

This application shall be submitted NOT LESS THAN **thirty (30) days** prior to the proposed event to allow for processing



Permit #: _____
 Check #: _____
 Fee: **\$112**
 Make checks payable to **CITY OF CONCORD**

Event Application

| Applicant Information | | |
|-----------------------|-------------------------|-----------------|
| Event Organizer: | | |
| <i>First</i> | <i>Last</i> | <i>M.I.</i> |
| Address: | | |
| <i>Street Address</i> | <i>Apartment/Unit #</i> | |
| <i>City</i> | <i>State</i> | <i>ZIP Code</i> |
| Phone: | Email: | |
| Start Date: | End Date: | |
| Start Time: | End Time: | |
| Rain Date(s): | | |
| Name of Event: | | |
| Event Location: | | |

| Documents | | | |
|--|--|--|--|
| Will this event take place on the City Plaza (in front of "Arch")? YES <input type="checkbox"/> NO <input type="checkbox"/> | | Certificate of Insurance Attached? (required) YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| Will electricity be needed at the City Plaza? <i>If Yes, list times</i> YES <input type="checkbox"/> NO <input type="checkbox"/> | | Requesting Street Closure for this Event: <i>If Yes, Street Closure Request Form with map is REQUIRED</i> YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| AM/PM to AM/PM | | Will this event take place at Bicentennial Square: YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| Color copy of Driver's License: YES <input type="checkbox"/> REQUIRED | | Will this event take place at Eagle Square: YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| Is this a Non-Profit Organization? YES <input type="checkbox"/> NO <input type="checkbox"/> | | IF YES TO EAGLE SQUARE OR BICENTENNIAL SQUARE, ADDITIONAL RENTAL AGREEMENT REQUIRED | |
| Non-profit organizations with valid Non-Profit ID Numbers (above) qualify for a reduced permitting fee of \$20 | | If Yes, List #: _ _ - _ _ _ _ _ | |

| Type of Event | | | |
|---|--|--|--|
| <i>If Parade, See Section on Page 2 for Additional Information</i> | | | |
| Entertainment <input type="checkbox"/> | Demonstration <input type="checkbox"/> | | |
| <i>Street closures (complete and attach Street Closure Request Form) may be required for the selections below.</i> A MAP IS REQUIRED FOR ALL OF THE SELECTIONS BELOW. | | | |
| Parade <input type="checkbox"/> | March <input type="checkbox"/> | | |
| Road Race <input type="checkbox"/> | Triathlon <input type="checkbox"/> | | |
| Bike-A-Thon <input type="checkbox"/> | Other: <input type="checkbox"/> | | |

SEE SECOND PAGE

Additional Event Information

Event Sponsor: _____

Expected # Participants: _____

Expected # Spectators: _____

D.J/Live Music: YES NO

Tents, Podiums, ETC.: _____

Food Vendors: YES NO

If YES, include separate Food Vendor Application for each vendor. Note that Food Vendors licensed with the City of Concord will NOT need to pay a fee to participate in the event.

Tent: YES NO *Note that tents larger than 400 sq ft require a permit from the Fire Dept, available at Health & Licensing Office.*

Parade

Theme/Type: _____

Expected # Units: _____

Location/Route **(map required)**

Additional Event Requirements

1. If the event is on City Property, it is the responsibility of the applicant to clean up the area used immediately after the event, unless prior arrangements have been made with the City. There will be a fee charged for failure to comply.
2. A Street Closure Request Form must be submitted to the **Health & Licensing Office** and addressed to the **City Manager** along with this application. Approval for Street Closure from the City Manager must be received **prior** to a permit being issued.
3. Attach a map or drawing of the layout of your event.
4. Banners are **NOT** permitted on the Arch.
5. **NO** Port-A-Potties are permitted on the City Plaza

Return this form to:
City of Concord
Code Administration
Health Services
37 Green Street
Concord, NH 03301

Police Department Use Only

Officers Req. _____ From: _____ To: _____

Restrictions _____

Approved: _____

Disclaimer and Signature

THIS PERMIT MAY BE REVOKED FOR JUST CAUSE ACCORDING TO THE CITY OF CONCORD CODE OF ORDINANCES, CHAPTER 15, ARTICLES 15-10-3 & 15-10-15 a-d, WHICH INCLUDES NOISE OF A REASONABLE LEVEL. THE GRANTING OF A PERMIT BY THE CITY OF CONCORD TO USE THIS AREA FOR PUBLIC DEMONSTRATION OR DISPLAY PURPOSES INDICATES NEITHER ENDORSEMENT NOR SUPPORT BY THE MUNICIPALITY OF THE VIEWS OR BELIEFS OF THE LICENSEES. BY SIGNING, I UNDERSTAND THAT I AM RESPONSIBLE FOR THE CONDUCT OF PARTICIPANTS IN MY EVENT, AND ENSURING THAT RULES AND REGULATIONS ARE FOLLOWED APPROPRIATELY.

Signature: _____ Date: _____
Applicant

Approved: _____ Date: _____
Health & Licensing Officer