



# Town of Alton

PO Box 659

1 Monument Sq.

Alton NH 03809

## Special Event Application

EVENT NAME: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

\_\_\_\_\_

Organization/Sponsor Name:

\_\_\_\_\_

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Applicant/Contract Name:

\_\_\_\_\_

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date of Actual Event: \_\_\_\_\_ Time of Actual Event: \_\_\_\_\_

Date of Set-Up: \_\_\_\_\_ Time of Set-Up: \_\_\_\_\_

Date of Clean-Up Operations: \_\_\_\_\_ Time of Clean-Up of Operations: \_\_\_\_\_

Specific Location Event: (Please attach site plan and/or map.) \_\_\_\_\_

\_\_\_\_\_

1. List any streets that may be closed, including specific dates and times plus time of re-opening:

STREET	CLOSING DATE	CLOSING TIME	DATE OF RE-OPENING	TIME OF RE-OPENING
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. List projected number of persons attending the event, include basis for projection:

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3. Will any temporary structures be built? Yes†  No†   
If yes, describe in detail and include location:

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4. Will any signs or pennants be hung? Yes‡  No‡   
If yes, describe in detail and include location:

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5. Will there be any entertainment or music: Yes‡  No‡   
If yes, describe performance, times and location:

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6. Will additional utility services be used such as power and water beyond that which is available in the area?

Yes‡  No

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7. Describe in detail specific utilities and location: (Any additional utilities must be provided by the applicant.)

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8. Is a parade planned in connection with the event? Yes‡  No‡   
State details, time and anticipated crowd; attach a map of route:

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9. Are any street peddlers or vendors being planned? Yes  No

Describe in detail:

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10. Are food sales planned? Yes  No

Describe in detail: (Application should also contact the local health department for regulations governing food sales.)

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11. Describe in detail how do you plan to remove refuse and garbage: (Applicant must also complete clean-up supplement for special events.)

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12. Describe in detail how do you plan to provide security:

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13. Describe parking areas and available transportation modes to and from the event:

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14. Will existing bathroom facilities be adequate? Yes  No

Describe plans to augment available sanitary facilities:

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15. Do you plan to sell any beer, wine or alcoholic beverages for public consumption?

Yes  No

**Alcohol beverages are not allowed to be sold or distributed on public property.**

16. Explain the proposed controls for the sale of alcohol beverages where minors may be present:

Yes  No

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17. Do you plan to publicize the event? Yes  No   
If yes, attach publicity plans.  
\_\_\_\_\_  
\_\_\_\_\_

18. Do you plan a fireworks display? Yes  No

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

Time: \_\_\_\_\_

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

Vendor: \_\_\_\_\_

A. We further agree to defend, indemnify and hold harmless the Town of Alton, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, court costs, and attorney's fees, including those arising from any third party claim asserted against the Town of Alton, its officers, employees, insurers, or self-insurance pool, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above-described activities, whether or not caused by our act, omission, negligence, or other fault, or by the act, omission, negligence or other fault of the Town of Alton, its officers, its employees, or by any other cause.

*(Special Events Holder initials here)* \_\_\_\_\_

B. Sponsors of special events must furnish a Certificate of Insurance on a general liability insurance policy, protecting the Town of Alton, its officers, agents, elected officials and appointed officials, and employees from any and all claims which may result from or in connection to the special event. The Town of Alton must be named as an "Additional Insured" on the certificate. Sponsors must produce a copy of the policy with all endorsements. The Selectmen must receive the certificate at least ten (10) days prior to the special event. Limits of insurance are generally \$500,000 to \$2,000,000 for death or bodily injury and property damage, depending on type of event and any recommendations by the Town Insurance Carrier. Limits and types of insurance may change because of the different activities of each special event. Failure to timely produce a valid certificate of insurance naming the Member as an additional insured could result in cancellation of the special event.

*(Special Events Holder initials here)* \_\_\_\_\_

Approval of this application will reserve for the applicant the requested event date/place providing all Requirements outlined in this policy are met. If the special event request is approved, the sponsor shall assume full responsibility for compliance with all conditions, fees, and charges and further agrees to pay any cost associated with damage to Town property, lost barricades/signs, clean-up by Town crews, or any other additional Town expenses caused by this event, over and above the security deposit.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

RETURN COMPLETED APPLICATION TO: **ALTON BOARD OF SELECTMEN**

Approved

Denied

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date