organizers to clean up the area used immediately after the event, unless prior arrangements are made with the City. There will be a fee charged for failure to comply.
4. It is the event organizer's responsibility to notify businesses, churches, schools or other entities that might be impacted by the event. **Confirmation in writing of notification** must be sent to this office before approval of event.
5. **Full details** of the event must be listed on the application or on an additional page. This includes but is not limited to: Food vendors, amplified sound, guest speakers, musicians, live music, D.J, tents, fire pits/bowls, etc.
6. For all major events, a meeting with the event organizers will be held with all involved City Departments, which could include personnel from Police, Fire, General Services, Everett Arena, Parks & Recreation, and others to go over any questions and to set up parameters for the event.
7. Maps detailing the exact routes of the event for road races, walk-a thons, bike races, marches, demonstrations, parades or similar must be submitted to this office along with the application.

8. If the event is to be held in any city park, a separate permit from Parks and Recreation is required at an additional fee. 603-225-8690.
9. If the event is to be held on or adjacent to State of NH property, please contact State of New Hampshire Administrative Services at 603-271-3148 to obtain any necessary permits for state property use. If the event is scheduled to take place on the State House Lawn and is expected to or may overflow onto City Plaza (the section of sidewalk between the Arch and Main Street), an event permit must be obtained from the City of Concord Health Services Division.
10. A permit is required for all events planned to take place on City Plaza. Please note, banners are not allowed to be attached to either side of the Arch.
11. For any unattended holiday outdoor displays, permits must be submitted by November 18 in order to be processed for the November 27 to January 5 timeframe. All unattended displays will have Applicant / Contact information displayed.
12. The use of City electricity will only be allowed for events using City Plaza.
13. Portable toilets are required for all major events. The number of toilets will be determined by the amount of participants and the duration of the event.
Please NOTE: The placement of Portable Toilets on City Plaza is **prohibited**.
14. Block parties, weddings, graduations, or any events on private property will require an event permit **only** if a street closure is requested. Alcohol consumption is not allowed on city property. Same rules apply as other events that include street closure. Notice must be given to the surrounding neighbors about the event, **with confirmation in writing** that this has been done prior to approval.
15. A Police Detail and/or a Fire Detail may/will be required for certain events. Details to be determined by the Concord Police Department and the Concord Fire Department. A separate fee, determined by these departments, will be charged for these services. Please contact the appropriate department to request a fee schedule.
16. The sale, serving, use, or consumption of alcohol on city property is strictly prohibited. However, there is one exception that is with Non-Profit Organizations wanting to raise money as part of their Charitable Solicitation. The Non-profit event organizers will need to fill out a special 4-page application (Approved by the City Manager and the City Council) provided by the Health and Licensing office in order to be able to serve/sell alcohol in a “beer tent” or similar, outside. Permission must also be obtained from the State of NH Liquor Commission on forms provided by them.