



## Town Of Milton, New Hampshire

### Guidelines and Procedures for the Review of License Applications for Special Events

A license shall be required for all special events or parades as per provisions of New Hampshire Revised Statutes Annotated Chapter 286. The Board of Selectman is the licensing authority.

Each applicant shall appear before the Board of Selectman and Chief of Police, at least 90 days prior to the special event, at which time a plan will be submitted by the applicant. Said plan will require, at a minimum, the following information:

1. The exact nature and purpose of the even,
2. The proposed location of the event,
3. The designated time frame in which the event will be held,
4. A satisfactory and comprehensive security plan, allowing for sufficient number of detail policemen to manage the maximum seating capacity of indoor events or to secure, control, and assure compliance with laws and licensing conditions in case of outdoor events,
5. A satisfactory and comprehensive fire emergency plan, which may require review and acceptance by the Milton Fire Chief
6. A satisfactory and comprehensive medical service plan, including a possible requirement that on-site services be available due to the number estimated attendees,
7. A satisfactory and comprehensive traffic control plan setting forth the estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and locations of any signs and any other accommodations or procedures planned to handle attendees and their vehicles,
8. A satisfactory and comprehensive sanitary facility plan appropriate for the number of attendees, which will include information relative to portable toilet facilities, trash containers, and a provision that the property and surrounding areas and roadways shall be cleared of all debris within 12 hours following the event,
9. A satisfactory and comprehensive food service plan, which may require review and acceptance by the Milton Health Officer,

10. A satisfactory and comprehensive plan outlining the distribution of tickets prior to the event and/or at the time and place of the event, including provisions for a limiting on ticket sales, and provision for the refund of ticket costs in the event of cancellation of the event,
11. An agreement relative to the type, amount and conditions for bonding, which may be required in assurance of the completion of any and all conditions placed upon the license for the event (NH RSA 286:4-a).
12. If Event is upon or disrupts a state highway system, a State of New Hampshire Application for Parade Permit or Other Activity Conducted on State Highway System Permit shall also be filled out.

If determined to be necessary by the Board of Selectman or Chief of Police, a public hearing may be held to identify neighborhood concerns. Costs to publish required notices of the hearing will be borne by the applicant.

The Board of Selectman and/or the Chief of Police may impose certain exceptions and conditions, which will be enumerated in the license. Non-performance or non-completion of said exceptions or conditions may be cause for revocation at any time before or during the event.

Breach of the terms and conditions of any license issued by the Town of Milton through its Board of Selectman, may be subject to a fine of up to \$\_\_\_\_\_.

Failure to obtain a license for an event covered under the provisions of RSA 286 or of this regulation shall be subject to a fine of up to \$\_\_\_\_\_.

Note that costs associated with emergency response by the Milton emergency services, or by emergency services of towns with which the Town of Kingston enjoys mutual aid agreements, shall be borne by the applicant.



**Town of Milton, New Hampshire**  
**Application for Special Events License**

(To be submitted 90 days prior to the event, to the Board of Selectman)

Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Number of Spectators: \_\_\_\_\_

Hours of Events: \_\_\_\_\_

Sponsor/Organizer of Event:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Please refer to the Town of Milton, New Hampshire Guidelines and Procedures for the Review of License Applications for Special Events. Any Aspects of the required information available at the time of application for a Special Events License may be submitted along with the application for review by the Board of Selectman and Police Chief.

Below For Town Use only:

Public Hearing	Yes	No	If yes, date: _____
Security Plan	Yes	No	Contact Police Chief at (603) 652-4514
Fire Plan	Yes	No	Contact Fire Chief at (603) 652-4201
Traffic Control Plan	Yes	No	Contact Police Chief at (603) 652-4514
Medical Response Plan	Yes	No	Contact Fire Chief at (603) 652-4201
Sanitary Facilities Plan	Yes	No	Contact Health Office at (603) 652-4501
Ticket Distribution Plan	Yes	No	
Performance Bond	Yes	No	If yes describe: _____

Other Conditions: \_\_\_\_\_

Chief Richard Krauss -Police Department Approval (circle) yes or no  
Conditions (if any) \_\_\_\_\_

Chief Nicholas Marique – Fire Department Approval (circle) yes or no  
Conditions (if any) \_\_\_\_\_

Road Agent Patrick Smith – Highway Department Approval (circle) yes or no  
Conditions (if any) \_\_\_\_\_

Selectmen:

Humphrey Williams Approval (circle) yes or no Date: \_\_\_\_\_ 2023

Claudine Burnham Approval (circle) yes or no Date: \_\_\_\_\_ 2023

Andy Rawson Approval (circle) yes or no Date: \_\_\_\_\_ 2023