



Town of Henniker
18 Depot Hill Road
Henniker, NH 03242
Phone (603) 428-3221 / Fax (603) 428-4366
www.henniker.org

NOTIFICATION OF SPECIAL EVENT

This form is for informational purposes only for events that are on Private Property:

ACTIVITY & TITLE OF EVENT: _____

EVENT DATE & HOURS: _____

EVENT LOCATION: _____ MAP/LOT: _____

PROPERTY OWNER NON-RESIDENTIAL OR NON-PROFIT ORGANIZATION

OWNER NAME:

ADDRESS:

PHONE:

EMAIL ADDRESS:

SECONDARY CONTACT:

PHONE:

ADDRESS:

EMAIL ADDRESS:

SPECIAL EVENT CONTACT INFORMATION

SPONSOR:

PHONE:

ORGANIZERS/CONTACT NAME:

PHONE:

ADDRESS:

EMAIL ADDRESS:

ON SITE ORGANIZER

PHONE:

ADDRESS:

EMAIL ADDRESS:

EVENT INFO

DESCRIPTION OF EVENT:

- Drawing / Map:** If this is a walk, race or any event that will take place in multiple areas, please include a DRAWING that shows: *parking, start/end locations, and the exact route, including areas to be kept open for emergency vehicles.*
- Site Plan and Floor Plan**

MINIMUM ESTIMATED ATTENDANCE:	MAXIMUM ESTIMATE ATTENDANCE:
Should attendance exceed the maximum listed above, what plan will be followed?	
SET UP TIME:	CLEAN UP TIME:
Describe provisions for cleanup of premises and removal of rubbish:	

DESCRIPTION OF PROVISIONS		
WATER SUPPLY FROM:		
FOOD WILL BE SERVED FROM AND/OR BY:		
BEVERAGES WILL BE SERVED FROM AND/OR BY: _____		
TYPE OF ALCOHOLIC BEVERAGES TO BE SERVED: _____		
NO. OF SANITATION UNITS (toilets):	MALE:	FEMALE:
ILLUMINATION AFTER DARK WILL BE PROVIDED BY:		
MEDICAL AND FIRST AID AVAILABLE FROM OR BY:		
TRAFFIC CONTROL PROVIDED BY:		NO. OF OFFICERS:
PARKING FOR _____ NUMBER OF CARS IS PLANNED.		
<input type="checkbox"/> Attach plan of exact parking location and exact route to be kept open for emergency vehicles. <input type="checkbox"/> Not applicable. Explain: _____		

IS THIS EVENT...	<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	IF YES:
• ... using a tent (200 sq ft for temp membrane structure and canopies 400 sq ft)			<i>Please submit a <u>TENT INSTALL APPLICATION</u></i>
• ... planning to have vendors, hawkers, or peddlers*?			<i>Please have each vender/hawker/peddler submit an <u>APPLICATION FOR A HAWKER, PEDDLER OR ITINERANT VENDOR LICENSE</u></i>
• ... conducting a raffle?			<i>Please submit a <u>RAFFLE PERMIT APPLICATION</u></i>
• ... requesting a Police or Fire/EMS detail?			<i>You will be contacted by the Public Safety Official</i>

**EXCLUDING: Any person selling the product of his own labor or the labor of his family or the product of his own farm or the one he tills. Farmers markets if permission of location is authorized by the owner of the land or building.*

DO NOT WRITE BELOW THIS SPACE – INTERNAL-USE ONLY

DEPARTMENT ACKNOWLEDGMENT Please attach any comments or special requirements to the application.

Fire Chief: _____ Date: _____

Health Officer: _____ Date: _____

Code Enforcement Officer: _____ Date: _____

Highway Superintendent: _____ Date: _____

Water Superintendent: _____ Date: _____

Wastewater Superintendent: _____ Date: _____

Rescue Squad Chief: _____ Date: _____

Police Chief: _____ Date: _____

Town Administrator: _____ Date: _____