



**TOWN OF HENNIKER  
ORDINANCE CHAPTER 16  
Permit Requirements  
for  
SPECIAL EVENTS**

**Adopted by the Town of Henniker  
August 15, 2023**

This ordinance replaces Chapter 15 Assemblies, Large originally adopted October 1, 1977; amended June 6, 1984

## Table of Contents

Findings and Declarations: .....	2
Principles: .....	2
Definitions: .....	2
Applicability and Exemptions Special Events on Town Property: .....	4
Special Event Standard Conditions:.....	5
Violations and Penalties: .....	7
Inspections Required .....	7
Police Requirements – NH RSA, Chapter 105, Police Officers, and Watchmen: Section 105:9 .....	7
Fire and Safety Protection .....	7
Electrical Requirements:.....	8
Application Procedures:.....	9
Fees and Deposits: .....	10
Frequently Asked Questions:.....	11
Other Applicable Henniker Ordinances and Polices:.....	12
Applications and Forms:.....	12

This document is policy and intended to provide requirements for events to be held on town property. It is created to address the most frequently occurring and applicable codes and standards and is not all inclusive of every possible requirement. For additional information please contact the Henniker Town Hall.

## Findings and Declarations:

The Town of Henniker finds and declares that it is necessary for the protection of public health, safety and welfare of the general public and the inhabitants of the town that rules and regulation be established for the purpose of regulating indoor and outdoor special events on town property that include tents, large assemblies of the public, or impact town property and services to ensure the public health and safety, proper sanitary, fire, police, health and safety measures be provided to regulate such gatherings in accordance with the State of NH Fire Code, Building Code and National Electrical Code and Health Codes.

The Special Event **Permitting** process will enable local officials to anticipate and plan for municipal services that may be impacted when special events are held on **Town Property**.

- Public safety officials like police, fire and EMS chiefs can plan for adequate coverage when they know that an influx of people to the town can be expected.
- Plans for parking, traffic control, crowd control and emergency medical services can be addressed.
- Local businesses can better plan staffing and ordering of food and inventory when they are aware that a special event notification has been issued.
- Perhaps most importantly for local officials during the event, a notification process gives local officials a “point person” to whom they can go if a problem arises during the event that needs attention.

The policies represent the town’s overarching requirements for the management of special events. In addition to these principles and policies, each public safety agency reviewing special events may have more specific requirements applicants must meet. Together, the policies and the department requirements help ensure events are managed in a way that keeps them in conformance with the principles.

## Principles:

Special events held on the **Town of Henniker Public property** will make a positive community contribution.

Events will:

- Take precautions to protect the health and safety of participants, residents, businesses, and visitors.
- Not adversely affect the long-term viability of permanent businesses.
- Avoid disruptions to other community events and activities held at the same time.
- Build upon and support existing Henniker community assets when possible.
- Seek to minimize adverse impacts on the community, neighborhoods, and essential public services.
- Create a positive experience for visitors and residents.

## Definitions:

**AHJ** – The authority having jurisdiction (AHJ) is that person or office charged with enforcing the Life Safety Code. In most situations, it is the fire chief or designee, unless the matter is a health or police matter in which case it is the respective department official.

**Canopy** – A temporary structure, enclosure, or shelter constructed of pliable materials which is open without sidewalls or drops on 75% or more of the perimeter.

**Certificate of Flame Resistance** – A certificate or affidavit that states the material has been treated in accordance with NFPA 701.

**Crowd Manager** – A person trained under NFPA or IFC requirements. Duties include keeping the aisles clear, ensuring max occupancy is upheld, and making sure that all entrances and exits are always clear and unobstructed.

**Cube Tap** – A grounded U/L listed adapter that converts one female connector into multiple female connectors.

**Flame Retardant** – An approved chemical compound or mixture which, when applied in an approved manner to any fabric or material, will render such fabric or material incapable of supporting combustion.

**Floor Plan** – A plan drawn to scale showing the proposed event layout and seating with locations of all aisles, exits, and fire protection equipment.

**Food Service Establishment-** As defined by RSA 143-A:3, IV means any fixed or mobile, attended or unattended restaurant; coffee shop; cafeteria; short order café; luncheonette; grill; tearoom; sandwich shop; soda fountain; tavern; bar; cocktail lounge; night club; roadside stand; industrial feeding establishment; food vending operation; private or public organization or institution, whether profit or non-profit, which routinely serves food; catering kitchen; commissary, or similar place in which food or drink is prepared for sale or for service on the premises or elsewhere; and any other eating or drinking establishment or operation in which potentially hazardous food is served or provided for the public with or without charge.

**Non-Residential Property:** Property primarily used for commercial, industrial, educational, or non-profit purposes and multi dwelling unit properties in excess of 2 family homes.

**Open Flames** – Torches, candles, and other devices using flames.

**Open Flame Cooking Device** – Sterno fuels, grills, stove tops, etc.

**Permitee** – Person or Organization named on Special Event Application

**Power distribution strip** – A grounded electricity distribution device containing overload protection that turns one AC wall outlet into several.

**Public Property:** Property owned by the Town of Henniker

**Residential Private Property:** Properties primarily of residential use including 1 and 2 family homes. See Definition of Non-Residential Property.

**Site Plan** – A plan illustrating the proposed parking, “no parking” areas, and traffic flow patterns.

**Special Events** – An event or series of events held for a limited period of time for a particular activity with an expected gathering of people whether indoors or outdoors that is defined in Applicability and Exemptions.

**Splitter or “Y” Tap** – A grounded U/L listed adapter in the form of a letter "Y", having two female cord connectors on one end and a male plug at the other end.

**Sponsor(s):** The organization or individuals requesting permission to hold the event.

**Temporary Membrane Structure:** A temporary ground-supported membrane-covered frame structure used to in outdoor events.

**Tent** – A temporary structure, enclosure, or shelter, either with or without sidewalls, constructed of fabric or pliable material.

**Triple or “W” Tap** – A grounded U/L listed adapter in the form of a letter "W", having three female cord connectors on one end and a male plug at the other end.

## Applicability and Exemptions Special Events on Town Property:

**Applicability – Special Event Permit Required:** Please consult with the administrative assistant at the town office: 603-428-3221 ext. 101 or 102. This includes events described in this section that are sponsored, organized, and funded by the Town of Henniker and its Committees. The purpose is to conduct the event with approval of all applicable Town of Henniker Public Safety appointees and Board of Selectmen.

- A. Events to be held on town property or streets expected to **draw a crowd of at least 100 or more people in an enclosed space (fenced, walls, limited exit) or 250 or more people in an open area.**
- B. Events that **will charge admission or vendor fees.** This may include but is not limited to craft fairs, food truck festivals, flea markets, concerts, festivals, parades, or other entertainment.
- C. Events that will serve or sell alcoholic beverages.
- D. Events that take place in **tents and/or temporary membrane structures in excess of 200 square feet and canopies in excess of 400 square feet used for the purpose of hosting gatherings of fifty (50) people or more.** Such events are also subject to **Tent Permits** in accordance with **NH State Fire Code, NFPA 1 Current Edition.**
- E. Events expecting more than one hundred (100) people within a town building or structure **that does not already have a Fire Department issued Assembly permit** in place for purposes including but not limited to luncheons, dinners, sporting events, carnivals, fairs, political rallies, performances, and private functions.
- F. Events of more than fifty (50) people within a tent, canopy, or temporary membrane structure for the purposes including but not limited to luncheons, dinners, sporting events, carnivals, fairs, political rallies, performances, and private functions. These events may be subject to Tent Permit application and inspection
- G. Any events held in **an area, space or structure used outside of its normal function or existing permitted use** (for example, a tennis court or courts for a stage, seating area, outdoor market, trade show, or exhibition) shall be considered a special event and shall meet the requirements of NH Saf-C 6000. (The Final Determination is made by the local AHJ or Designee.)

### Exemptions - Special Event Permit is NOT Required:

- A. Events with any size tent and expected to draw less than fifty (50) people.
- B. Funeral processions and/or memorial services and impromptu assemblies.
- C. These regulations do not apply to organized sporting events (such as youth soccer and baseball) that take place at the Town's athletic fields and are scheduled in advance through the Athletic Committee or any non-temporary, seasonal outdoor activities that take place on a daily or regular basis.

## Special Event Standard Conditions:

- A. A Special Event Permit shall be obtained from the Town of Henniker in accordance with NH State Fire Code, NFPA 1 Current Edition prior to any special event. A permit shall be submitted at least sixty (60) days prior to the special event. All special events shall meet the requirements of the current adopted editions of the NH State Fire Code, Building Code, and National Electrical Code.
- B. All indoor venues shall not exceed their posted occupancy limit in accordance with their Place of Assembly Permit unless a Life Safety Evaluation has been performed by an independent third- party fire protection engineer.
- C. Site, floor, and electrical plans (if applicable) for any special event shall be submitted to the Henniker Town Hall, a minimum of sixty (60) days prior to the scheduled event. Final plans (if applicable) shall be submitted 7 days prior to the event. In the event of extenuating circumstances, the Fire Chief or Designee may waive the 60- and 7-day submittal requirements. The final determination shall be made by the Fire Chief or Designee.
- D. In accordance with NH State Fire Code NFPA 1 Current Edition a minimum of one **(1) trained crowd manager for every two-hundred fifty and (250) persons** in attendance in an enclosed or fenced off area at the special event. Crowd managers must submit proof of training with the event application. Should the applicant be unable to provide trained crowd managers, a Henniker Public Safety official will provide them at an additional charge for Special Detail.
- E. In accordance with NH State Fire Code NFPA 1 Current Edition. Standby fire personnel shall be provided **if required by the Fire Chief or Designee.**
- F. An event organizer or designee known to the Town shall be included on the Permit Application and shall be available on-site at all times during the activities. That person shall have the authority to require participants to alter or modify the events under orders from a Town of Henniker Public Safety Official or their designee.
- G. All event signs shall comply with the applicable provisions or the Henniker Zoning Ordinance at all times.
- H. It is the responsibility of the permittee to maintain the site in an orderly and clean manner during the event. It is the further responsibility of the permittee to clean up the entire area immediately following the event. All debris, trash, signs, and road markings shall be completely removed from Town-owned property within twenty-four (24) hours of the completion of the event. Any materials that are not cleaned up in a timely manner shall be subject to disposal by the Town at the expense of the permittee.
- I. The Permittee is responsible and liable for any damage that occur to Town property from the permitted activity. Any damage noticed prior to use should be reported to the Henniker Town Hall.
- J. Permittees shall provide the Town with a list of any hazardous materials that are planned to be used, including copies of material safety data sheets. The use of all such hazardous materials, if approved, shall be subject to strict compliance with all applicable regulations and any special conditions imposed by the Town.
- K. The sale of food or other items during a special event shall be subject to the Town's Ordinance Regulating Outdoor Vendors and Transient Sales. All applicants who will be utilizing cooking apparatus (other than warming devices or microwave ovens) must obtain approval from the Henniker Fire Department to ensure that such devices comply with applicable fire prevention and life safety codes. Also, any open burning (other than charcoal or a gas grill) must obtain a Fire Permit from the Henniker Fire Department as otherwise required by law.

