



CITY OF KEENE USE OF CITY PROPERTY APPLICATION

Applicant/Sponsoring Organization Information:

NAME OF ORGANIZATION: _____

APPLICANT NAME: _____

ADDRESS: _____

DAYTIME PHONE: (____) _____ EVENING: (____) _____ FAX #: (____) _____

E-MAIL: _____ **MAY WE SHARE THIS EMAIL ON OUR
ONLINE EVENTS CALENDAR, OR WITH MEMBERS OF THE PUBLIC THAT HAVE QUESTIONS ABOUT YOUR
EVENT?** ☐ Yes ☐ No

DAY OF EVENT CONTACT NAME AND CELL NUMBER: _____

Special Event Information:

_____ SPECIAL EVENT ON CITY PROPERTY _____ STREET FAIR

_____ DISCHARGE OF FIREWORKS

_____ PARADE, WALK-A-THON, OR BIKE/FOOT RACE REQUIRING STREET CLOSURES/POLICE
ASSISTANCE

_____ OTHER (please specify) _____

EVENT TITLE: _____

EVENT DATE(s): _____ ESTIMATED ATTENDANCE: _____

LOCATION OF EVENT: _____

***IF YOU WISH TO USE RAILROAD SQUARE OR CENTRAL SQUARE, THE REQUEST TO USE THOSE AREAS MUST
BE APPROVED BY THE PARKS AND RECREATION DEPARTMENT:***

SIGNATURE OF APPROVAL, PARKS AND RECREATION

DURATION OF USE (INCLUDING SET UP/BREAKDOWN): from: _____ AM / PM to: _____ AM /
PM

HOURS OF ACTUAL EVENT: from: _____ AM / PM to: _____ AM / PM

DESCRIPTION OF EVENT: _____



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Please attach additional sheets as necessary

STREET CLOSURES/DETOURS REQUESTED: _____

Please attach additional sheets as necessary

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: _____

DETAILED MAP OF PROPOSED EVENT FOOTPRINT: Please provide as an attachment to your application a single line sketch/drawing of the layout of the event. On the sketch/drawing include sidewalks/streets/lanes to be closed and/or blocked, locations of vendors (merchandise, food, etc.), display tables, or other encumbrances, and identify areas of activities (start lines, finish lines, attractions, etc.).

PLEASE INDICATE WHETHER THE FOLLOWING ITEMS PERTAIN TO YOUR EVENT:

YES	NO	
_____	_____	WILL ACTIVITIES AND ATTENDEES BE ENCUMBERING THE TRAVELED PORTION OF ANY PUBLIC WAY, STREET OR LANE?
_____	_____	FOOD CONCESSIONS AND/OR OUTDOOR COOKING
_____	_____	USE OF PROPANE
_____	_____	OUTDOOR BURNING (CAMPFIRE)



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YES

NO

_____	_____	SET UP OF TABLES AND CHAIRS (if so, how many): _____
_____	_____	DOES THE EVENT REQUIRE ACCESS TO CITY ELECTRICAL? (location): _____
_____	_____	DOES THE EVENT REQUIRE ACCESS TO CITY WATER? (location): _____
_____	_____	BOOTH(S), EXHIBIT(S), DISPLAY(S) AND/OR ENCLOSURE(S) (if so, please describe): _____ (Use a separate sheet if necessary)
_____	_____	CANOPY(IES) AND/OR TENT(S) (please provide number of set-ups and their dimensions): _____ _____
_____	_____	SCAFFOLDING, BLEACHER(S) OR OTHER STRUCTURES (if so, please describe): _____ (Use a separate sheet if necessary)
_____	_____	CHILDREN'S CARNIVAL OR INFLATABLE RIDES (please describe number, type, location, dimensions and proposed means of anchoring): _____ _____
_____	_____	VEHICLE(S) AND/OR TRAILER(S) (if so, how many): _____ _____ _____
_____	_____	WILL YOUR EVENT ENCUMBER METERED PARKING SPACES? (if so, please provide number, location, and what they'll be used for): _____ _____
_____	_____	PORTABLE TOILET(S) (if so, how many): _____



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YES

NO

ENTERTAINMENT (if so, please describe): _____

BANNERS OR TEMPORARY SIGNAGE

WILL THE EVENT BE ADVERTISED? (if so, how?): _____

SOUND AMPLIFICATION (if yes, indicate start/end times): _____

OTHER MISCELLANEOUS INFORMATION YOU WISH TO PROVIDE PERTAINING TO THIS EVENT:

(Protocol meetings will be held with the applicant as necessary to seek further details relative to the request for a license and/or funding for City services. Please be aware, the City may place additional conditions or requirements on the event at its sole discretion to ensure public safety)

"Explore Keene" Community Event Calendar – Let us help you promote your event!

Are you interested in promoting your community event on ExploreKeene.org's Community Event Calendar? If so, please contact Chelsea North, Parking Operations Manager and Downtown Outreach, with the following information:

1. Event Title
2. Event Sponsor
3. Detailed Event Description
4. Date(s), Start and End time
5. Location and Address
6. Event Picture/Graphic

You can reach Chelsea by emailing cnorth@ci.keene.nh.us with submissions or questions. *(Sales, promotions, and political rallies and events are not allowed for submission and will not be posted.)*



CITY OF KEENE USE OF CITY PROPERTY APPLICATION

What is General Use of City Property?

General use City property is defined as the use of public property for a specified duration, including but not limited to use of city parking spaces, city sidewalks or rights-of-way, or facilities. It also includes the sale or service of alcohol on city property, which in addition to requiring City permission, shall also be in compliance with the requirements of the state liquor commission.

Obtaining a License

The City Clerk is the licensing authority for general uses of City property 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. There is a \$30.00 application fee for this type of license. In addition, 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.



CITY OF KEENE USE OF CITY PROPERTY APPLICATION

What is a Street Fair or Community Event?

As define by NH Statute **31:100 Street Fairs**. – The selectmen of a town or governing body of a city may grant a license in writing to any person or persons to use and occupy a portion of any street or sidewalk, as may be designated in general or in specific terms, for the purpose of conducting thereon street fairs or other community events, including but not limited to the sale of merchandise by commercial retailers, or by community associations conducting street fairs or other promotions. Such licenses may include the right to encumber the designated area with boxes, shelves, stands and other devices useful in conducting such sales and shall be issued for not in excess of 3 consecutive business days. Licenses may also be subject to such other terms and conditions, to be expressed in the license, as the public convenience and safety may require.

Obtaining a License

The Keene City Council is the licensing authority for Street Fair Licenses. To obtain a license, the applicant must complete an application that is submitted to the City Clerk's Office along with a certificate of liability insurance listing the City of Keene as an Additional Insured and a cover letter 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) may 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 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. There is a \$50.00 per day application fee for this type of license. In addition, 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.