



Merrimack Fire Department
Office of the Fire Marshal
Bureau of Fire Prevention
Outdoor Festivals & Special Events Permit Application
OFM-GEN-06-001



APPROVED APPLICATION MUST BE AVAILABLE ON SITE DURING EVENT.

Date Application Submitted: _____ **Fee Paid:** ☐ Yes ☐ No (See Below)

Name of Event: _____

Date of Event: _____ **Expected Attendance:** _____

Time Event Starts: _____ **Time Event Ends:** _____

Event Location: _____

Sponsoring Organization:

Contact Name: _____ **Email Address:** _____

Address: _____ **City/State/Zip:** _____

Phone Number(s): _____

Contact Name: _____ **Email Address:** _____

Address: _____ **City/State/Zip:** _____

Phone Number(s): _____

Professional Organizer:

Contact Name: _____ **Email Address:** _____

Address: _____ **City/State/Zip:** _____

Phone Number(s): _____

SUMMARY OF EVENT

DESCRIPTION OF EVENT

Date/Time

Setup Date _____ Time _____ Day of Week _____
Event Starts Date _____ Time _____ Day of Week _____
Event Ends Date _____ Time _____ Day of Week _____
Dismantle Date _____ Time _____ Day of Week _____

PERMIT INSPECTIONS FOR SPECIAL EVENT

| | |
|--|----------------------------------|
| Carnival, Carnival with Rides, Fair, Festival, Food Preparation | \$100.00 Initial Inspection |
| Outside Event with Greater than 200 people | \$25.00 Initial Inspection |
| Tent(s) 600 square feet and greater (20'x30') or an accumulation of 1000 square feet or greater covered | \$50.00 Initial Inspection each |
| Company Outing with greater than 50 people | \$25.00 includes all Inspections |
| Reinspection (Hazards, Fire Violations, Unsafe Conditions) | \$50.00 each |

Alcohol

Will alcohol be served for free? ☐ YES ☐ NO Will alcohol be sold? ☐ YES ☐ NO

What kind of alcohol will be served? _____

Hours during alcohol will be served: From _____ am/pm To _____ am/pm

Days alcohol will be served (circle all that apply): Sunday Monday Tuesday Wednesday Thursday Friday

OTHER FORM WHICH MAY BE REQUIRED BY LAW

NH State Liquor Commission Affidavit

State of NH Liquor Commission License Application

State of NH Liquor Commission Report of Investigation

Town of Merrimack NH Special Events Form for the sale of alcoholic beverages

Tents, Structures, or Entertainment Devices

1. Are you installing, bring in or constructing any structures, including buildings, climbing structures, etc.? ☐ YES ☐ NO.

If yes, please show structures on a site plan. Also, please describe type, size and number of structures. Plans may be required for review.

2. Are you installing any tents or canopies? ☐ YES ☐ NO

| | |
|------------------------------|-------------------------------|
| 1. Canopy / Tent Size: _____ | 7. Canopy / Tent Size: _____ |
| 2. Canopy / Tent Size: _____ | 8. Canopy / Tent Size: _____ |
| 3. Canopy / Tent Size: _____ | 9. Canopy / Tent Size: _____ |
| 4. Canopy / Tent Size: _____ | 10. Canopy / Tent Size: _____ |
| 5. Canopy / Tent Size: _____ | 11. Canopy / Tent Size: _____ |
| 6. Canopy / Tent Size: _____ | 12. Canopy / Tent Size: _____ |

If yes, please show a drawing of all tents and/or canopies including dimensions on the site plan.

Please provide the following information of the person or company responsible for installing the stage structure, or entertainment device:

Name: _____

Office Phone Number: _____

Cellular Phone Number: _____

Mailing Address: _____

3. Are you installing any stages or platforms of any type? ☐ YES ☐ NO

If yes, please show locations and dimensions on the site plan.

Any stages greater than 30" above grade are required to meet structural, guardrail, stairway and accessibility requirements and the following must also be provided for review:

Please provide the following information of the person or company responsible for installing the stage structure, or entertainment device:

Name: _____

Office Phone Number: _____

Cellular Phone Number: _____

Mailing Address: _____

4. Are you installing any grandstands, bleachers, or folding or telescoping seating? ☐ YES ☐ NO

If yes, please show locations and dimensions on the site plan (Attachment "B").

Any grandstands, bleachers and/or folding or telescoping seating greater than 30" above grade is required to meet structural, accessibility, guardrail and handrail requirements and also submit the following for review:

Please provide the following information of the person or company responsible for installing the, structure, or device:

Name: _____

Office Phone Number: _____

Cellular Phone Number: _____

Mailing Address: _____

5. Do you plan to have any sound amplification? ☐ YES ☐ NO

_____ Music

_____ Other, please describe

If, yes please note the dates and times: _____

Please provide the following information of the person or company responsible for installing the tent, structure, or entertainment device:

Name: _____

Office Phone Number: _____

Cellular Phone Number: _____

Mailing Address: _____

6. Is electrical power required (for sound amplification, lighting, etc)? ☐ YES ☐ NO

If yes, please show items on the site plan and describe how power is to be provided.

Additional review may be required:

_____ Portable generator

_____ PSNH temporary power service

_____ Other, please describe

Please provide the following information of the person or company responsible for installing the electrical power or entertainment device:

NH Lic.Electrician: _____

Office Phone Number: _____

Cellular Phone Number: _____

Mailing Address: _____

7. **Will food be served at this event?** ☐ **Yes** ☐ **No**

Please provide the following if food will be served:

List types of equipment used for food service:

List all foods to be served:

ATTACHMENT "N": NEIGHBOR CONTACT LIST

BLOCK PARTIES

Required from each neighbor on the block affected by the street closure:

[illegible]