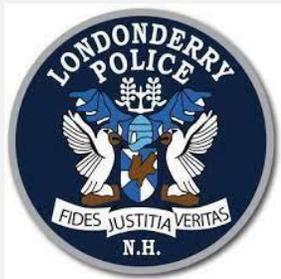




TOWN OF LONDONDERRY

events@londonderrynh.org

**Special Events & Town
Facility/Property Rental
Application**



**Thank you for choosing
Londonderry for your
upcoming event.**



SPECIAL EVENTS & TOWN FACILITY/PROPERTY RENTAL APPLICATION

Welcome to the Town of Londonderry

The Town of Londonderry has become a popular spot for companies, businesses, residents and visitors to hold events and functions. Town officials and staff are committed to working with you, the Applicant, to ensure that the planning, permitting and production of your special event is successful. Our Londonderry Special Events Guide is designed to provide all the information necessary to complete this application.

Please complete and return this application by email, mail, or in person. Feel free to provide any additional information that is specific to your event. Applications may be submitted up to a year in advance, but no later than three months before your event.

NOTE: Incomplete, illegible, and/or unsigned applications will be rejected and returned to the applicant. Return complete application and accompanying materials to:

Att: Town Managers Office
Town of Londonderry
268B Mammoth Rd, Londonderry, NH 03053
Phone: (603) 432-1100
events@londonderrynh.org

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There is **no application fee** associated with the Town of Londonderry Special Events Application. Fees may vary for town property rentals. Please see page 6 for more details. **All pages must be submitted and approval must be given** by the various departments in order for it to be deemed complete. Once approved, you will be provided a copy.

For addition questions, please contact the Londonderry Town Managers office at (603) 432-1100 x120.

Additional Comments: _____



SPECIAL EVENT APPLICATION

Applicant information

Today's Date: _____ Event Date: _____

Name of Event: _____ Event Locations: _____

Organization Name: _____
_____ For Profit
_____ Non-Profit
_____ N/A

Event Website: _____ Organization Website: _____

Address: _____ City, State, & Zip Code: _____

Event Contact:

Name: _____ Phone: _____ Mobile: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____

Please complete if different from above:

Business (if applicable): _____

Event Information & History

Has this Event previously been permitted by the Town of Londonderry? ___Yes ___No

Is this an Annual Event? ___Yes ___No Do you plan to hold this event next year? ___Yes ___No

If this is a repeat event, do you plan to change the location or adjust route? ___Yes ___No
If yes, please describe these changes in the narrative portion of the application.

Type of Event: ___Revenue Generating ___Non-Revenue Generating

Event is: ___Gated/Ticketed ___Open to the Public ___Private

Estimated Number of Event Staff: _____ Estimated Number of Attendees: _____

Event Purpose: _____

Event Day "On-Site" Contact: _____ Mobile: _____

If your event is open to the public, please check all advertising methods you plan to utilize: ___Print ___TV ___Radio ___Internet ___Signs



SPECIAL EVENT APPLICATION

Classification of Event _____

See "APPENDIX A" _____

Please provide a brief description of your purposed event here:

Select one that most closely matches your event:

Block Party

An organized neighborhood or public gathering on a public right-a-way (street, sidewalk, or alley) on a specified date at a specified time and place between the hours permitted by Code for a non-commercial gathering.

Road Festival/ Road Race

An organized neighborhood or public gathering on a public right-a-way (street, sidewalk, or alley) on a specified date at a specified time and between the hours permitted by Code for commercial gathering.

Organized Competitive Event

Any planned race, walk, or event, whether human powered or otherwise, that involved a contest of skill(s) and/or strength and takes place upon a public right-a-way, park, or both.

Type of Organized Competitive Event: *(choose one below)*

___ Road Race ___ Walk ___ Other

Is this event timed? ___ Yes ___ No

Where will your event's formal start and finish line be located?