- L. The sale or raffle tickets during special events will require a permit (available at Henniker Town Hall) in accordance with the provisions of RSA 287-A.
- M. Although the Board of Selectmen may regulate the possession and consumption of alcoholic beverages on Town-owned property on a case-by-case basis as they deem to be in the best interests of the Town; nothing in these regulations is intended to supersede or void the enforcement of state laws pertaining to the sale, possession, and consumption of alcoholic beverages.
- N. Approval of a special event consisting of showmen (per RSA 286:1), theatricals or parades (per RSA 286:2) shall constitute a special license as otherwise required by law. However, it shall be expressly understood that an applicant who receives approval for an outdoor special event under these regulations is not being issued a perpetual permit, license, contract, or any form of vested property rights as part of this process.
- O. The Town of Henniker does not prohibit or regulate the charging of admission fees, or the prices paid by participants or patrons for any outdoor special events.
- P. The Board of Selectmen may, using its sole discretion, issue approval for up to one(1) year- for outdoor special events for recurring activities; provided, however, the Selectmen reserve the right to amend the approval conditions from year-to-year as may be in the best interests of the Town.
- Q. The construction or erection of any new structures or electrical fixtures, including temporary items such as tents, bleachers. stages. etc., shall require a permit issued by the Building Inspector. The use of a tent as a place of assembly must also be approved by the Henniker Fire Department.
- R. It shall be the policy of the Town to facilitate the rights and freedoms of all people to exercise their constitutional rights for freedom of speech, religion, and the press, to bear arms, assemble peaceably and petition the government for a redress of grievances. However. the Board of Selectmen will not issue approval for an outdoor special event on Town property in which the participants or attendees are allowed to engage in sexually explicit conduct or disseminate obscene material as otherwise prohibited under RSA Chapter 650, or any activity that is contrary to the Henniker Zoning Ordinance or Selectmen's Policies.
- S. Portable bathroom facilities shall be required in accordance with the Portable Sanitation Associations International Special Event Chart (PSAI-Extended Chart) when fixed facilities may exceed their rated capacity or for outdoor events without access to adequate fixed facilities.
- T. Permittees shall have on the premises, or contiguous thereto, automobile space equal to 1/4 of the number of persons which the permit allows to attend the event. At the discretion of the Board of Selectmen or their designee, fewer parking spaces may be required.
- U. The permittee shall operate the event only on day(s) and during the hours specified in the permit and in accordance with town property rental policies.
- V. The permittee/promoter shall not sell, give, or distribute a greater number of tickets than the number which the permit allows to attend.
- W. No advertising without approval before permit granted. A person shall not advertise or announce by any means or medium the holding of such an event prior to the granting of a permit or approval.
- X. Illumination of area. Every permittee planning an event after dark, or planning to allow persons who attend the event to remain on the premises after dark, shall provide electrical illumination to ensure that those areas to be used may be lighted
- Y. For venues hosting **seasonal special events**, only one (1) permit application or (1) special event notification shall be required.

- Z. No permit granted under this chapter shall be transferable to another location, another person, entity, property, or another set of dates.

## **Violations and Penalties:**

Whenever in this chapter any act is prohibited or is made or declared to be unlawful or an offense or the doing of any act is required or the failure to do any act is declared to be prohibited, unlawful or an offense where no specific penalty is provided therefore, the violation of any such provision of this chapter shall be punishable by a fine not to exceed \$1,000. (RSA 641:2). This provision shall be enforceable by the Board of Selectmen.

## **Inspections Required**

Upon review of the application, any inspection as deemed required by the Board of Selectmen, Building Inspector, Health Officer or other Public Safety Official.

## **Police Requirements – NH RSA, Chapter 105, Police Officers, and Watchmen: Section 105:9**

- I. *Any person desiring to conduct a public dance, circus or carnival shall submit an application for police attendance at that function. Any person who conducts a public dance, circus, or carnival without first making application for police attendance at that function is guilty of a violation.*
- II. *The Chief of Police in any city or town, subject to the written approval of the Mayor and Board of Alderman, Board of Selectmen, or Licensing Board shall examine applications for police attendance at public dances, circuses and carnivals and determine if such attendance is necessary. If the Chief of Police decides police attendance is necessary, he shall detail one or more police officers to attend whose services shall be paid for by the applicant.*
- III. *The Chief of Police shall have the authority to assign police details to attend any public meetings or functions which he determines may potentially:*
  - a. *Involve traffic-related problems; or*
  - b. *Lead to public disturbance or public nuisance; or*
  - c. *Endanger public health, safety or welfare.*
- III. *The applicant or sponsor of any public meeting or function may be charged for the services of any police officers that may be detailed or assigned to that meeting or function, unless charges authorized by this section for the services of a police officer are waived by the Chief of Police when in his judgment such authorization does not conflict with an existing local ordinance or policy.*
- IV. *The Chief of Police, the Police Department, and any city, town, or political subdivision shall not be held liable for any decision not to detail police officers to attend any public meeting or function.*

## **Fire and Safety Protection**

### **Food and Cooking**

- A. Any booth, trailer, tent, or canopy using an open flame cooking device shall have a minimum of one (1) approved fire extinguisher with a 2A: 10B: C rating and a minimum of five (5) pounds of extinguishing agent. In addition, any booth, trailer, tent, or canopy using deep fat fryer/fryolator type cooking device shall also have a minimum of one (1) approved 6L (min) Class K fire extinguisher.



- B. All fire extinguishers shall be inspected annually and shall have an inspection tag indicating the same attached to the extinguisher.
- C. All individuals utilizing any type of cooking equipment shall be trained in the proper use of a fire extinguisher.
- D. All commercial cooking equipment located inside a trailer or fully enclosed booth, including food trucks and trailer complies with all NFPA 1 and Chapter 17 in NFPA 96 requirements. [See NFPA Food Truck Safety Fact Sheet](#)

### **Aisles, Seating, Pipe and Drape**

- A. All pipes and drapes shall have a certificate of flame resistance or affidavit provided for review and approval. All pipes and drapes shall be secured to prevent tipping.
- B. Aisle Width - The following minimum aisle widths shall be maintained in accordance with the NH State Fire Code, NFPA 1 and 101.
  - a. The width of aisles serving seating at tables shall be **no less than 44” in areas serving 50 persons** or more and **36” in areas serving 50 persons or less**.
  - b. Aisle widths may be required to be increased based upon the type of event and occupant load.
  - c. Where non-fixed seating is located between the table and the aisle, there shall be a minimum of 19” of clear space from back of chair to back of chair.
  - d. With standard seating, the spacing from the back of the chair to the front of the most forward-facing projection of the chair immediately behind shall be no less than 12” and increased 0.3” for every seat over 14.
- C. Indoor special event festival seating is **limited to the seated occupancy limit** unless a life safety evaluation has been performed by an independent third-party fire protection engineer and approved by the Henniker Fire Department.
  - a. Non-fixed seating (folding) chairs requirements
  - b. All non-fixed seating (folding) chairs shall be firmly secured together in groups of no less than three (3) and no more than seven (7). The chairs shall be secured at both the top and the bottom by either industrial tie wraps or other approved means.
- D. There shall be no more than 100 chairs in a row and there shall be a minimum aisle width of 22” from the back of the chair to the front of the most forward-facing projection of the chair immediately behind.

### **Theatrical Haze and Pyrotechnics**

- A. The use of theatrical haze, fog, or smoke machines inside a building is not permitted unless approved in advance by the Henniker Fire Department.
- B. The use of pyrotechnics is not permitted unless permits and approvals have been obtained from the NH State Fire Marshall’s Office in accordance with the NH State Fire Code.

### **Electrical Requirements:**

- A. No permanent electrical installations will be permitted for the purpose of holding a special event on town property.

- B. Temporary event specific electrical installations on town property shall only be permitted with approval of the Building Inspector and electrical permit obtained from the Building Inspector with the requirements of the National Electrical Code, Articles 518, 520, 525, and 590.
- C. When applicable, the electrician of record or the event coordinator shall supply a floor plan with a wiring schematic that shall include portable power distribution panel location(s), flexible cord locations and lengths, and locations of multi-appliance distribution centers.
- D. GFCI (Ground Fault Circuit Interrupter) protection shall be provided when applicable in accordance with the National Electrical Code.
- E. All extension cords shall be appropriately sized for the intended use. Extension cords shall be a minimum 14-gauge and grounded. The use of light weight extension cords less than 14-gauge or “zip cords” is strictly prohibited.
- F. All extension cords that are run within a means of egress or public way shall be secured and protected using an approved means, such as treadle, “yellow jackets”, or trenches.
- G. Extension cords shall serve only one appliance or fixture, unless appropriately sized and in conjunction with an approved multi-appliance distribution center with overload protection. The current capacity of the supply cord shall be not less than the rated capacity of the appliance(s) or fixture(s).
- H. Only UL-listed overload protected power distribution strips may be used for additional outlets.
- I. Power distribution strips connected in series “daisy-chained” are prohibited.
- J. Cube Taps, “Y” Taps & “W” Taps are permitted, when approved by the event electrician, to supply electricity to a maximum of 3 electronic appliances and when connected directly or by a single extension cord to an approved power distribution strip. The combined amperage usage shall not exceed the rating of the tap adapter, extension cord or power distribution strip.
- K. Portable generators shall be located five (5) feet or greater from booths, trailers, tents, and canopies in accordance with the NH State Fire Code, NFPA 1.

