



SPECIAL EVENT Application

Application # _____
Fees Paid _____

Receipt Stamp

- Event Approved Prior Year
 Revised Event
 New Event

(Please note that ANY change is considered a revision)

A. PROPERTY INFORMATION: If more than 1 lot is used, please list each parcel identification number below:

Street Address _____
 Business Name: _____
 **Property Owner(s): _____
 Mailing Address: _____

 Emergency Contact Person: _____
 Emergency Phone #: _____
 E-Mail: _____
 Non Profit ID #: (501C-3 Required): _____
 Park Approvals, if Required: _____
 Certificate of Liability (if held on city property/street): _____
 Tent Size & Occupancy: _____
 Number of Food Vendors, Space #: _____
 Loudspeaker Hours, if requested, per Section 161-2: _____

Number Acres Total: _____
 Date(s) of Event: _____ Times: _____
 Type of Event: Bike Week Boat Show
 Car Show Carnival/Amusements Concert
 Craft Fair/Flea Market Exhibit Exposition
 Festival Outdoor Market Parade
 Pyrotechnic Display Swap Meet
 Other _____
 #of Vendors: _____ Vending Hours: _____
 Parking: # Spaces & Sq Footage: _____/_____

To Be Filled Out By City:

Zoning District(s): _____
 Current Land Use(s): _____
 Map _____ Street _____ Lot _____

B. PARTIES INVOLVED - Will receive Notices of Action

APPLICANT	AGENT
Address:	Address
Phone	Phone:
Cell Phone:	Cell Phone:
Fax:	Fax:
email:	email:

**** If the applicant does not reside or have a place of business in the City of Laconia, the property owner who does shall be authorized to and agree to accept notices or summonses with respect to violations of law.**

**City of Laconia, New Hampshire
Application for Special Event**

C. PROPOSAL DESCRIPTION - Use the space following to write a brief description of the development proposal and how it will affect the existing use of the property. Please describe any special features on the site. List type of merchandise to be sold by any vendors. If city streets/highways are being used, attach map showing route, along with temporary traffic order.

D. ENTERTAINMENT PROPOSED: List all specific entertainment uses, and if loudspeaker is proposed, as defined by the City Code, Section 161-2, i.e. bands, dancing, games of chance, performance, exhibit, or entertainers. List proposed hours of use for any loudspeakers. These uses must be approved by the Special Events Committee.

E. CHECKLIST (See Attached Sheet):

Use the attached checklist to include all information in your application, and to ensure your application is complete. **The checklist must be completed and returned with the application if applicable.**

F. APPLICATION AUTHORIZATION

I hereby make application to the City of Laconia for the above-referenced property(s) and the development as described. To the best of my knowledge, the information provided herein is accurate and is in accordance with Chapter 195 of the Laconia City Ordinances. The Special Events Committee and/or City employees are authorized entrance to the property(s) for purposes of reviewing this proposal. I understand that I, or my agent, is responsible for appearing for any and all meetings before the Special Events Committee.

Signature of Property Owner: _____ Date _____

Property Owner: Printed Name: _____

Signature of Applicant: _____ Date _____

Applicant: Printed Name: _____

Please submit your completed application to: **Planning Department, 45 Beacon St. East, Laconia, NH 03246**
Tel: 603-527-1264 Fax: 603-524-2167 Email: planning@city.laconia.nh.us

City of Laconia, New Hampshire Application for Special Event

Plan Checklist

Special Events Applications shall submit 1 copy of a plan along with the **applicable** information from the check list.
Motorcycle Week

Applications require 10 copies of the application, site plan, check list, and the appropriate fees.

Site plan must be drawn to scale, using: **1" = 10'**, **1" = 20'**, **1" = 30'**, **1" = 40'**, or **1" = 50'** scale. (If an existing recorded site plan or survey plan of the property exists, it shall be used for submission if the scale **meets** the requirements.

Subdivision plans or scaled tax maps may be used as a base plan provided they **meet** the scale requirements.) **Please indicate if the required information is included; if not, note on the list below when we should expect it.**

Title block with the following information: plan purpose, property address (must include street number, & property owner)

Preparer of plan (if applicable) with date of plan and any revision dates

North arrow

Plan scale, including a bar scale as indicated above

Name & local phone number(s) of person responsible for managing the site **To be submitted on:**

Existing property lines

Existing streets & street names abutting the property

Size, location, & use of existing permanent structures

Size, location, & use of proposed temporary structures, with the structure setbacks shown on the plan

Size, location, & number of proposed vending sites, including those within any structures – all sites must be numbered; all sq footage is to be indicated

Size, location, & use of existing access, driveways & parking areas

Size, width, surface material & location of any proposed temporary access, driveways, & parking areas, including number of parking spaces

ATM's (all locations must be indicated on the plan)

Location & number of existing & proposed trash disposal facilities, along with contracts **To be submitted on:**

Copies of solid waste & sanitary facility maintenance contracts **To be submitted on:**

Location, type & number of existing & proposed restroom facilities

Location & type of existing & proposed water supply

Certificate of Insurance **To be submitted on:**

Method & number of private security guards or police on the property **To be submitted on:**

Location & type of any entertainment areas planned on the site; number of persons to be accommodated

Location, type & number of any portable or permanent fuel supply on site (**MUST** be shown on plan) **To be submitted on:**

Location & type of existing & proposed electrical supply **To be submitted on:**

Size & location of parking areas for visitors & employees

Location & width of any existing or proposed driveways or fire lanes to be used for emergency access