



APPLICATION FOR USE OF PUBLIC WAYS
PARADES, BIKE AND FOOTRACES

(please print or type)

Sponsoring Organization's Name _____

Sponsoring Organization's Address _____

Applicant's Name _____ Telephone # _____

Applicant's Mailing Address: _____

Email address: _____

Type of Event: Bikerace Parade Footrace

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: _____

Will this event require the closure of public ways? Yes No

Will the event encumber metered parking spaces ? Yes No

(if so, please provide number, location, and what they'll be used for): _____

Is the event timed and competitive? Yes No

Date of the Event: _____ Timing of Event: _____

Estimated Race Participants: _____ Estimated General Attendance: _____

Route - list all streets and include map: _____

Please provide the number of Race Marshals/Volunteers you are planning (if any) and where they are proposed to be located along the route: _____

Will there be portable bathrooms and if so where are they proposed to be located?: _____

Will water stations/EMS tents be provided along the route and if so where are they proposed to be located?: _____

Does your route include areas on private property? Yes No
If so, signed permission from each private property owner must be submitted with this application.

If your route includes City park lands or bike paths, the request to use these areas must be approved by the Parks and Recreation Department:

Signature of Approval, Parks and Recreation Dept.

(for Departmental Use)

Application and Fee Received on _____ by _____

Police Department Review of Route by _____

License Approved By: _____ Date: _____

Issued: _____

What is a Parade, Bike or Footrace?

Parade means a public procession, especially one celebrating a special day or event, which may impact vehicular traffic and/or include marching bands or floats.

Bicycle race means a race with contestants using bicycles propelled manually by foot pedals that may impact vehicular traffic and may be timed and competitive.

Footrace means a race run by contestants on foot that may impact vehicular traffic and may be timed and competitive.

Obtaining a License

The City Clerk is the licensing authority for Parades, Bike and Footraces that have a minimal impact on the public. Events that are larger in scale may be referred to the Keene City Council for license approval. 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 applicant will also need to submit a certificate of liability insurance listing the City of Keene as an Additional Insured.

Licenses issued by the City Clerk

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 public safety needs. Once the review process had concluded, the applicant will sign an indemnification agreement and the City Clerk will issue the license.

Licenses Requiring City Council Approval

If upon initial review of the application it is determined that City Council approval is needed, the applicant will submit a cover letter to the City Clerk's Office addressed to the Honorable Mayor and City Council. The applicant will be invited to a meeting of the Planning, Licenses and Development Committee to discuss their request. In addition, safety protocol meeting(s) will be scheduled with City staff to determine public safety needs. The City Clerk's Office assists applicants through the process and helps to facilitate communication with the City Council and/or the various City departments. Once the review process has concluded, the applicant will sign an indemnification agreement and the City Clerk will issue the license.

Licenses issued under this section of the City Code are date specific. The application fee for this license is \$50.00. 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

Chapter 46 is the Licensing Chapter.