

SOMERSWORTH, NEW HAMPSHIRE

City of Somersworth
One Government Way
Somersworth, NH 03878



City Hall
603.692.4262
www.somersworthnh.gov

EVENT/SIGN PERMIT APPLICATION

INSTRUCTIONS: Please print all information clearly and please note that all required documentation and payment must be submitted together.

Name of Applicant, Business, or Organization: _____

Purpose for Event/Sign: _____

Event/Sign Location(s): _____

Date/Time of event(s): _____ Anticipated # of Attendees (incl. staff): _____

Name and Address of Contact Person: _____

Contact Person's Phone: _____ Email: _____

I understand that this permit is issued by the City's Licensing Board under provisions of RSA 286 and City Ordinance Chapter 14, Licenses and Permits, and I agree to abide by the same. I certify that the above statements are true and correct.

Signature

Date

Chapter 14, Section 14.2 Permits. Persons or organizations shall obtain a permit from the Licensing Board for the following purposes:

1. Solicit funds for charitable purposes.
2. Erect banners or signs related to a special event.
3. Tag days (donation solicitation) days.
4. Conduct parades or processions, festivals or races, walk-a-thons, public demonstration or protest on public property or highway.
5. Conduct a carnival, fair, circus, dance exhibition or demonstration, live music shows, disc jockey, karaoke, or other amplified music event in which the public is invited for pay to attend or attendance is free.
6. The temporary closing of any City street or temporary use of any City property for the purpose of community related or private events. A certificate of insurance in the amount of \$1,000,000, acceptable to the City, that names the City of Somersworth as an additional insured shall be required. The Licensing Board, at its discretion, may require additional conditions at no cost to the City to include, but not limited to, a higher insurance binder amount, police or fire details, or other measures to ensure the public safety.

Chapter 14, Section 14.3 Fees. Each applicant shall pay in advance for such license, for the use of the City as follows:

1. There will be a \$25.00 fee for each license issued, unless otherwise stated in another section, for each day or event, unless specifically waived by the Licensing Board. The \$25.00 fee shall be waived if the applicant is a non-profit organization; the permit is to raise funding for a charitable purpose; or tagging (solicitation) is for a Community based fundraising effort.
2. License fees for carnivals, circuses, traveling tent shows and the like, shall be determined by the Board within the limits of said Chapter 286 RSA.

For office use only Revised 03/2023	
Date Rec'd	
Fee Paid	
Fee Waived	

EVENT PERMIT APPLICATION SUBMISSION CHECKLIST

Section 14.6 Application. A written application for a permit must be submitted 30 (thirty) days prior to the date of the event. The application shall contain the following information:

- _____ Completed and signed application (at least 30 (thirty) days prior to scheduled event)
- _____ Fee paid at time of submission to City Clerk (make checks payable to City of Somersworth)
- _____ Map of event set-up (tables, tents, stages, parking, restrooms, etc.)
- _____ Statement of permission from property owner
- _____ Certificate of Insurance naming the City of Somersworth as additionally insured (if event is to take place on City property)
- _____ Police detail secured if required
- _____ Serving of alcoholic beverages shall require proof of proper State of NH Liquor Licensing permission and a police officer/s detail.
- _____ Approval from Planning Department (if applicable, see Chapter 14, Section 14.7)
- _____ Any event requiring the use of a public way, publicly owned property, or any modification to parking regulations shall require a meeting with a Police Department representative as well as any necessary City staff as designated by the City Manager no later than 14 (fourteen) days prior to the event.

Other information that may be applicable: _____

Additional Information can be found within Chapter 14, Licenses and Permits at:

https://www.somersworthnh.gov/sites/g/files/vyhlf1226/f/uploads/chapter_14_licenses_and_permits_2020-11-16_1.pdf

The City Clerk will contact you with the decision or questions from the Licensing Board.