



TOWN OF PEMBROKE

Large Gathering License Application

For office use only

Date Filed _____

Fee Paid: _____

Issued/Denied by Board of Selectmen: _____

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: _____

Description of Event (Attach a site plan and additional information if necessary)

Will food be sold and/or served at this event? _____

Will alcoholic beverages be sold and/or served at this event? _____

Description of Property:

A: Seating Capacity: _____ permanent _____ temporary _____ other

B: Standing Room: _____ Square Feet

C: Number of toilets available _____ permanent _____ portable

D: Number of parking spaces available: _____ on site _____ off site

E: Are all parking areas lighted? (Applicable only if event runs into evening hours.)
_____ Yes _____ No If no, which lots are not lighted? _____

F: Source of potable water: _____

G: Refuse containers available (Number and Size): _____

H: Name of refuse disposal company (attach a copy of agreement to pick up refuse or describe plan for proper disposal of waste.) _____

I: When will refuse be picked up? _____

Public Safety:

J: Describe first aid/medical personnel and provisions: _____

K: Describe fire/emergency equipment and availability: _____

L: Describe communication system: _____

M: Number of certified police officers: _____

N. Other security personnel (provide company name and qualifications): _____

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)
_____	_____ (Selectperson)
_____	_____ (Selectperson)