

**Town of Greenville**  
**Special Events Licensing Policy**

I. Purpose

The purpose of this policy is to establish guidelines and procedures for the issuance of licenses or permits for large meetings, shows, competitions, events, and functions by the Greenville Board of Selectmen.

The Town has an interest in protecting the public health, safety, and welfare of citizens and visitors. Gatherings must provide for orderly and safe use of public streets, safety preparedness, parking, and sanitary facilities.

II. Legal Authority

NH RSA 284:1 through 286:1 require the issuance of special licenses by the Board of Selectmen for various types of events before such events are permitted in the community.

Further, NH RSA 105:9 authorizes the Chief of Police to require police details at any event that he/she determines could potentially (a) involve traffic-related problems; or (b) lead to a public disturbance or public nuisance; or (c) endanger public health, safety, or welfare.

Further, NH RSA 153 and the NH State Fire Code authorizes the Fire Chief to regulate outdoor events as they pertain to access for emergency vehicles, access to fire equipment; placement of stands, concession booths, etc.; and hazardous conditions.

Finally, NH RSA 128; 143A and 147:1 authorize the Health Inspector to protect public safety regarding sanitation, food, and public health to include appropriate number of facilities and food vendors.

III. Definitions

A "Special Event" is a meeting, show, competition, event, or other function as defined under RSA 286:1, 286:2, or 105:9, held indoors or outdoors, held on public or private property or streets, that can be reasonably expected to cause a public gathering that is not part of the normal course of business at the location. Special events may be licensed for multiple days. Special events shall not include assembly of 50 persons or less, or private family events such as weddings, funerals, graduation parties, etc., on property owned by the family.

A "Community Event" is any event sponsored by the Town through its municipal departments, library, etc., and by the Mascenic School District on school property.

IV. Licensing Requirement

All Special Events within the Town require a license from the Greenville Board of Selectmen prior to the commencement of the event.

Community Events do not require a license.

#### V. Prohibitions

The following events will not be permitted within the Town of Greenville:

1. Sporting or other events which involve any type of animal to animal or animal to human competition.

#### VI. Application & Review Procedure

##### A. Written Submission

All requests for a Special Event license shall be submitted in writing on an application form available from the Town Offices and the Town website. Additional information shall be provided in addition to the application form, as appropriate:

- Site Plan showing site layout, emergency service locations and access, sanitary facilities, food service locations, etc.
- Traffic control & parking plan.
- Other required permits and licenses.
- Proof of insurance.
- Promotional materials.

Requests shall be submitted at least 60 days before the event to provide sufficient time for review and approval. Events with expected attendance over 500 participants shall be submitted at least 90 days prior to the event.

##### B. Staff and Board of Selectmen Review

Upon receipt of applicant, the Town Administrator will distribute application materials and consult with Fire, Police, Health, Code Enforcement, and other officials as appropriate. Requests for additional information, clarification, and feedback will be returned to the applicant within 2 weeks. Meetings between the applicant and all or some local officials may be necessary.

When staff reviews are completed, review and approval of the application will be added to the Board of Selectmen's next available regular business meeting agenda. For events anticipated to exceed 200 persons or to be permitted for multiple consecutive days, the application and related documents will be posted on the Town's website for a public comment period of no less than 7 days prior to the scheduled Selectmen's review and decision.

##### C. Issuance of License

If approved, a license will be issued once fees are paid, proof of insurance is provided, and any conditions imposed have been met. Deposit or pre-payment of detail fees may also be required.

VII. Fees

License fees shall be due prior to issuance of license, per the following schedule:

Estimated Attendance	License Application Deadline	License Fee
51-250	60 days prior	\$50.00
251+	90 days prior	\$100.00

This fee may be waived by the Board of Selectmen at their discretion for certain charitable purposes.

Detailed safety personnel, inspection fees, and/or other requirements are not included in the license fee.

VIII. Change or Revocation of License

Following issuance of a license, the Fire Chief, Police Chief or Town Administrator may approve minor changes in site plans or operational plans prior to or during the event. Events with rain dates included with the application may transfer an issued license to that date.

The license may be revoked at any time if the applicant does not follow the provisions of the permit or if the exceptions and conditions in the permit have not been completed as specified. Revocation of license will result in forfeiture of all deposits and fees. Further, any applicant that breaches the terms and conditions of their permit or any of the exceptions and conditions imposed thereunder shall be subject to a penalty provided under RSA 286:5 as amended.

IX. Compliance

RSA 286:5 requires the Board of Selectmen to prosecute any person in violation with a misdemeanor or felony. RSA 143-A:10 prescribes penalties for violation of food service regulations; RSA 147:9 and 147:22 prescribe penalties for violations of trash and sewerage requirements. RSA 153 prescribes penalties for various violations of the fire code.

X. Adoption

This policy takes effect with its adoption by vote of the Board of Selectmen, May 12, 2021.

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Carla C. Mary/Chairperson

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Douglas A. Reardon/Selectman

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Margaret Bickford/Selectwoman