

# TOWN OF THORNTON SPECIAL EVENT REGULATIONS

Pursuant to NH R.S.A. 286:1 through 5, No theatrical or dramatic representation shall be performed or exhibited, and no parade or procession upon any public street or way, and no open air public meeting upon any ground abutting thereon, shall be permitted, unless special licenses therefore shall be first obtained from the Selectmen of the Town of Thornton.

## **Purpose:**

Licensing serves to prevent confusion caused by overlapping parades or processions, to secure convenient use of the streets by other travelers, to ensure that proper public safety resources are available and to minimize the risk of disorder.

## **Special Event Defined:**

An outdoor group activity including, but not limited to, a performance, meeting, assembly, contest, exhibit, ceremony, or non-routine activity that will take place on a public street or way or on any ground abutting thereon and which will bring together a large number of people and which may require additional planning and preparedness on the part of the Town of Thornton.

## **License Required:**

1. The following outdoor special events shall require a license from the Thornton Board of Selectmen prior to commencement.
  - a. Special events which involve the rent or lease of a site for the event.
  - b. Special events which charge an admission fee.
  - c. Special events which are anticipated to draw 200 or more attendees.
  - d. Special events which have a parade planned in connection with the event.
  - e. Special events which plan to display Class B or above pyrotechnics.
  
2. The following events shall be exempt from this license requirement because the public good generated by these events outweighs the burden on municipal services:
  - a. All Thornton Central School Activities
  - b. All Town of Thornton Sponsored Activities
  - c. All Local Church Services/Activities
  - d. All special events to take place on properties which have obtained site plan approval for the type of special event which is proposed.
  - e. Old Home Day Activities Sponsored by Thornton Historical Society
  - f. Any event sponsored by abutting municipality.
  - g. Any moving event held on a State Highway for which a State permit has been issued.

## **Application Requirements:**

1. In order to obtain a license under NH RSA 286 the applicant must submit a fully completed application, available at the Thornton Board of Selectmen Office and the Town's website, at least 45 days prior to the date for which the license is requested.
2. License applications shall be completed jointly by a representative from the organization sponsoring the event, if any, and the owner of the property.
3. A property owner liability release must accompany the submitted application.
4. An abutters list and mailing labels must be attached to the submitted application. Costs of mailing certified mail return receipt requested notice to abutters must be paid at the time of application. An abutters list and certified mail notification to abutters shall not be required for events that are not stationary to one property, such as a parade, foot race, or bicycle race.
5. Copies of all other required licenses (such as alcohol and food service licenses) shall be attached to the application.
6. There shall be a \$100.00 license application fee for each application.

## **License Standards:**

1. All applications for special event permits shall be reviewed by the Board of Selectmen which shall hold a public hearing with notice to abutters prior to acting on the application. In the case of non-stationary events, publication of the hearing in a local newspaper shall serve as notification to abutters.
2. To grant a special event permit, the Selectmen must determine that the following requirements are met:
  - a. The site is appropriate for the proposed use or structure.
  - b. The proposal is not detrimental, injurious, or offensive to the neighborhood.
  - c. There will not be undue nuisance or serious hazard to pedestrian or vehicular traffic.
  - d. Adequate and appropriate facilities and utilities will be provided to insure the proper operation of the proposed use or structure.
  - e. The site provides sufficient parking.
  - f. Adequate sanitation/toilet facilities and waste removal will be provided.
  - g. All other required licenses (such as alcohol and food service licenses) have been obtained.
  - h. Neither the property owner nor the organization has failed in the past to pay any special detail fees associated with past special events.
3. Prior to acting on an application, the Board of Selectmen shall seek the input of town personnel including but not limited to the police chief, fire chief, and health officer regarding their area of expertise.

4. In considering an application, the Board of Selectmen may consider past special events hosted by the property owner and/or organization and may deny the requested license if there were violations of conditions of approval at those past special events.

5. In granting a special events license, the Board of Selectmen may impose any condition which it deems necessary to ensure the health, safety and welfare of the general public.

### **Conditions Applicable To All Licenses:**

1. No property or organization shall be permitted to host special events in excess of 4 consecutive days or for more than 12 days in a calendar year.

2. Temporary structures such as toilets, ticket booths, vending stations, and performance stages may be permitted if identified in the application and specifically approved by the Board of Selectmen.

3. Following the grant of a special event permit, town officials may inspect the property for which the license had been granted to determine if all of the conditions of the license application have been met and to further ensure that all concerns of public safety and welfare have been met. Failure by the applicant to meet all license conditions shall be grounds for revocation of the license by the Board of Selectmen.

4. Under NH R.S.A. 105:9-a, the Chief of Police shall have the authority to assign police officers to attend any public meeting or function which he / she determines may potentially involve traffic related problems, lead to a public disturbance or public nuisance or endanger public health safety or welfare. The Board of Selectmen may require an advance deposit for such services, which shall be nonrefundable once expenses are incurred by the town in connection with providing police coverage to the event. Failure to pay such fees in a timely manner may result in the denial of future special events permits to the organization and the property owner.

5. Town officials shall be contacted by the applicant at least 24 hours before the start of the event for final pre-event inspections to be completed.

6. All federal, state and local laws shall apply to all special events.


7. Property owners and event sponsors shall defend, indemnify and hold harmless the Town of Thornton against any claims made by any party arising out of or connected in any way to any special event.

Board of Selectmen held Public Hearings on October 20, 2010.  
Special Event Regulation adopted on November 2, 2010.  
Amended Public Hearing by the Board of Selectmen on May18, 2011.

**Thornton Board of Selectmen**

Timothy Tyler, Chairman

  
Alfred Burbank

  
Roy Sabourn

  
David Joyce

Brad R. Benton

Signature Date: May 18, 2011