Starting Line: _____ Finish Line: _____

Event Set Up Date: _____ Time: _____ a.m. p.m

Event Start Date: _____ Time: _____ a.m. p.m

Event End Date: _____ Time: _____ a.m. p.m.

Procession/Parade/Walk

A public march, run, cortege, walk, cavalcade, autocode, parade of any kind, other gathering of persons that occurs upon a public right-a-way, park or both that is used for vehicular traffic.

Public Assembly

Any public gathering of persons upon a right-a-way, park space, or both that **does not** affect vehicular traffic or require closures.

Town Common (See page 8)

If "Other", please describe: _____

SPECIAL EVENT APPLICATION



Londonderry Fire Prevention Management

Will you plan to have a tent 400 sq. ft. or larger for your event? Yes No

Note: If you have selected "yes", please include the tent vendor information. _____

- **You will need to complete a tent permit at Central Fire Station if your tent is 400 sq. ft. or larger.**

Will fireworks/pyrotechnics be used for this event? Yes No

Note: If you have selected "yes", please contact the Londonderry Fire Department at (603) 432-1124 for further information.



Will your event bring in more than 250 people? Yes No

- If yes, you will need a certified Crowd Control Manager (or police detail). You can obtain your Crowd Control Manager certificate by visiting the New Hampshire Fire Marshalls website and partaking in a brief training class. This 2-hour online course was written by fire safety code experts in accordance with NFPA 101 Life Safety Code, NFPA 1 Fire Code as well as the International Fire Code (IFC).
- If you wish to use a police detail instead, please contact Lt. Jason Teufel at Londonderry Police Department, (603) 432-1118.



If you plan on having a fire....

All outside fires with the exception of charcoal and gas require a permit in the State of New Hampshire.

Londonderry Police Department

Depending on the event, you may need Londonderry police officers on duty. The Town of Londonderry will determine if and how many extra duty officers are needed based on a number of planning variables including: the estimate number of attendees (including staff, vendors, and volunteers), the availability of alcoholic beverages, event location, weather conditions, time of day the event is conducted, the need for street closures or rerouting of vehicular or pedestrian traffic, and history of the particular event.

Please be sure to be as detailed as possible in all sections of this application as the data will be used to determine the appropriate number of officers necessary to an event. Failure to contact the Londonderry Police Department and determine your policing needs well in advance of your event may result in cancellation of the event.

Please contact Police Lieutenant Jason Tuefel at (603) 432-1118 or at jtuefel@londonderrynhpd.gov.



SPECIAL EVENT APPLICATION

(DPW) – Waste Management & Recycling

If your event will be taking place at the Londonderry Town Common, there is a trash barrel already available for you to use. If you think you are going to need more than one, please contact Bob Kerry, Environmental Engineer with Londonderry Department of Public Works at (603) 432-1100 x139.

Parking Information

If you have parking questions, please contact the Town Manager's office at (603) 432-1100 x120 for more information and details.

What parking arrangements have you made for the event?

(If you are using alternative parking for the event, a letter of approval from the property owner must be included in the application)

Food/Alcoholic Beverages

Please check all that will apply to your event.

Distribution of food:

Yes No

Distribution of Alcoholic Beverages:

Yes No

Note: Any distribution or sale of alcohol requires approval by the Londonderry Town Manager and the Londonderry Police Department. You will need a State of New Hampshire temporary liquor permit or a liquor license. Please include a copy of your permit or license with you application. Please contact the Londonderry Town Managers office at (603) 432-1100 x120 if you have any questions regarding the sale of food and alcohol.

- **An Assembly Permit is required to obtain a liquor license.**

To obtain your New Hampshire Liquor License or permit, please visit www.nh.gov/liquor/enforcement.

