



SELECT BOARD PERMIT APPLICATION

Type of Permit

___ Use of Town Property ___ Town Hall Meeting Room ___ Solicitation of Funds
___ Great Island Common ___ Tent/Temporary Structure ___ Hawkers & Peddlers (state permit)
___ Parade ___ Special Event and/or Sign ___ Other: _____

This permit is issued to the person, firm or corporation listed below for the above purpose and shall be valid for said person, firm or corporation ONLY during the period indicated. Please verify availability. **NON-TRANSFERRABLE**

DEPARTMENT CONTACT: Refer to the chart on reverse in order to contact Departments that require notification and obtain signature BEFORE submitting this application to the Town Administrator.

APPLICANT'S NAME: _____ SIGNATURE: _____

ADDRESS: _____

TOWN/STATE/ZIP: _____ PHONE: _____ (HOME/WORK/CELL)

FIRM/AGENCY/GROUP: _____

TYPE OF EVENT: _____ EXPECTED ATTENDANCE: _____

DATES: _____ TIMES: from _____ to _____

VEHICLE MAKE, MODEL & COLOR _____ LICENSE PLATE # _____

REASON(S) FOR \$\$ COLLECTED (if applicable): _____

LOCATION(S) OF SIGNS _____
(if applicable) *Signs to be removed following permitted events.*

OTHER NOTATIONS: _____

Indemnification for use of Town Facilities and Property

Applicant agrees to defend and indemnify the Town from any and all liability, loss or damage including but not limited to bodily injury, illness, death or property damage. Town becomes legally obligated to pay as a result of claims, demands, costs or judgments against Town arising out of use of Town facilities caused by arising out of negligence, fault, breach of use permit or strict liability of the applicant, the Town or third parties whether such negligence, fault, breach of use permit or strict liability is sole, joint or several.

Liability Insurance Required: \$500,000/1,000,000 occurrence/annual aggregate limit: Copy of this Certificate of Insurance is to be provided prior to activity date with Town of New Castle, NH, named as "additional insured."

SELECT BOARD NOTATIONS: _____

Authorized Signature of the Selectboard

Approval Date

Building Inspector and Fire Chief Signature (Tent/Temp Structure)

Approval Date



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Tent-Based Event Evacuation / Termination

A tent is not intended to be used as a shelter from severe weather. Serious bodily injury or death can result from failure to recognize and respond to conditions that threaten a tent and its occupants.

Severe weather including storm systems, lightning, moderate to severe wind, heavy rains, snow, or any condition that raises any doubt as to the structural integrity of the tent, or the safety of its occupants, are immediate signs that evacuation is necessary, and the event may be required to terminate.

Despite stated design, installation and construction documentation, situations may arise when termination of a tent-based event may be ordered by the authority having jurisdiction to ensure the safety of patrons, guests and vendors.

Authorization to proceed with, suspend or terminate an event due to weather or other safety concerns will be ordered by the Fire Chief/ Emergency Management Director, the Chief of Police, or their designee pursuant to NH RSA 153:5, 154:2, 154:21-a, 105:9 III- (c)

Factors impacting decision making include but may not be limited to:

- Extended forecast
- Lightning within 6 miles of the event
- Winds over 30 miles per hour
- Tidal storm surge expected to be above wave and erosion control breakwater
- Significant rainfall preceding event/ expected leading to unstable soils/ pooling around support structures
- Anticipated snow accumulation exceeding manufacturers listed recommendation

By affixing my signature to the application associated with the event request, I affirm my adherence to, and compliance with, all orders to terminate and/or evacuate the event ordered by the aforementioned parties.

Initial Here _____

Provisions for the emergent sheltering of all persons should be made in advance and conveyed in accordance with the event emergency action plan. A guidance document for developing an emergency evacuation plan is available from the Office of the Fire Chief upon request.



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Checklist for use of town property, lands, conservation lands, government buildings, etc.
All facilities are to remain in the condition in which they were found.

On-Site Contact Person for Event(s): _____ Contact # _____

Y	N	N/A	
			603-766-3613 Public Works Department
			<ul style="list-style-type: none">• Attach Written Schedule of Event(s)• Rental Use of Pavilion(s) at Great Island Common• Trash Removal/Cleanup/Banner(s)• Great Island Common Admission Fees• Other/Notes: _____

			Signature Acknowledging Contact: _____
			603-431-6710 Building Inspector/Code Enforcement Officer
			<ul style="list-style-type: none">• Electrical/Lighting Issues• Signage (building permit)• Life Safety Issues• Tent/Temporary Structure building permit required (Section 3103.1.2)• Other/Notes: _____

			Signature Acknowledging Contact: _____
			603-436-3800 Police Department
			<ul style="list-style-type: none">• Parking/No Parking areas• Traffic Control (visibility, flaggers, cones, barricades)• Detail Officer or Cruiser Required (75+ attendance)• Noise (after _____ p.m.)• State Road Permits Required• Other/Notes: _____

			Signature Acknowledging Contact: _____
			603-436-1132 Fire Department
			<ul style="list-style-type: none">• Firefighter EMT Detail Required (75+ attendance)• Tents• LP Tank Use• Other/Notes: _____

			Signature Acknowledging Contact: _____
			603-431-6710 Town Administrator/Selectboard
			<ul style="list-style-type: none">• Waiver of Liability/Certificate of Insurance• Local, State or Federal Needs• Fees• Other/Notes: _____

			Signature Acknowledging Contact: _____



Town of New Castle
NEW CASTLE, NH 03854-0367

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INCLUDE SUMMARY/SCHEDULE OF EVENTS HERE: