



Town of Holderness
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**TOWN OF HOLDERNESS
SPECIAL EVENT APPLICATION**

(See Article 400.21 - Holderness Zoning Ordinance. Applicant may submit additional supplemental information within a letter of application.

NAME OF SPECIAL EVENT: _____

DATE (S) OF SPECIAL EVENT: _____

TIME (S) OF SPECIAL EVENT: _____

ACTUAL LOCATION OF SPECIAL EVENT:

(If event participants are expected to exceed 500, please attach a plan showing the location of all events and location of arrangements for all parking, toilet facilities, etc. - see below).

OWNER OF PROPERTY:

(If applicant is not the owner of the property, attach written permission from owner).

TAX MAP NUMBER: _____ LOT: _____

NAME (S) OF APPLICANT: _____

ADDRESS: _____ TELEPHONE: _____

SUBMIT A LIST (NAME, ADDRESS, & TAX MAP AND LOT NUMBER) OF ALL ABUTTERS TO THE PROPERTY FOR NOTIFICATION PURPOSES

COMPLETELY DESCRIBE THE PROPOSED SPECIAL EVENT:

NUMBER OF PARTICIPANTS INVITED: _____

NUMBER OF PARTICIPANTS EXPECTED: _____

DESCRIBE ARRANGEMENTS FOR SUCH ITEMS AS (use separate sheet if necessary):

STATUS OF OTHER STATE OR TOWN PERMITS OBTAINED:

PARKING: _____

POLICE: _____

FIRE: _____

HIGHWAY DEPARTMENT: _____

OTHER AGENCIES (COUNTY, STATE, COLLEGE, PRIVATE): _____

HEALTH OFFICER: _____

RESTROOM FACILITIES: _____

NOISE CONTROL: _____

OTHER CONTROL ARRANGEMENTS: _____

ALL LIABILITY FOR THIS EVENT IS ASSUMED AND ACCEPTED BY THE
APPLICANT

APPLICANT(S) SIGNATURE: _____

PRINT NAME (S): _____

TITLE/POSITION: _____

NAME OF SPECIAL EVENT: _____

Date Application Received: _____
Fee Paid: _____
Date Received: _____
Date of Informational Hearing: _____
Prepayment of Town Services Required? _____ Amount: _____
Other Permits required by; State, County, Town, Other: _____

Town Use Fee: \$ 25.00 PLUS ACTUAL TOWN COSTS

Holderness Police Department Review

Comments: _____

Reviewed by _____ Date _____

Holderness Fire/Compliance Department Review

Comments: _____

Reviewed by _____ Date _____

THIS SPECIAL EVENT PERMIT IS APPROVED THIS _____ DAY OF _____

FOR: DATE(S) _____ TIME(S) _____

By the Holderness Board of Selectmen:

Revised 2-13-06

400.21: SPECIAL EVENTS PERMIT (3/01 & 3/13):

400.21.1: For the purpose of regulating special events, the Selectmen may issue a permit to hold the event in any area of town and no further land use approval shall be necessary provided such an event occurs no more than one time per year and provided:

400.21.1.1: The Selectmen provide an opportunity to receive public input regarding the event.

400.21.1.2: The Selectmen shall consider the effect that this event may have on the abutters and residents in the area and affected neighboring communities and address issues including, but not limited to, parking, noise, lighting, and traffic on town roads.

400.21.1.3: The event may not last more than four days.

400.21.1.4: The Selectmen shall request, and take into consideration, input from the Fire & Police Department and the Health Officer.

400.21.1.5: The Selectmen may place any conditions that they deem necessary in the permit. Conditions are not limited to: requiring other permits, hours or days of operation, parking, access, fencing, shelter, availability of water, toilet facilities, noise, police fire and highway departments services.

400.21.1.6: The size of the event must be stipulated in the permit (the size shall include the area to be occupied as well as the numbers of people allowed).

400.21.1.7: The Selectmen shall establish a fee for the permit (this fee is for administrative purposes only and shall cover such things as notification, secretarial, and administrative costs).

400.21.1.8: The Selectmen may require a bond or any other form of security that they feel is warranted for the event.

400.21.1.9: The Selectmen may require a prepayment for anticipated town services.

400.21.1.10: The property owner(s) shall provide the Selectmen with written notification that they are allowing the use of their property for this event.

400.21.1.11: The Selectmen shall determine whom the permit shall be issued to.

400.21.1.12: The application shall be made by the property owner, or an authorized agent.

400.21.2: A Special Events Permit is in lieu of any other permit or approval normally required by this Town, including site plan review. It may be granted for uses and or activities not permitted in the Zoning Ordinance and shall be considered temporary in nature with no expectation of becoming permanent. A second occurrence shall require site plan review.

400.21.3: The Selectmen shall provide an application form for a Special Events permit.

400.21.4: Private residential parties and events, such as, but not limited to, graduation & wedding parties are excluded from this Section provided that all of the following conditions are met:

(1) The Party or Event shall be for no more than two days; (2) Off-street parking is available for all vehicles; (3) The Party or Event will not start before 8:00 A.M. and end prior to 10:00 P.M.; and (4) the Police and Fire Departments are notified of the date and time of the Party or Event.

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