



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

ISSUANCE OF SPECIAL EVENT PERMITS

1. For the purpose of regulating special events that may occur occasionally the Selectmen may issue a permit to hold an event in any area of town provided:
 - a. That the Selectmen provide an opportunity to receive public input regarding the event,
 - b. The Selectmen shall consider the effect that this event may have on the abutters and those residents in the area,
 - c. The event may not last more than ten days,
 - d. The Selectmen shall request, and take into consideration, input from the Fire & Police Departments, the Health Officer, and the Planning Board,
 - e. The Selectmen may place any conditions that they deem necessary in the permit (conditions can be, but not limited to: requiring other permits, hours or days of operation, parking, access, fencing, shelter, availability of water, toilet facilities, noise or police, fire and highway department services)
 - f. The size of the event must be stipulated in the permit (the size shall include the area to be occupied as well as the number of people allowed)
 - g. 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)
 - h. The Selectmen may require a bond or any other form of security that they feel is warranted for the event,
 - i. The Selectmen may require a prepayment for anticipated town services,
 - j. The property owner(s) shall provide the Selectmen with written notification that they are allowing the use of their property for this event,
 - k. The Selectmen shall determine whom the permit shall be issued to.
 1. The application shall be made by the property owner, or an authorized agent.
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.
3. The Selectmen shall provide an application form for a Special Events permit.