See "APPENDIX A" (page 8)

Please indicate the location of the following applicable items on your planned site map located on page 8:

Alcohol** Remote Parking/Shuttle Commercial Items Fireworks**
 Electric or Generator Tents** Stage/Bandstand Vehicles
 Food Music/Amp/Sound Bonfire**

**** Requires a permit**

OTHER: _____



TOWN COMMON/TOWN FOREST PROCEDURE AND RULES FOR USE

The Londonderry Town Common and Town Forest is a Town-owned space available for residents and others to host events free of charge to everyone. **Non-profit events ONLY.** Permission to use the Town Common/Forest for events is granted by the Town Manager or his/her designee.

If you would like to use the Town Common/Forest to host an event, you must abide by the following rules and regulations applicable to use of the Town Common/Forest:

- 1.) You may reserve use of the Town Common or Forest for an event by contacting Kirby Brown (kbrown@londonderrynh.org).
- 2.) Set-up and clean-up of the Common/Forest is your responsibility. You must leave the property as you found it. There is to be no littering and you must promptly and properly dispose of all garbage. Any later required clean-up or repair of damages to the Common, Forest or the bandstand will be borne by you.
- 3.) If you would like to use the sound and light system on the bandstand, the key to the electrical room can be obtained at the Central Fire Station on Mammoth Road across from the Londonderry High School. The key must be returned to the Fire Station that same day. If not, you will be charged for the emergency locksmith services that are needed to open the room.
- 4.) The Londonderry Fire and Police Departments will be notified about your event; however, there may be associated costs of services by either department if necessary.
- 5.) There is no parking allowed along Mammoth and Pillsbury Roads and it is requested that you contact the Londonderry Lions Club, Londonderry Grange, and the Presbyterian Church for use of their parking facilities.
- 6.) You may not grill or otherwise make use of fire/flames on the property.
- 7.) **The consumption, sale or distribution of alcoholic beverages is prohibited on the property.**
- 8.) There shall be no unlawful acts committed on the property.
- 9.) You shall comply with RSA 286 ("Licensing Shows, Open-Air Meetings, Billiard Tables, and Bowling Alleys"), RSA 179:19 ("Entertainment and Entertainers"), and/or Title IV, Chapter VII of the Londonderry Town Code ("Public Performances"), to the extent applicable.
- 10.) Absolutely **NO** stakes **longer than 12 inches** can be placed in the grass area.
- 11.) **NO** vehicles or large trucks on the grass at any time.
- 12.) There are **NO** bounce houses, balloons confetti, silly string, or any other items that could be viewed as litter permitted on the Town Common.

Please check off the town facility you wish to use/rent.

PLEASE NOTE: There are no other town facilities for rent or use besides the ones listed below.

- Londonderry Town Common/Town Forest (**One this form is completed and approved, you will receive a Town Common Agreement to bring with you on the day of your event.**)
- Londonderry Senior Center (**Please contact the Senior Center at (603) 432-8554 to book. There is a rental fee**)
- Londonderry LAFA and Recreational Fields (**Please contact the Recreation Department at (603) 437-2675**)

SPECIAL EVENT APPLICATION



Insurance Requirements with the Town of Londonderry

In the Town of Londonderry, depending on the kind of event, you are required to have liability insurance that covers your event from the beginning of set up through the event and completion of the breakdown and removal of all equipment. You must include the Certificate of Liability Insurance document when you submit the application. This must be done twenty (20) days prior to your event date. Failure to provide acceptable insurance within the twenty (20) day time frame may result in cancellation of your event.

Hold Harmless & Acknowledgement

The Applicant shall, to the fullest extent permitted by law, indemnify, defend and hold harmless the Town of Londonderry and all Town officials and employees from and against all claims arising from or related to the Applicant's use of the public right-of-way, Town owned land, Town Common, Town owned building, or other Town owned property. "Claim" means any financial loss, claim, suit, action, damage, or expense, included but not limited to attorney's fees and defense costs, related to bodily injury, sickness, disease or death, or injury to or destruction of property including loss of use arising from or related to the Applicant's use of the public right-of-way, Town owned land, Town Common, Town owned building, or other Town owned property. The Applicant's obligation to indemnify, defend, and hold harmless includes any claim by a third party or the Applicant's agents, participants, employees, representatives or any subcontractor or its employees.

