

**TOWN OF BARTLETT  
56 TOWN HALL ROAD  
INTERVALE, NH 03845  
(603) 356-2950**

**GUIDELINES AND PROCEDURES FOR REVIEW OF LICENSE APPLICATIONS FOR SPECIAL EVENTS (PER NH RSA 286:1 AND 286:2)**

A license shall be required for all special events in Bartlett per RSA 286:1 and 2. The Board of Selectmen is the licensing authority.

Each event to be licensed requires the completion of an application. The applicant shall personally appear before the Board of Selectmen and the Chief of Police at which time he will be informed of the scope of the required application, which will vary with the specifics of each special event.

Applications are to be received by the Board of Selectmen ninety (90) days prior to the date that the proposed special event is scheduled. The Board of Selectmen will, however, accept such applications if received more than thirty (30) days prior to the proposed special event, but will then determine if sufficient time is available to thoroughly review the application and proposed special event.

The license, when issued by the Board of Selectmen, will be for a specific purpose or special event at a designated time and location and may contain exceptions and conditions set forth in writing. The license may be revoked at any time prior to or during the special event if the exceptions and conditions contained in the license have not been performed or completed as specified.

In reviewing the application, the Board of Selectmen may request information and/or consider the following:

- 1) If appropriate, a public hearing may be held to identify neighborhood concerns.
- 2) The applicant must develop a satisfactory security plan. All inside events shall have a sufficient number of off duty policemen present to manage the maximum seating capacity for those attending. All outside events shall have a sufficient number of off duty policemen present to secure the area, control those attending and assure compliance with all applicable laws and license conditions.
- 3) A satisfactory fire plan must be developed by the applicant and approved by the Fire Chief, if requested by the Selectmen.
- 4) A traffic control plan for the event shall be provided which shall set forth the anticipated number of vehicles, the availability of parking, the number of police officers needed for traffic control, the type and placement of signs, and any other traffic control procedures required to handle the attendance at the subject event.
- 5) An ambulance and medical service plan will be provided to insure proper safety care of those attending the subject event including whether or not on site services are appropriate due to the size and scope of the event and accessibility of such services during the event.
- 6) A sanitary facility plan shall be submitted appropriate for the anticipated number of those in attendance which may include portable toilet facilities, suitable number of trash containers with encouragement that those in attendance shall dispose of litter therein, and assurance that the area

and the immediate roadways leading to the area for the event will be cleared of all debris within 12 hours after completing the event.

- 7) A ticket distribution plan and the availability of tickets at the time of the event, provisions for the limitation of ticket sales, and assurance of refunds on cancellation of the event.
- 8) A performance bond plan and type of bond which the applicant shall file with the Town of Bartlett in assurance of the completion of the conditions that may be imposed on the granting of such license as generally allowed per RSA 286:4-a.

The Board of Selectmen reserve the right to waive or modify any of these guidelines and procedures based on the nature of the special event; its time and location; the size of the special event; and prior experience of the Town with such special event.

If any exceptions or conditions are presented or otherwise sought by the applicant within fourteen (14) days of the scheduled date of the special event, such presentment may be considered a basis for invalidation of the license application.

Any applicant who breaches the terms and conditions of a license issued by the Town of Bartlett through its Board of Selectmen or any of the exceptions and conditions imposed hereunder or fails to obtain a license for an event covered by this regulation shall be subject to a fine of up to \$300.00

Board of Selectmen  
Town of Bartlett, NH

Adopted 11/2/84

**TOWN OF BARTLETT  
OFFICE OF THE SELECTMEN  
56 Town Hall Rd.  
INTERVALE, NH 03845  
(603) 356-2950**

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**SPECIAL EVENTS LICENSE APPLICATION**

(Must be submitted 90 days prior to the event)

DATE OF APPLICATION \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

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

NO. OF PARTICIPANTS \_\_\_\_\_ SPECTATORS \_\_\_\_\_ HOURS OF THE EVENT \_\_\_\_\_

SPONSOR/ORGANIZER OF THE EVENT \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE NO. \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**\*\* PLEASE ATTACH A DETAILED DESCRIPTION OF THE EVENT \*\***

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**FOR TOWN OFFICE USE**

<i>PUBLIC HEARING</i>	YES	NO	If yes, date _____
<i>SECURITY PLAN</i>	YES	NO	If yes, must contact the Police Chief at (603) 356-5868
<i>FIRE PLAN</i>	YES	NO	If yes, must contact the Fire Chief at (603) 383-9555
<i>TRAFFIC CONTROL</i>	YES	NO	If yes, must contact the Police Chief at (603) 356-5868
<i>AMBULANCE</i>	YES	NO	If yes, contact Ambulance, PO Box 422, Glen, NH 03838
<i>SANITARY FACILITIES</i>	YES	NO	If yes, describe _____
<i>TICKET DISTRIBUTION</i>	YES	NO	If yes, describe _____
<i>PERFORMANCE BOND</i>	YES	NO	If yes, describe _____

*OTHER/CONDITIONS:* \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Board of Selectmen