

Town of Peterborough Special Event Application Form

EVENT NAME:

Purpose of Event:

Organization/Sponsor Name:

Applicant/Contact Name:

Address:

Address:

Phone:

Phone:

Email:

Email:

Date of actual event:

Time of Actual Event:

Date of set-up:

Time of set-up:

Date of clean-up operations:

Time of clean-up operations:

Specific location of event (please attach site plan and/or map):

Will you be utilizing Town parks or facilities? Specify below, and attach completed applications for each:

List any streets that may be closed, including specific dates and times plus time of re-opening:

Street	Closing Date	Closing Time	Date of re-opening	Time of re-opening

List projected numbers of persons attending the event, including basis for projection:

Will any temporary structures be built?

If yes, describe in detail and include location:

will there be any entertainment or music?

If yes, describe performance, times and location:

Will additional utility services be used such as power and water beyond that which is available in the area?

Describe in detail specific utilities and location: (any additional utilities must be provided by the applicant)

Is a parade planned in connection with the event?

State details, time and anticipated crowd; attach a map of the route:

Are any street peddlers or vendors being planned?

Describe in detail:

Are food sales planned?

Describe in detail:

Describe in detail how do you plan to remove refuse and garbage: (applicant must also complete clean-up supplement for special events.)

Describe in detail how do you plan to provide security:

Describe parking areas and available transportation modes to and from the event:

Will existing bathroom facilities be adequate?

Describe plans to augment available sanitary facilities:

Do you plan to sell any beer, wine or alcoholic beverages for public consumption?

List any license presently held, and provide evidence of liquor liability insurance:

List beverage and vendors, plus locations and time of sale:

Beverage	Vendor	Time of sale	Location	License

Explain the proposed controls for the sale of alcohol beverages where minors may be present:

Do you have any plans to publicize the event? If yes, attach publicity plans.

Do you plan a fireworks display?

If yes, specify:

Date:

Time:

Location:

Vendor:

Approval of this application will reserve for the applicant the requested event date/place providing all requirements outlined in this policy are met. If the special event request is approved, the sponsor shall assume full responsibility for compliance with all conditions, fees, and charges and further agrees to pay any cost associated with damage to Town of Peterborough property, lost barricades/signs, cleanup by Town of Peterborough staff, or any other additional Town of Peterborough expense caused by this event, over and above the security deposit.

Applicant signature

Date

Return completed application to:

Reviewed by Special Events Committee on date:

Approved/Denied:

Town Administrator

Date

Police Chief

Date

Fire Chief

Date

Public Works Director

Date

Recreation Director

Date