

# Town of Goffstown

## Application for Event License

*This form must be completed and returned to the Administration Office at Town Hall 30 days prior to event. Administration will circulate this form to other Departments.*

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Tel. # \_\_\_\_\_  
*Street Town State Zip*

Type of Event: \_\_\_\_\_  
*(Please specify parade, concert, tournament, etc.)*

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
*(Copy of Noise Ordinance provided for any events occurring before 7:00 AM or after 10:00 PM.)*

Event Location: \_\_\_\_\_

Describe event: \_\_\_\_\_

Owner of location where event will be held \_\_\_\_\_  
*(Attach written permission if applicant is not the owner)*

Estimated number of attendees: \_\_\_\_\_

Will tickets be sold?  Yes  No Admission charge: \$ \_\_\_\_\_

Type of electrical power required, if applicable (in place, generators, special services, etc). \_\_\_\_\_  
*(Electrical Permit may be required per National Electrical Code (NEC))*

Will a tent be used?  Yes  No If yes, Fire inspection is required.

Will alcoholic beverages be present?  Yes  No

Will alcoholic beverages be sold?  Yes  No If yes, copy of state license is required.

Will you be using internal security?  Yes  No

Will games of chance be offered?  Yes  No If yes, copy of state license is required.

Will you be conducting any Raffles?  Yes  No If yes, a raffle permit is required.

Will you be using signs for this event?  Yes  No If yes, a temporary sign permit is required.

Will fireworks be displayed?  Yes  No If yes, provide fireworks ordinance.

Will you be using a Bounce House?  Yes  No If yes, and event is open to the public, then the bounce house must be registered each year with a decal number (RSA 321-A).

Type of insurance carried \_\_\_\_\_ Carrier name: \_\_\_\_\_  
*(Please attach certificate of insurance)*

### FEES

A. The fees for obtaining an event permit are as follows:

1. Parades or processions on public streets or public ways – \$25.00
2. Open air meetings, theatricals and concerts shall be:
  - a. Groups less than 500 - \$50.00
  - b. Groups greater than 500 but less than 1,000 - \$100.00
  - c. Groups over 1,000 - \$150.00
3. Circuses, public competitions - \$150.00
4. Carnivals - \$150.00
5. Sideshows (including card tricks, sleight of hand, puppet shows) - \$150.00

B. Event Permit Fees are waived for non-profit organizations.

All Fees must be paid prior to receiving license.

Fee Amount: \_\_\_\_\_

This information is true and complete to the best of my knowledge: \_\_\_\_\_  
Applicant's Signature

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*Please return to Town Hall, Administration Office, for circulation to other Departments.*  
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**Department Heads:** Initial and indicate any Special Conditions recommended.

Police Chief: \_\_\_\_\_  
\_\_\_\_\_

Fire Chief: \_\_\_\_\_  
\_\_\_\_\_

Public Works Dir.: \_\_\_\_\_  
\_\_\_\_\_

Parks & Rec. Dir.: \_\_\_\_\_  
\_\_\_\_\_

Zoning Admin.: \_\_\_\_\_  
\_\_\_\_\_

Health Officer: \_\_\_\_\_  
\_\_\_\_\_

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**Board of Selectmen Authorization**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

SPECIAL CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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