

DOES MY SPECIAL EVENT REQUIRE A PERMIT?

Any gathering (whether residential or commercial), such as but not limited to, weddings, anniversaries, birthday celebrations, and other gatherings may require a Town of Bartlett Special Event's License. There is no charge for this license. A simple phone call to the Bartlett Selectmen's Office 603-356-2950 M-F 8am to 1pm or email at selectmen@townofbartlettnh.org will help determine if you need a license or not.

This does take a little bit of time to complete. Please do not expect this to be done in just a couple of days as it does have to go before the Board of Selectmen at their meeting and other agencies may be involved, so **PLEASE, PLEASE Plan accordingly and PLAN AHEAD!!**

It is not our intention to keep you, your family, or organization from holding events but to better inform you of the requirements, to make all Town Departments aware of these events in the event of an emergency call or if a neighbor calls with concerns, and to make sure everyone not only has a fun time but has a safe time as well. We're here to help! Here are some guidelines:

1. **ALL Tents, Pop Ups, and similar structures larger than 200 SQ FT** for any event are required to be inspected by the Fire Chief or his designee. The Town does charge a fee for this inspection service.
2. The tent installer regardless whether the tent is privately owned by the person holding the event or rented from a tent rental company **MUST PROVIDE** all of the required documentation outlined in the NH Fire Marshall's Informational Bulletin 2017-02 to the Fire Chief no less than 10 days prior to the event including the Emergency Plan and name of responsible person. The responsible person **MUST BE** present during the entire event and capable of doing their tasks.
3. Any event where there will be **50 or more people under the tent** will also require a Place of Assembly permit which is obtained through the Fire Department, the licensing agency for these permits. This permit is required to be displayed and available upon request by anyone. You are in violation of NH State law and can be subject to legal action as well as fines for not obtaining a Place of Assembly permit. The Town does charge a fee for this service as well.
4. The Board of Selectmen have determined the Fire Chief **WILL NOT** conduct inspections of this type after normal office hours, on weekends, or on holidays, so any tent that requires an inspection and/or a Place of Assembly inspection **MUST BE ERECTED NO LATER than Noon the Friday prior to the event** and the Fire Chief must be called to schedule the inspection **no later than 7 days prior to the event**. FYI 603-383-9555.
5. There are fines and penalties associated with not having these inspections done, not having the proper permits if needed, and the event may be canceled immediately upon discovery by any Town Official or Police Officer. Your insurance provider may also require these permits and may jeopardize your coverage should an accident occur and you have not gotten the appropriate permits or inspections.