



# TOWN OF DURHAM

100 Stone Quarry Drive, Durham, NH 03824

TEL: (603) 868-5578

FAX: (603) 868-8063

Email: [publicworks@ci.durham.nh.us](mailto:publicworks@ci.durham.nh.us)

## PERMIT APPLICATION

**TYPE OF PERMIT (Please check one):**

Special Event \_\_\_\_\_

Road Closure Request \_\_\_\_\_

Use of Town Property \_\_\_\_\_

LOCATION WHERE EVENT WILL OCCUR: \_\_\_\_\_

DAY & DATE OF EVENT: \_\_\_\_\_ TIME(S) OF EVENT: \_\_\_\_\_

NAME OF APPLICANT/ORGANIZATION: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

PERSONAL CONTACT FOR THIS EVENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO.: DAY: \_\_\_\_\_ EVENING: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DETAILED DESCRIPTION OF REQUEST (Pertaining to amplified music, location, route of travel. Please attach maps denoting routes and road closures):

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ANTICIPATED NUMBER OF PARTICIPANTS: \_\_\_\_\_

ANTICIPATED NUMBER OF VEHICLES: \_\_\_\_\_

CERTIFICATE OF INSURANCE INFORMATION

As evidence of its financial ability to indemnify the Town of Durham, during the term of this agreement, the applicant shall obtain and pay premiums for Commercial General Liability insurance protecting the parties hereto, their agents, officers, elected officials, representatives, or employees because of bodily injury, property damage, personal injury or products liability incurred by the parties in the performance of the terms of this lease, such policy to provide limits no less than \$1 million per occurrence. A Certificate of Insurance naming the Town of Durham as an Additional Insured shall be provided.

Insurance Carrier: \_\_\_\_\_

Policy Number and Expiration Date: \_\_\_\_\_

The undersigned hereby agrees, at its sole cost and expense, to defend, indemnify and hold harmless the Town of Durham and all associated, affiliated, allied and subsidiary entities of the Town, now existing or hereinafter created, and their respective officers, boards, commissions, employees, agents, and contractors (hereinafter referred to as "indemnities") from and against any and all liability, obligation, damages, penalties, claims, liens, costs, charges, losses and expenses which may be imposed upon, incurred by or asserted against the indemnities by reason of any act or omission of the undersigned, its personnel, employees, agents, contractors or subcontractors which results in damage or injury of any kind to any person or any property and which arises out of or is in any way connected with the activities permitted by this permit.

\_\_\_\_\_  
Printed Name and Signature of Event Coordinator/applicant \_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Signature of Principal/Owner/Authorizing Authority \_\_\_\_\_  
Date

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**FOR OFFICIAL USE ONLY**

Reviewed by DPW   
Comments:

Reviewed by PD   
Comments:

Reviewed by FD  **See attached Fire Department conditions of permit approval**  
Comments:

Reviewed by P&R   
Comments:

Approved:  \_\_\_\_\_ \_\_\_\_\_  
Todd I. Selig, Administrator Date

## **GENERAL USE POLICY FOR TOWN FACILITIES**

When not used for regular purposes, buildings and grounds or portions thereof may be used for adult education, discussion, religious, civic, social, recreation, entertainment purposes, and such other purposes that promote the welfare of the community, including use as registration and polling places for voters.

No person, group, or organization has any vested right to use Town property; but the right to use the property for any lawful purpose is subject to approval by the Town.

Accordingly, the Town Administrator has established detailed regulations pertaining to the public use of facilities.

### **USE OF PUBLIC BUILDINGS AND GROUNDS**

The use of Town buildings, grounds, equipment and facilities will be authorized by the Town Administrator in conformity with the following regulations governing their use.