## **Application Procedures:**

### **For Special Events to be held on Town Property:**

- A. Applicant shall also complete Town Rental Agreement for events to be held at the Henniker Community Center, Grange Hall, or Angela Robinson Bandstand/Community Park. Special Events on other town public property may be subject to rental fees.
- B. Sponsors of special events must submit a completed application form (as attached hereto and incorporated herein) at least sixty (60) days prior to the start of the activity. No application will be accepted or approved for an outdoor special event that is submitted fewer than seven (7) days prior to the start of the activity.
- C. All applications shall be subject to review and recommendation by the Town Administrator, Police Chief, Fire Chief, Highway Superintendent, Parks and Properties Superintendent, Building Inspector, Health Officer within thirty (30) days of receipt of a completed application as determined by the Town Administrator, prior to being presented to the Board of Selectmen. Each Town Official is authorized to contact the applicant with requests for additional information as may be needed prior to submitting their recommendation.
- D. The Board of Selectmen reserves the right to deny permission for a special event they deem as not being in the best interests of the Town, in which case such denial shall be presented in writing with an

explanation or the reason(s). A denial may be issued under any or the following circumstances, although this list is not intended to be exclusive of any other valid cause for denial:

1. Past history of general lawlessness by participants and/or organizers. especially in the event of riots, public disturbances, or illegal activity.
  2. Undue liability as demonstrated by previous patterns of personal injuries, property damage or litigation against the Town, or in the absence of such previous patterns. a general sense of unacceptable risk.
  3. Previous failure to comply with the conditions imposed by the Town:
  4. Outstanding balance for previous public safety personnel special detail invoices.
  5. The absence of signed waivers or "release of claims" that are acceptable to the Town.
  6. A shortage of necessary public safety details, especially in the event of some other event taking place within the same time frame.
- E. All applicants shall be required to submit a certificate of insurance with each application that identifies the Town of Henniker as the certificate holder and additional insured for the outdoor special event. The minimum amount of coverage shall be one million dollars (\$1,000,000.00) per claim for general and automobile liability, provided, however, the Board of Selectmen may require up to five million dollars (\$5,000,000.00) of insurance coverage, depending on their assessment of the inherent risks involved. [NOTE: The Board of Selectmen may, using their sole discretion, approve a reduction or waiver of insurance coverage limits upon request, provided that the applicant provides evidence that they are certified by the IRS as a 501 (c)3 organization and the residents of Henniker are beneficiaries of the charitable organization's acclivities.
- F. The Board of Selectmen reserves the right to impose whatever conditions they deem essential for events on Town Property to ensure public safety and/or the protection of Town property, including, but not limited to imposing restrictions on the levels of noise, hours of operation, consumption of alcohol, requiring specific public safety measures, crowd controls, lighting, fencing, shelter, route, and traffic delineation, sanitary facilities, parking, and evacuation plans, and requiring a performance bond or surety deposit. etc. The Selectmen shall consider staff recommendations at the time conditions are determined; however, nothing herein is intended to obligate the Board to impose such recommendations or approve/deny a permit as recommended, nor prevent them from imposing conditions that are more or less stringent than the recommendations.
- G. The Board of Selectmen reserves the right to request a public hearing as part of the process to consider approval of an outdoor special event to be held on Town Property.

## **Fees and Deposits:**

**Special Event Permit Application Fees only apply to events to be held on Town Property.** Permit fees are designed to give an incentive for early submission. This allows Town officials to thoroughly review the application and give the applicant plenty of time to rectify any problems or issues that may arise. It is in the sponsor's financial and practical interest to apply as early as possible. This fees schedule does not guarantee that an application submitted less than 60 days prior to the event will be approved.

**Non-Profit Event:** Those events sponsored by a legally established non-profit organization or sponsored by individuals for community benefit without any participation by any for-profit vendors.

Fees listed are for one day events. \$50 per additional day shall be added to the one-day event fee for profit making events and \$0 per additional day shall be added to the one-day event fee for non-profit events.

	Application Submission	
	90+ Days Before Event	60-89 Days Before Event
<b>Community Board or Committee Sponsored Event - No Fee</b>	\$0	\$0
<b>Non-Profit Event:</b>		
0 – 500 expected attendance	\$25	\$50
500+ expected attendance	\$25	\$50
<b>For Profit Events:</b>		
0 – 500 expected attendance	\$ 50	\$ 100
500+ expected attendance	\$ 75	\$ 150

**Fee Waivers:** Fees do not apply to events sponsored by the Town of Henniker or official public bodies appointed by the Board of Selectmen. As a general policy, fees are not waived. Any request for a waiver must be made to the Henniker Board of Selectmen.

**Other Fees (if required):**

**Inspection Fees:** Inspections or site visits to notice Sponsor of a violation. A fee of \$35 per inspection shall be charged (not to exceed a cumulative amount of \$175)

**Police Fees:** If special duty police officers are deemed required a fee of Police Department Special Duty per hour, per officer, plus a vehicle fee as adopted by the Police Department.

**Facility Use Fees and Deposits:** Rental of Community Park, Community Building, Grange, or Ball parks subject to Selectmen’s Policies III.7 and III.8.

**Trash Removal Fees:** A fee of \$275 PER DAY will be charged to remove trash after a special event. The trash removal fee can be avoided if the applicant removes the trash themselves.

**Sanitation Fees:** Any special event held at a Town Park must have portable toilets. Market rates to be determined at the time of application. NO WEEKEND CLEANINGS. The Parks and Properties Department will determine the number of units needed based on expected attendance of an event listed on special event permit.

**Frequently Asked Questions:**

**Q. I’m hosting an event on private property. Do I need a special event permit?**

A. Special Event Notification may be required for events on Non-Residential Private Property. Special Event Permit is not required for events on residential private property; however, other permits may be required (ie: tent, fireworks)

**Q. I want to host an indoor/outdoor multi-vendor event at the Community Center and Park, and I charge vendor or booth fees. Do I need a special event permit?**

A. Maybe, events held in an area, space or structure used outside of its normal function or existing permitted use will require a permit. Does the event manger charge admission or vendor fees? Will

the event attract 250 people? The event may have an impact on town services and parking. Will alcohol be sold or served? Please consult with the Administrative Assistant at the town hall.

**Q. I want to get married at the Angela Robinson Gazebo and I expect to have less than 50 people in attendance. Do I need a Special Event Permit.**

A. No. Please be aware of other ordinances and policies.

## **Other Applicable Henniker Ordinances and Polices:**

### **Ordinance**

- Chapter 7 Alcoholic Beverages
- Chapter 71 Noise
- Chapter 50 Fireworks
- Chapter 56 Hawkers and Peddlers
- Chapter 120 Vehicles and Traffic
- Chapter 133 Zoning

### **Selectmen's Polices**

- III.7 Rental of Community Ctr. Grange Hall and Bandstand/Community Park
- III.8 Rental of Town Athletic Fields
- IV.5 EMT/Ambulance Standbys Policy
- IV.6 Towing Policy

## **Applications and Forms:**

The attached application and forms for Special Events shall be completed and submitted to the Henniker Town Hall for review and approval a minimum of Sixty (60) days prior to the special event.

- Application for Special Event Permit

Other permits, waiver and approvals may be required:

- Assembly Occupancy
- Tent Permit (*Flame Resistant Permit*)
- Electrical
- Building Permit
- Updated Place of Assembly from Fire Department for indoor use
- Raffle
- Hawkers/Peddlers
- Town property rental application
- Fireworks
- Open Containers