

This application should be submitted **thirty (30) days** prior to the proposed event to allow for processing



Permit #: \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Make checks payable to  
**CITY OF CONCORD**

## Event Application

| Applicant Information |                                      |                         |                 |
|-----------------------|--------------------------------------|-------------------------|-----------------|
| Event Organizer:      | _____                                | Date: _____             |                 |
|                       | <i>First</i> <i>Last</i> <i>M.I.</i> |                         |                 |
| Address:              | _____                                |                         |                 |
|                       | <i>Street Address</i>                | <i>Apartment/Unit #</i> |                 |
|                       | _____                                | _____                   | _____           |
|                       | <i>City</i>                          | <i>State</i>            | <i>ZIP Code</i> |
| Phone:                | _____                                | Email                   | _____           |
| Start Date:           | _____                                | End Date:               | _____           |
| Start Time:           | _____                                | End Time:               | _____           |
| Name of Event:        | _____                                |                         |                 |
| Rain Date(s):         | _____                                |                         |                 |

### Documents

|                                                                    |                              |                             |                                                    |                              |                             |
|--------------------------------------------------------------------|------------------------------|-----------------------------|----------------------------------------------------|------------------------------|-----------------------------|
| Will this event take place on the City Plaza (in front of "Arch")? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Certificate of Insurance Attached?                 | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Will electricity be needed at the City Plaza?                      | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Requesting Street Closure for this Event:          | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| If Yes, list times:                                                |                              |                             | Will this event take place at Bicentennial Square: | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| _____ AM/PM to _____ AM/PM                                         |                              |                             | Will this event take place at Eagle Square:        | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

IF YES, ADDITIONAL RENTAL AGREEMENT REQUIRED

Is this a Non-Profit Organization? YES  NO                       If Yes, List #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### Type of Event

*If Parade, See Section on Page 2 for Additional Information*

|                                        |                                       |
|----------------------------------------|---------------------------------------|
| Entertainment <input type="checkbox"/> | Event: <input type="checkbox"/>       |
| Demonstration <input type="checkbox"/> | Picket <input type="checkbox"/>       |
| March <input type="checkbox"/>         | Road Race <input type="checkbox"/>    |
| Triathlon <input type="checkbox"/>     | Bike-A-Thon: <input type="checkbox"/> |
| Parade <input type="checkbox"/>        |                                       |
| Location/Route                         | _____                                 |

SEE SECOND PAGE

**Additional Event Information**

Event Sponsor: \_\_\_\_\_

Expected # Participants: \_\_\_\_\_

Expected # Spectators: \_\_\_\_\_

D.J/Live Music: \_\_\_\_\_

Tents, Guest Speakers, ETC.: \_\_\_\_\_

Food Vendors Licensed in Concord: YES  NO  If NO, include separate Food Vendor Application for each vendor

Tents larger than 400 sq ft require a permit from the Fire Dept. YES  NO

**Parade**

Theme/Type: \_\_\_\_\_

Expected # Units: \_\_\_\_\_

Location/Route (attach a map) \_\_\_\_\_

**Additional Event Requirements**

If the event is on City Property, it is the responsibility of the applicant to clean up the area used immediately after the event, unless prior arrangements have been made with the City. There will be a fee charged for failure to comply.

A Letter for Street Closure must be submitted to the **Health & Licensing Office** and addressed to the **City Manager** along with this application. Approval for Street Closure from the City Manager must be received **prior** to a permit being issued.

Attach a map or drawing of the layout of your event.

Banners are **NOT** permitted on the Arch.

**NO** Port-A-Potties are permitted on the City Plaza

Return this form to:  
City of Concord  
Code Administration  
Health Services  
37 Green Street  
Concord, NH 03301  
603-225-8580

**Police Department Use Only**

# Officers Requ. \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Restrictions \_\_\_\_\_

Approved: \_\_\_\_\_

**Disclaimer and Signature**

*THIS PERMIT MAY BE REVOKED FOR JUST CAUSE ACCORDING TO THE CITY OF CONCORD CODE OF ORDINANCES, CHAPTER 15, ARTICLES 15-10-3 & 15-10-15 a-d, WHICH INCLUDES NOISE OF A REASONABLE LEVEL. THE GRANTING OF A PERMIT BY THE CITY OF CONCORD TO USE THIS AREA FOR PUBLIC DEMONSTRATION OR DISPLAY PURPOSES INDICATES NEITHER ENDORSEMENT NOR SUPPORT BY THE MUNICIPALITY OF THE VIEWS OR BELIEFS OF THE LICENSEES.*

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

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

Health & Licensing Officer