1. Requests for the use of Town buildings will be made through the appropriate department where the facility is located at least 14 days prior to the date of use.
2. Requests for special event, road closure or use of Town property permits must be completed and received at least four (4) weeks prior to the date of the event, road closure or property use.
3. Applicant is responsible for acquiring the necessary signatures from Town officials. In addition, both the event coordinator and the organization's owner/principal are required to sign the application.
4. If a student organization, appropriate staff advisor must complete the application.
5. Applicant shall be responsible for the cleanup of Town building/grounds prior to leaving the premises.
6. Road closure permits must go before the Town Council for final approval, which meets the first and third Mondays of each month. Applications for use of Town facilities, including large numbers of persons, may also be referred to the Town Council by the Town Administrator for approval.
7. For a use of Town property permit, applicant will post a minimum deposit of \$150.00, which will be refunded to the applicant, less any costs, within five (5) working days of the event. Further, the applicant agrees to pay any and all costs incurred by the Town greater than \$150.00.
8. Facilities may not be used for commercial purposes.
9. The use of Town buildings for government purposes, meetings of pupils, community meetings, local community group entertainment for the community, clubs, alumni associations, parent-teacher associations and other organizations affiliated with the Town have precedence over all others.

10. All activities must be under competent adult supervision approved by the Town Administrator. The group using the facilities will be responsible for any damage to the building or equipment.
11. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Town Administrator.
12. Groups receiving permission are responsible for the observance of Town and state fire and safety regulations at all times.
13. The use of alcoholic beverages, profane language, or gambling in any form is not permitted in municipal buildings or on Town grounds. Smoking within municipal buildings is not permitted.
14. The Town will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.
15. Liability insurance will be required for all outside groups given permission to use facilities or to hold an event. Organizers of any activity not under the direct supervision of an employee of the Town must provide a certificate of insurance endorsed to name the Town as an additional insured.
16. In situations where extended use of Town buildings or facilities is required, rental fees may be set at a contract price as determined by the Town Administrator.
17. The Town Administrator reserves the right to cancel any permission granted.



# Durham Fire Department

51 College Road ■ Durham, New Hampshire 03824-3585

Phone 603-862-1426 ■ Fax 603-862-1513

[fire@ci.durham.nh.us](mailto:fire@ci.durham.nh.us)

*Fire, Rescue and Emergency Medical Services*

## **Durham Fire Department Conditions of Event Permit Approval**

*Revised April 28, 2016*

### Fire and/or Medical Assistance and Event Access:

- If emergency fire or medical assistance is required - activate emergency services by calling 911.
- An event coordinator familiar with the event/site shall be available to meet and lead emergency services to the party or location(s) in need of assistance.
- All fire lanes, roads, and access points to the site are to be maintained at all times. Tents, tables, booths, structures, and any other event set-up component(s) (including lines) cannot block walkways, doorways, fire lanes, and/or roads/access.
- Event coordinators and participants must yield to responding emergency vehicles if the event is using a road, path, or access. (an emergency incident may require the re-routing of a road race course for instance).
- Any plans to provide any on-site medical aid or medical assistance to event participants must be coordinated through the Assistant Fire Chief of the Durham Fire Department, call (603) 862-1426 at least two weeks prior to the event to coordinate.

### Use of Fire, Cooking Appliances, Grills, or Pyrotechnics:

- Outside fires are required to be permitted in the State of NH and must be obtained through the Durham Fire Department at (603) 862-1426.
- Electric griddles must be listed by a recognized testing lab (eg UL or Intertek) and have proper cord & power supply
- Residential-type gas grills must be a manufacturer's listed and approved appliance that has not been altered from its original manufactured condition.
- Commercial-grills, and any grills that do not have an approved fitting allowing the user to connect a 20 lb. tank by hand and without tools, require a NH licensed gas fitter to set up. These appliances require a Fire Department gas permit and an inspection by the fire department.
- Pyrotechnics and fireworks require State and Fire Department Permits and/or inspections and may require fire department staffing at the event.

### Tents & Amusements:

- Tents of 350 square feet in size or greater must be flame retardant and approved/inspected by Fire Department.
- Tents which have walls or sides or any tent serving alcohol must have an occupancy permit from the Durham Fire Department.
- Any amusements such as rides, mechanical bulls, or bouncy house type structures, etc. require licenses from the State of NH and inspections by the Durham Fire Department.

***Violating any of the stated conditions will revoke the fire department approval of the event permit application.***