

**APPENDIX A**  
**PUBLIC SAFETY REGULATIONS FOR SPECIAL EVENTS TEMPORARY VENDING ESTABLISHMENTS**

The following regulations apply to all temporary vending, food service establishments or Places of Assembly that require licensing pursuant to Chapter 161 of the Laconia City Ordinances. In addition to these regulations, the requirements set forth in the *Informational Bulletin 2011-01* from the state Fire Marshal's office must be complied with. Unless noted otherwise, the definitions of terms set forth in Ch. 195 are applicable.

1. All fixed, mobile or temporary concessions, including tents, trucks, trailers, buses or pavilions utilizing deep-fat fryers, grills, griddles or burners of any kind shall be equipped with at least ONE portable fire extinguisher with a minimum rating of 20BC and ONE K-type fire extinguisher with a valid inspection tag dated with in the twelve (12) months.
2. All fixed, mobile, including tents, trucks, trailers-or pavilions utilizing deep-fat fryers, grills, griddles, or burners capable of producing grease laden vapors of any kind shall have a hood system and fire suppression system installed per NFPA-96.

*Exception:* Tents that are open on all sides, not occupied by the public, that house cooking equipment (and outside cooking) are not required to have hoods or extinguishing systems.

Residential cooking equipment used in commercial operations will be considered commercial cooking equipment.

3. All fire extinguishers shall be securely mounted in a conspicuous location near a door or entranceway to the establishment and be available to employees at all times. Additionally, vending sites with five (5) vendors or more shall provide one fire extinguisher for every five (5) vendors.

4. LP GAS - The storage and use of liquefied petroleum gas shall require a permit from the Laconia Fire Department. Permits can be obtained at the Laconia Fire Department. A permit fee will be assessed for each storage tank. All temporary LPG tank installations shall meet the following requirements:

- Each tank shall be a minimum 50-gallon (200-lb.) capacity.
- All LPG tanks and cylinders shall be placed on a firm, level base (not exceeding 5 degrees from vertical).
- The applicant for the permit must identify the quantity of LPG stored on site, its location and use
- LP fuel storage tanks not permanently attached to a vehicle, shall be located a minimum of 10 feet from any ignition source and be protected from damage, tampering or vehicular impact.
- All LP appliance and piping installations shall be completed by a NH licensed gas fitter.
- LP Gas piping shall be installed using approved piping methods and materials as allowed under NFPA 54 and NFPA 58. Approved flexible hose is acceptable. Gas regulators shall be properly secured. COPPER TUBING SHALL NOT BE USED for temporary hookups.
- All tank valves shall be protected from the weather and physical damage by approved hoods or protective caps.
- Each cylinder shall be in good condition, free of physical damage or corrosion.

*Exception:* LPG storage tanks that are permanently installed into an integral unit or trailer shall be permitted if installed per the manufacture's requirements and all applicable codes.

5. Flammable Liquids – NO flammable liquids shall be present in any vendor's site, vending vehicle or building unless specifically approved by the Laconia Fire Department. A permit is required to use or store any flammable liquid at a temporary-vending site. The Fire Prevention Officer will indicate any restrictions on the permit. A fee will be assessed for each permit and can be obtained through the Laconia Fire Department.
6. All doors and/or exitways which may be used as a means of egress by an employee or customer of any vendor site shall be kept clear of all debris, refuse or other obstructions at all times.
7. Facilities utilizing electricity not supplied by a self-contained generator shall comply with NFPA70 [National Electrical Code] Section 305 (Temporary Wiring) and the requirements of the City of Laconia Code Enforcement Director. The property owner shall provide adequate power to each vendor.
8. Excess accumulations of combustible materials, waste or refuse shall be removed from the vendor's area to an approved, vendor accessible disposal facility or container. Trash containers shall be emptied when full. Daily pickups are required as a minimum.
9. All tents and enclosures shall be labeled in accordance with the requirements of the CA State Fire Marshal, NY State, NFPA 701 or other approved agency as FIRE RETARDANT. A certificate verifying compliance shall be provided to the Laconia Fire Department PRIOR to erection of the tent. Plastic tarpaulins are prohibited from use during hours that the vendor sites are open for business.
10. All temporary structures including platforms, decks, stages, stairways and booths shall require a building permit and inspection by the Code Enforcement Office.
11. All temporary tents or structures used for the purpose of a Place of Assembly shall have a minimum of two (2) remote exits, self-illuminating exit signs and sufficient emergency lighting to meet the requirements of NFPA 101, *Life Safety Code*, 2003 Edition and the Laconia Fire Department Fire Prevention Bureau. All Places of Assembly are subject to final approval and periodic inspection during hours of operation.
12. On all Assembly tents there shall be a minimum of 10 feet between tents stakes.
13. There shall be a minimum of 10 feet between adjacent Assembly tents occupied by the public and a 10 feet separation of any Assembly tent to any occupied structure. This is to assure that in the need for evacuation, public does not need to exit from one Assembly tent through another in order to exit.
14. Assembly tents shall be equipped with at least ONE portable fire extinguisher with a minimum rating of 2A:10-BC at every bar and stage/platform.
15. LP Tanks shall be a minimum of 60" from the tent.
16. Fluid Changes – Changing or recycling of oil transmission fluid, coolants, gasoline and other dangerous products is prohibited except at established oil/fluid changing facilities and service stations. The Laconia Fire Department will inspect establishments for compliance with these regulations prior to operation and issue a temporary permit to operate. Additional inspections may be conducted at any time to determine continued compliance.

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**APPENDIX B  
ELECTRICAL SAFETY POLICY FOR SPECIAL EVENTS' TEMPORARY VENDING ESTABLISHMENTS**

The following list is a guideline for items that are typical to the preparation and vendor set-up during the motorcycle week event. Although some of these items may constitute a new or different approach to the customary installation, the intent is to prevent any electrical accidents from taking place during these temporary installations.

- (1) All electrical panels shall have functional doors that properly close.
- (2) All electrical panels shall be labeled and circuits identified.
- (3) All electrical panels shall have blanks (replacement metal cover plates) in spots where a breaker has been removed.
- (4) All exterior weather tight outlet boxes shall have functional covers with gasket, etc. and have the ability snap tight in the closed position.
- (5) All weather tight outlet boxes shall be labeled to correspond with the breaker labeling in panel.
- (6) All extension cords shall be "heavy duty" grade, and, when possible, shall be utilized as a single extension cord from outlet to vendor space, without coupling of extension cords.
- (7) All extension cords that travel across a pedestrian walk way or driveway shall be covered to avoid damage to the wire and casing. Trenching with conduit is also acceptable.
- (8) All electrical panels shall be secured to a plywood backer. The plywood backer shall be secured to posts, wall, etc. to prevent the panel from accidental movement. Thank you for your cooperation.

*Rev. September 10, 2012*

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF REVENUE ADMINISTRATION  
PO BOX 637, CONCORD, NH 03302-0637  
\*\*\*IMPORTANT NOTICE\*\*\*

**TO: ALL VENDORS**

Your business may be subject to New Hampshire Business taxes. You may contact the New Hampshire Department of Revenue Administration at (603) 271-2191 to obtain information. Request forms by calling the forms line at (603) 271-2192, or by going to the Department website at <http://www.revenue.nh.gov>. Ignorance of the law is not an excuse for not filing. Your failure to file a return or to submit requested information to the Department, as required by law, may result in the criminal prosecution of you and/or your company.

There are different filing criteria for each tax. You must determine whether or not you are required to file for each tax independently of your filing requirement of another tax. Please familiarize yourself with the laws referenced below.

**NH BUSINESS PROFITS TAX:**

Pursuant to RSA 77-A, organizations with gross business income from all sources, not just NH sources, in excess of \$50,000, are required to file a NH Business Profits Tax return. The form number will be similar to that you file federally. For example, if your business files a federal corporate form 1120 or 1120S, you would file form NH-1120.

**NH BUSINESS ENTERPRISE TAX:**

The filing requirement for this tax is determined in one of two ways: (1) having gross business receipts everywhere, not just in NH, of greater than \$150,000, or (2) having an enterprise value tax base (EVTB) greater than \$75,000. Pursuant to RSA 77-E:1 IX, the EVTB is sum of compensation paid or accrued, interest paid or accrued and dividends paid.

**NH MEALS AND RENTALS TAX:**

If your business sells meals in NH, defined under RSA 78-A:3 X (a) as food or beverage prepared for human consumption and served by a "restaurant", you must obtain an M&R license from the Department. This can be done by calling the Compliance Division at (603) 271-3701. "Restaurant" is defined under RSA 78-A:3 X (b) and Rev 701.19 as an eating establishment that serves a meal and includes cafés, lunch counters, catering businesses, snack bars, concession stands, and booths at fairs, parks or other locations. You are required to collect the 9% M&R tax and remit it to the State. You can choose to include the tax in the price of your meals, or you can add the 9% to the price. However, you must notify your customers as to which way you are charging them the tax.

**DUE DATES:**

In general, the Business Profits and Business Enterprise Tax returns are due to NH at the same time your federal tax returns are due to the IRS. M&R Tax returns are due the 15<sup>th</sup> day of the calendar month following the collection of tax. Contact the Department or view our website for more specific information.

**CITY OF LACONIA, NEW HAMPSHIRE  
FOOD SERVICE ESTABLISHMENT INSPECTION REPORT**

Date: \_\_\_\_\_ Estab. Name: \_\_\_\_\_ Estab. Location: \_\_\_\_\_

Y N 1. Is all Food and Ice obtained from approved sources?	Y N 8. Is there an effective sanitizing solution which is clean and available at all times to maintain sanitary food contact surfaces and storage of wiping cloths?
Y N 2. Do all potentially hazardous foods meet temperature requirements during all aspects of service? (hot above 140°F and cold below 41°F)	Y N 9. Are plumbing connections protected from cross contamination and back siphonage?
Y N 3. Are all potentially hazardous foods kept cold using <b>mechanical refrigeration</b> containing thermometers?	Y N 10. Does wastewater drain into a sewage system, septic tank, or other suitable structure which can be removed to a remote location for proper disposal?
Y N 4. Are gloves or suitable utensils used to provide a physical barrier from bare hands to READY to EAT FOODS?	Y N 11. Are food service areas properly shielded to protect food from contamination by customers? (sneeze guards)
Y N 5. Are FOOD, ICE, and UTENSILS protected from contamination at all times?	Y N 12. Is all lighting over exposed food shielded to protect food from bulb breakage?
Y N 6. Are suitable hand washing facilities located convenient to food preparation and serving areas complete with <b>hot and cold running water under pressure</b> , liquid soap, and paper towels?	Y N 13. Is there an adequate garbage disposal system in place?
Y N 7. Are suitable ware washing facilities in use (3 compartment sink) to ensure that all food contact surfaces, utensils and containers are properly cleaned and sanitized?	Y N 14. Are Food Handlers clean and dressed in appropriate attire? ( hair restraints, etc.)
COMMENTS:	

Person interviewed: \_\_\_\_\_ Inspected By: \_\_\_\_\_