



**APPLICATION FOR OUTDOOR PERIODIC EVENT LICENSE**

*(Please print or type)*

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

Location of Event \_\_\_\_\_ Start/Finish Times \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Expected Audience Attendance \_\_\_\_\_

Description of Event \_\_\_\_\_

\_\_\_\_\_

Is this the first time your organization has sponsored this event?     Yes                       No

If not, has the person(s) in charge of organizing the event changed since it was last applied

for?                       Yes                       No

For events that have been held previously, has the City provided any support or services to

your event?     Yes                       No

If so, please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please answer the following questions regarding your event by checking the appropriate box:**

1. Will there be food vendors at the Event?                       Yes                       No

2. Will there be outdoor cooking of food or use of propane?                       Yes                       No

3. Will there be outdoor burning (Fire pit)                       Yes                       No

4. Will there be temporary signs posted?                       Yes                       No

5. Will there be alcohol served or sold at the event?  Yes  No

6. Will there be a structure erected? (ie. a greenhouse, tent, etc)  Yes  No

Please provide the size of the structure (ie. 10'X10') \_\_\_\_\_

7. If a tent or structure will be erected, will there be outdoor seating provided to your attendees?  Yes  No

8. Will electrical cords be run to the site?  Yes  No

9. Will you be encumbering parking spaces?  Yes  No

10. Will there be a need for use of City parking spaces?  Yes  No

11. Will activities associated with this event take place on Property owned by another private entity?  Yes  No

*If yes, signed permission from the private property owner must be submitted with this application.*

**REQUIRED FOR ISSUANCE: Along with this application, please submit a plot plan identifying the area you will be utilizing for the event.**

I hereby certify that the information listed on this application is complete and accurate:

Signature of Applicant	Name Printed or Type	Signature of Property Owner/Agent Permitting use of the area (Owner Listed in Assessing Dept.)
------------------------	----------------------	--

*(For Use By City Clerk's Office)*

Date Received \_\_\_\_\_ Fee Received (if applicable) \_\_\_\_\_

Plot Plan Received \_\_\_\_\_ Action Taken \_\_\_\_\_

Recommendations/Requirements \_\_\_\_\_

\_\_\_\_\_  
Assistant City Clerk

## **What is an Outdoor Periodic Event?**

Outdoor periodic events include athletic exhibitions, public dances, circuses, carnivals, live performances, exhibitions, promotional activities and any similar periodic activity open and available to the public which is conducted outdoors on private property.

## **Obtaining a License**

The City Clerk is the licensing authority for Outdoor Periodic Event Licenses. To obtain a license, the applicant must complete an application that is submitted to the City Clerk's Office along with the applicable fee. The City Clerk's Office will initiate a review process with various City departments to determine licensing conditions. If deemed necessary, the applicant may be asked to attend a safety protocol meeting with City staff to determine any public safety needs.

The Applicant will be issued a Conditional License indicating other actions they will need to take to finalize their event, such as inspections or other licenses or permits needed from the City of Keene (Food licenses, Sign permits, etc.) The conditions will be event specific and based upon information provided on the application. The City Clerk's Office assists applicants through the process and helps to facilitate communication with the various City departments.

Licenses issued under this section of the City Code are date specific, and can be issued for a series of dates. The application fee for this license is \$30.00. If City resources are required to ensure safety, these costs are passed along to the applicant.

**To review the regulations relative to this type of license, please go to the Keene City Code at the following web address:**

**[https://www.municode.com/library/nh/keene/codes/code\\_of\\_ordinances](https://www.municode.com/library/nh/keene/codes/code_of_ordinances)**

**Chapter 46 is the Licensing Chapter.**