



TOWN OF STRATHAM

10 Bunker Hill Avenue, Stratham NH 03885
Planning Department (603) 772-7391
www.strathamnh.gov

SPECIAL EVENT PERMIT APPLICATION

A Special Event Permit is required for events where commercial transactions will be conducted outdoors or in temporary structures where 50 or more persons are anticipated. Events directly associated with an agricultural use are exempt and do not require a Special Event Permit. Events of a personal nature, including social, civic, or philanthropic gatherings, in which no commercial transactions are conducted, are exempt and do not require a Special Event Permit.

A Special Event Permit application must be submitted to the Stratham Planning Department a minimum of 14 days before the date of the first event.

INFORMATION FOR APPLICANT (INDIVIDUAL) RESPONSIBLE FOR THE EVENT:

NAME: _____ ADDRESS: _____

PHONE: _____ E-MAIL: _____

ALTERNATE PHONE: _____

ALTERNATE CONTACT NAME & PHONE NUMBER: _____

Note: If the applicant is not the property owner, the property owner must provide signed authorization on Page 2.

IF THIS EVENT WILL BE SPONSORED BY A BUSINESS OR ORGANIZATION OTHER THAN THE APPLICANT, PLEASE COMPLETE THE FOLLOWING:

NAME: _____ ADDRESS: _____

PHONE: _____ E-MAIL: _____

EVENT INFORMATION:

ADDRESS OF THE EVENT: _____

DESCRIPTION OF EVENT LOCATION ON PROPERTY:

ZONING DISTRICT(S): _____ MAP: _____ LOT: _____

Proposed Dates of Special Event (*Note: No more than four events may be held under one Special Event permit. A maximum of three Special Event Permits may be issued within one calendar year.*)

Date 1: _____ Event Start and End Times: _____

Date 2: _____ Event Start and End Times: _____

Date 3: _____ Event Start and End Times: _____

Date 4: _____ Event Start and End Times: _____

Description of proposed Special Event:

Estimated number of attendees: _____ Maximum Capacity (at one time): _____

Will ready-to-eat food be served at the Special Event? ☐ Yes ☐ No

Will amplified sound be used at the event? ☐ Yes ☐ No

If yes, describe the sound amplification equipment proposed for the event:

Describe proposed parking and traffic control plans for the event:

Will a tent be used at the event: ☐ Yes ☐ No If yes, provide tent dimensions: _____

Note: Approval of a tent permit may be required from the Stratham Building Department.

SPECIAL EVENT PERMIT FEE:

A fee of \$25 (for a single event) or \$50 (for two to four events) is due to the Town of Stratham at the time the completed application is submitted.

SITE PLAN REQUIREMENT:

A Special Event Permit is not complete without a site plan or plot plan submitted with the application which clearly depicts where the event will be held on the property, as well as the location for parking (including total number of parking spaces), traffic circulation, and the location of tents, seating, sanitary facilities and sound equipment.

APPLICANT'S SIGNATURE:

My signature below indicates my certification that the information included in this application is true to the best of my knowledge. It also indicates my permission for Town Staff to inspect the property if necessary prior to the event. Further, my signature indicates my understanding to that the Town may revoke this Special Event Permit if I do not operate the events in accordance with applicable Town Ordinances and state law or if unresolved complaints are levied to the Town regarding the event. If approved, I pledge to operate the event within the confines of any conditions set forth by the Town of Stratham.

Signature

Date

PROPERTY OWNER'S SIGNATURE (if different from the applicant):

My signature below indicates my permission to hold Special Event(s) consistent with the information included in this application at my property. My signature provides permission for Town Staff to inspect the property if necessary prior to the event.

Signature

Date

PLEASE DO NOT WRITE BELOW THIS LINE – FOR TOWN STAFF USE ONLY

FEE (\$25/\$50): _____

Date Received: _____

Payment Type: _____

Check Number _____

Special Event Permit is **APPROVED** **DENIED** **MORE INFORMATION REQUIRED**

Note: If the More Information Required option is selected by the Town, the applicant must provide the requested information and wait for an Approval by the Town.

Reasons for Denial or description of Additional Information Required:

APPROVAL:

My signature below indicates my review of the submitted application materials for a Special Event Permit, and findings that the Special Event is consistent with the applicable Town of Stratham ordinances.

Fire Chief Signature

Police Chief Signature

Town Planner Signature

Building Inspector/CEO Signature

CONDITIONS OF APPROVAL:

The Special Event must be operated within the conditions (if any) outlined below: