



**TOWN OF PEMBROKE**  
**Large Gathering License Application**

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For office use only

Date Filed \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Issued/Denied by Board of Selectmen: \_\_\_\_\_

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This application must be filed with the Town Administrator not less than sixty (60) days before the date of the event. A non-refundable application fee in the amount of \$100.00 made payable to "Town of Pembroke" is required with the completed application.

Name of Applicant or authorized agent:

\_\_\_\_\_

Address of Applicant: \_\_\_\_\_

\_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is applicant a not-for-profit organization? Yes or No  
(If yes, attach a copy of State of New Hampshire and IRS tax-exempt certificates.)

Name of Event: \_\_\_\_\_

Location where event will be held: \_\_\_\_\_

Is this property owned by the applicant? \_\_\_\_\_ (if no, attach a copy of the contract with or letter of authorization from the owner allowing use of the property for the event.)

Name of Promoter (if different from above): \_\_\_\_\_

Telephone # \_\_\_\_\_ Address: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time (start and finish times): \_\_\_\_\_

Expected Attendance: \_\_\_\_\_



**Traffic Plan:**

O: Description of routes persons attending the event are likely to take, include number of traffic controllers and deployment descriptions \_\_\_\_\_

P: Describe methods used to publicize alternate routes of reaching the scene of the event. \_\_\_\_\_

Q: Provide statement of availability of private towing firms to remove disabled vehicles \_\_\_\_\_

**Other:**

R. Name of liability insurance carrier (Attach proof of insurance) \_\_\_\_\_

S. Type of performance guarantee (i.e., escrow, bond, letter of credit): \_\_\_\_\_

I have received a copy of the Mass Gathering Ordinance of the Town of Pembroke and hereby submit this application, which is true and complete to the best of my knowledge and ability.

\_\_\_\_\_  
Signature of Applicant

Reviewed by: (Name and Date)

\_\_\_\_\_ (Health Officer)  
\_\_\_\_\_ (Fire Chief)  
\_\_\_\_\_ (Police Chief)  
\_\_\_\_\_ (Public Works Director)  
\_\_\_\_\_ (Code Enforcement Officer)

Approved by: (Name & Date)

\_\_\_\_\_ (Selectperson)  
\_\_\_\_\_ (Selectperson)  
\_\_\_\_\_ (Selectperson)  
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\_\_\_\_\_ (Selectperson)

- (g) Adequate cleanliness and sanitation facilities for food service if food is to be served.
  - (h) Adequate parking facilities as to not impede the flow of traffic on municipal ways.
  - (i) The applicant shall also submit written permission from the landowner (if different than the applicant) where the event will be held, as well as written permission of any land owners whose land will be used for parking or entry/exit from the site of the event.
- (2) The Town Administrator shall forward the application to the relevant Town Officials for review; including, but not limited to the Police Chief, Fire Chief, and Health Officer. After reviewing the application, relevant Town officials shall forward to the Town Administrator their recommendations on the adequacy of facilities listed in the plan with respect to the proposed location, date, time, duration and attendance of the event. The Town Administrator shall then deliver to the Board of Selectmen the written application as well as the recommendations from relevant Town Officials.
- (3) The Board of Selectmen, after receiving the written application and considering the advice from relevant Town officials, shall have the authority to grant or deny the large gathering license. In determining whether to grant such licenses, the Board of Selectmen shall consider the welfare of the attendees, neighbors, and residents of Pembroke, the danger of potential property damage or personal injury, general public safety, prevention of the unsafe or inconvenient obstruction of public ways, and the adequacy of the planning and safeguards taken by the applicant to protect the attendees, neighbors and residents of Pembroke. The Board of Selectmen may grant the large gathering license subject to certain conditions as they deem necessary and reasonable for the protection of the public health, safety and welfare; including, but not limited to:
- (a) Requiring the applicant to increase the number or capacity of facilities listed in the application (plan) to adequate levels as determined by the Board of Selectmen.
  - (b) Requiring the applicant to post a bond in such amount and on such conditions as deemed necessary to insure compliance with terms and conditions of the license and insure adequate cleanup of the site after the event, where applicable.
  - (c) Requiring the applicant to notify any relevant town, county or state officials as determined by the Board or [sic] Selectmen.

**§ 88-2. Fee.**

In accordance with RSA 286, the non-refundable application fee for a large gathering license shall be \$100. This fee shall be submitted to the Town Administrator with the large gathering

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license application. The application fee may be waived by the Board of Selectmen in special cases where:

- A. The event is conducted for not-for-profit and serves to benefit the residents of the Town of Pembroke as a whole. OR
- B. A compelling financial difficulty can be demonstrated on the part of the applicant.

**§ 88-3. Violations and penalties.**

In accordance with RSA 286:5, any violation of this ordinance is punishable as a misdemeanor in the case of a natural person or as a felony for any other person.

**§ 88-4. Exemptions.**

Any festival, exhibition, amusement show, fair, theatrical performance, music concert, parade or other activity which is sponsored, promoted, operated or held by the Town of Pembroke or the Pembroke School District shall be exempt from the licensing requirements of § 88-1. This ordinance is intended to apply to single, non-recurring events of a temporary nature. Any series of exhibitions, amusement shows, fairs, theatrical performances, music concerts, parades or other activities as described in § 88-1A, which are held in the same location more than once within a three-month period shall be considered of a recurring and permanent nature and shall be exempt from the licensing requirements of § 88-1. Events of this nature must instead follow all applicable zoning ordinances and site plan regulations of the Town of Pembroke. Facilities which have received site plan approval from the Pembroke Planning Board which allows large gatherings of the type that would otherwise require a license under this ordinance shall be exempt.