

TOWN OF MANCHESTER - POLICE DEPARTMENT
CHAPTER X (SPECIAL EVENTS) PERMIT APPLICATION

This application shall be filed not less than 21 days before the first day of a special event.

No special event, as defined below, shall be conducted in the Town of Manchester or Village of Manchester unless a special event permit has been obtained from the Chief of Police in accordance with this Chapter.

Special event shall mean a gathering reasonably anticipated to involve four hundred or more individuals in a public or private place, parcel or adjacent parcels at any given time during the event, including but not limited to athletic events, circuses, carnivals, plays, concerts, entertainments, exhibitions of any kind or races, and the gathering is not regularly and routinely scheduled. A special event shall also mean any organized activity within the right of way of a public roadway that is reasonably anticipated to involve more than 100 people, such as a road race, bicycle race or parade; and any event that closes public roads, detours traffic on public roads or involves traffic control on public roads. Participants shall include attendees, participants, spectators, staff, volunteers, vendors and other similar individuals.

SECTION 1:

Name of Organization Applying:

Name and Title of Person Applying:

Name and Title of Other Authorized Representatives:

Physical Address of Applicant:

Mailing Address of Applicant:

Email Address of Applicant:

Telephone Number of Applicant:

Cell Phone of Applicant:

SECTION 2:

9-1-1 Address of Location(s) of Special Event(s):

Is the Applicant the owner of the premises where the event is to take place? YES / NO

If no, please provide the name and contact information of the owner of the property, as well as the owner's signed consent to host the event.

SECTION 3.

Please provide a detailed description of the special event:

Please provide the proposed dates and hours of operation of the special event, including setup and breakdown:

What is the maximum estimated total number of people anticipated to participate in or attend the special event (please include attendees, participants, spectators, staff, volunteers, vendors and other similar individuals):

SECTION 4.

Please provide a map, printed on paper at least 11 inches by 14 inches, that shows the site plan indicating the special event location and general layout; state and local highways, entrances and exits, traffic flow patterns, parking (including the number of parking spaces), and permanent and temporary structures.

Please provide a map, printed on paper at least 11 inches by 14 inches, that shows any public roadways, sidewalk and parking lots the applicant intends to utilize for the special event (if any), as well as evacuation routes and how emergency personnel will access the site in the event of an emergency.

Please provide a description of the arrangements that have been made to protect the public health, safety, welfare and convenience during the event including, but not limited to, arrangements for traffic control and emergency medical services.

Please provide a description of the arrangements that have been made to provide food and beverages (including potable water), and bathroom facilities to participants.

Please provide a description of the arrangements that have been made for the removal and disposal of onsite septic and trash, and installation of any temporary electrical service.

Will the special event include amplified music, other audio, lasers or other visual effects? YES / NO

If yes, please explain and list hours of operation.

Will the special event be including the use or presence of pyrotechnics, explosives, firearms or alcoholic beverages? YES / NO

If yes, please explain.

Will the special event include onsite overnight camping or other types of onsite lodging? YES / NO

If yes, please explain.

Completed by Town Officials

Approved

Denied

Modifications Required :

Chief of Police or Designee

Date