CITY OF CONCORD

NEW HAMPSHIRE

Community Development Department

Code Administration Division

City Hall Annex • 37 Green Street • Concord, NH 03301 • tel. 603/225-8580 • fax 603/225-8586

A PERSON SHALL NOT WITH OR WITHOUT PAY

1. Perform any type of entertainment or exhibition whether or not a fee is charged for the entertainment or exhibition.
2. Hold or engage in any parade or procession or demonstration or protest march, upon any public street, way, or property.
3. Hold or take part in any open air public meeting upon any public street, way, or property;
   Unless a license or permit therefore in writing specifying the time, place, and object for which said license is granted, shall first be obtained from the Licensing Officer. Applications for licenses under this section shall be provided by the Licensing Officer.
   Every person licensed under the provisions of this article shall pay for such license for the use of the city, a fee as listed in Schedule 1 of Chapter 1. The fees are payable at the Code Administration Office at the time the application is filed.

REQUIREMENTS, RULES, AND RESPONSIBILITIES FOR EVENTS
CONCORD & PENACOOK

ALL EVENT APPLICATIONS MUST BE SUBMITTED WITHIN A REASONABLE TIME TO ALLOW FOR PROCESSING

1. If requesting street closure for the event, a letter for street closure must be submitted to the City Clerk and a copy to the Health and Licensing office, along with the application. Approval for street closure from the City Council must be received before the permit is issued. If council approval is needed, please allow at least 30 days for processing.

2. An insurance policy may be required for the event. If so, the policy must include that the **City of Concord will be a primary non-contributory additional insured.** (See attached for insurance requirements)

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

4. It is the event organizers responsibility to notify businesses, churches, schools or other entities that might be impacted by the event. **Confirmation in writing of notification** must be sent to this office before approval of event.

5. Full details of the event must be listed on the application or on an additional page. Such as: Food vendors, amplified sound, guest speakers, musicians, live music, D.J, tents, fire pits/bowls, any type of equipment etc. Note: tents larger than 200 Sq. feet and Canopies larger than 400 Sq. feet need a permit from the Fire Permit. (225-8651)

6. For all major events, a meeting will be held with all the City Departments that would be involved, i.e. Police, Fire, General Services, etc. and the organizers of the event to go over any questions and to set up parameters for the event.

7. Maps detailing the exact routes of the event for road races, walk-a thons, bike races, marches, demonstrations, parades or similar must be submitted to this office along with the application.

8. If the event is to be held in any city park, including Bicentennial Square or Eagle Square, a separate permit from Parks and Recreation is required at an additional fee. 603-225-8690.

9. If the event is to be held on the State House Grounds and the State House Plaza a permit must be obtained from the State of New Hampshire Administrative Services 603-271-3148. If an overflow crowd is expected to also be on the City Plaza, an additional permit must be obtained from the City of Concord to use the City Plaza (in front of the arch).

10. A permit is required for all events planned for the City Plaza, all the same rules and regulations apply. Please note, banners are not allowed to be attached to either side of the Arch.

11. The use of City electricity will only be allowed for events using the City Plaza.

12. Portable toilets are required for all major events. The number of toilets will be determined by the amount of participants and the duration of the event.

13. Block parties, weddings, graduations, or any events on private property will require a permit **only** if a street closure is requested. Alcohol consumption is not allowed on city property. Same rules apply as other events that include street closure. Notice must be given to the surrounding neighbors about the event, **with confirmation in writing** that this has been done prior to approval.

14. Please make note. A Police Detail and/or a Fire Detail may/will be required for certain events. Details to be determined by the Concord Police Department and the Concord Fire Department. A fee will be charged for the services.

15. The sale, serving, use, or consumption of alcohol on city property is strictly prohibited. However, there is one exception that is with Non-Profit Organizations wanting to raise money as part of their Charitable Solicitation. The Non-profit event organizers will need to fill out a special 4-page application (Approved by the City Manager and the City Council) provided by the Health and Licensing office in order to be able to serve/sell alcohol in a "beer tent" or similar, outside. Permission must also be obtained from the State of NH Liquor Commission on forms provided by them.

6/7/16