By signing this application, the Applicant states that she or he understands the information set forth in this application, that all representations in the application are true to the best of her/his knowledge, and that she/he agrees to comply with the Town of Londonderry's Ordinances and any other requirements provided by law should the Town approve the application.

Applicant Printed Name _____ Date _____

Applicant Authorized Signature _____ Date _____

Final Approval (*For Office Use Only*)

Town Manager Approval _____ Date _____

Police Chief Approval _____ Date _____

Fire Chief Approval _____ Date _____

DPW Director Approval _____



APPENDIX A

EVENT NAME: _____

Note: Please include all items referenced on page 5 of this application.

PLEASE USE ONE OF THE FOLLOWING SITES TO MAP OUT YOUR EVENT:

- 1.) Mapmyrun.com
- 2.) Oneplanevents.com
- 3.) Londonderryh.org (GIS Map)

Once your event has been mapped out and all of the applicable items have been placed and labeled, please provide a copy of your map to the Town Manager's Office, Police Department, and the Fire Department.

DO NOT USE THIS SPACE



SPECIAL EVENT APPLICATION

Insurance Requirements with the Town of Londonderry

The Town of Londonderry has various Ordinances pertaining to noise, fireworks, police detail and events. Please see the below list. These Ordinances can be found by going on the Town website at londonderrynh.org and clicking on the "Town Documents" tab on the right. There you can view each Ordinance. If you have any questions pertaining to any of the Ordinances, please call the Town Manager's office at (603) 432-1100 x120.

<u>Ordinance Number</u>	<u>Ordinance Name</u>
#2003-08	Amendment to the Municipal Code Relating to the Traffic Safety Ordinance (Parking & Stopping)
#2005-05	Amendment to the Zoning Ordinance Relative to Regulation of Signs
#2006-12	Prohibition of Smoking on Town Property
#2014-05	Amendment to the Municipal Code Title I, Chapter XXI, Sale, Possession & Display of Fireworks
#2015-09	Ordinance Relative to the Use of Police Detail
#2016-03	Amendment to the Municipal Code, title IV, Chapter XIV, Noise Regulations

Contact List

<u>Department</u>	<u>Contact Name</u>	<u>Contact Number</u>
Parks & Recreation For questions regarding recreation fields	Art Psaledas	(603) 437-2675
Building, Health & Zoning For questions regarding permits & zoning questions	Libby Canuel	(603) 432-1100 x115
Public Works For questions regarding parking and recycle/trash	Donna Limoli	(603) 432-1100 x139
Police Department For questions regarding Police detail	Lt. Jason Teufel	(603) 432-1118 (Non-emergency dispatch)
Town Manager's Office All other questions regarding events	Kirby Brown	(603) 432-1100 x120
Fire Department Tent, fire, etc. permitting questions	Brian Johnson	(603) 432-1100 x316

Londonderry Town Common

If you are looking to reserve the Londonderry Town Common & bandstand, please contact the Town Manager's office. This requires a Town Common Agreement which must be approved by the Londonderry Town Manager. If the key is needed to the electrical room, it can be obtained at the Central Fire Station at 280 Mammoth Road across from the Londonderry High School. The key must be returned to the Fire Station that same day. If not, you will be charged for the emergency locksmith services that are needed to open the room. The Town Common is a popular place for everyone in Town so your cooperation in the return of the key is vital.

Please be aware that set-up and clean-up of the common will be your responsibility. Also, please take note that there is no parking allowed along Mammoth and Pillsbury Roads and it is requested that you contact the Londonderry Lions Club, Londonderry Grange, Town Common field, and the Methodist Church for use of their parking facilities.