



Special Event Guide



Welcome to the City of Manchester!

Manchester, NH is a city rich in culture and history. We have beautiful outdoor parks, venues, and spaces that offer ideal settings for events, festivals and concerts.

Manchester is a city that welcomes special events. From conventions and athletic events to community based festivals, Manchester is proud to host hundreds of events each year.

Special events help bring our community together and support the local economy. We are glad that you have chosen Manchester to host your special event and we are here to make sure you have the best event possible!



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The City of Manchester strongly recommends that the applicant be as detailed as possible when completing this section of the Special Event Application. The application will be sent to several departments to ensure the City has all information needed to secure and approve the event.

Incomplete information may cause a delay in this approval process.

Please feel free to contact us if you have any questions (603) 624-6505

Dates to Remember

A well planned event can have many moving parts and our goal is to help you through this process from start to finish. The graphic below will serve as a helpful guide to categorize key dates for your event.

90 Days	60 Days	30 Days	Post Event
<ul style="list-style-type: none">• <input type="checkbox"/> Pre-Planning Meeting w/ City of Manchester• <input type="checkbox"/> Complete Special Event Application• <input type="checkbox"/> Site Plan• <input type="checkbox"/> 501- (c) 3 & Certificate of Exemption - if applicable• <input type="checkbox"/> Submit Special Event Fees	<ul style="list-style-type: none">• <input type="checkbox"/> All City of Manchester Department Sign Off's Completed• <input type="checkbox"/> Fire Marshal Pyrotecnic Approval (if applicable)• <input type="checkbox"/> State of NH Liquor Commission – Local Official Signature Sheet	<ul style="list-style-type: none">• <input type="checkbox"/> Insurance Certificate• <input type="checkbox"/> Final Site Plan• <input type="checkbox"/> Event Timeline to City of Manchester• <input type="checkbox"/> Provide copy of Special Event Permit to _____• <input type="checkbox"/> Final Food Vendor List submit to Health for approval	<ul style="list-style-type: none">• <input type="checkbox"/> Wrap up with City Economic Development• <input type="checkbox"/> Final Payment• <input type="checkbox"/> Secure Future Dates

Special Event - is defined as a pre-planned event, whether publicly and/or privately sponsored expected to draw 100 or more people at any one time as participants or spectators, which is proposed to be held on public property, including, but not limited to parks, streets and/or sidewalks.

All special events require a Special Event Permit issued by the City of Manchester.



Special events include, but are not limited to:

- **Block Party** - means an organized neighborhood or public gathering on a public right-of-way (street, sidewalk or alley) on a specified date at a specified time and place.
- **Organized Competitive Event** - means any planned race, walk, derby, or event, whether human powered or otherwise, that involves a contest of skill(s) and/or strength and takes place upon public right-of-way, park, or waterway.
- **Procession/Parade** - means a public or private march, run, walk, car show, parade of any kind, or other gathering of persons that occurs upon public right-of-way, park or both that is used for vehicular traffic.
- **Public Assembly** - means any public gathering, demonstration, picket, rally, gala, ceremony, celebration, or other gathering of persons upon right-of-way, park space, or both that does not occur upon areas of the right-of-way used for vehicular traffic.
- **Road Festival** - means an organized neighborhood or public gathering on a public right-of-way (street, sidewalk or alley) on a specified date at a specific time, and confined to a designated area that requires an admission fee to enter and participate.

Special Event Permits

A Special Event Permit is the official document authorizing the performance of an event on city property. To obtain a Special Event Permit, applicants must submit a completed Special Event Application to the City of Manchester. Submission of the Special Event Application is not to be construed as an approval of the request for a permit. If any information provided in the application is false or if the application does not comply with timeframes, deadlines and requirements, the permit may be denied. The copy of the receipt or approved permit application shall be posted in a conspicuous location adjacent to the main entrance.



Tax Exemption

All organizations eligible to receive tax exemption must submit a copy of the New Hampshire State Exemption Certificate along with the Special Event Application. The applicant's name and address must match the name and address on the New Hampshire State Exemption Certificate.

Non-Profit Organizations

A corporation actively registered through the State of New Hampshire Division of Corporations as a non-profit organization may be able eligible for a discount toward the event fee. A copy of the IRS non-profit letter of determination must be submitted along with the Special Events Application in order for a fee reduction to be considered. The applicant's name and address must match the name and address on the IRS non-profit letter of determination.



SPECIAL EVENT APPLICATION

M
MANCHESTER NH

Site Plan and Event Components


*** Please complete a detailed Site Plan for your event on Appendix A. Be sure to indicate each of the following items referenced below that apply to Your Special Event. For your convenience specific Site Maps for City, park and Roadways can also be provided to you by the Economic Development Office upon request.*

- ☐ North, indicated by a directional arrow/symbols
- ☐ The overall event area including any requested street closures, plus the location and number of 5 meters to be reserved highlighted
- ☐ Indicate 20 foot wide fire lane clearances in all areas and the location of all fire hydrants
- ☐ Include electrical plans for vendors and stage(s), specifying requirements of amps and volts
- ☐ Require use of Right of Way? Yes ☐ No ☐
If "yes," please list all proposed streets, sidewalks, or alleys affected.
- ☐ Will fundraising take place on-site? Yes ☐ No ☐
If "yes," please describe how and where this will be accomplished:
- ☐ Will any portion of the event occur on private property? Yes ☐ No ☐
If "yes," please list address of property, owner's name and a letter of authorization from the private property owner.
 Address: _____ Property Owner: _____ ☐ Letter Attached
- ☐ Will you have any special arrangements for media access? Yes ☐ No ☐
If "yes," please describe location:
- ☐ Please provide your plan for participation, parking, and viewing for attendees who experience disabilities.
- ☐ Please attach a detailed performance schedule of the event and label with your event name on the attachment if applicable
- ☐ Indicate the locations of all trash and recycling receptacles, and any temporary consolidation areas for trash and recyclables.

<input type="checkbox"/> Alcohol (See Appendix B)	<input type="checkbox"/> Dance and Drama	<input type="checkbox"/> Parking Meters	<input type="checkbox"/> Sporting Event
<input type="checkbox"/> Amplified Sound	<input type="checkbox"/> Electric or Generator	<input type="checkbox"/> Picnic Shelter	<input type="checkbox"/> Stage
<input type="checkbox"/> Band Stand	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Portaloets	<input type="checkbox"/> Tent/Chairs/Tables
<input type="checkbox"/> Bicycling	<input type="checkbox"/> Distribution/Sales	<input type="checkbox"/> Public Address System	<input type="checkbox"/> Vehicles
<input type="checkbox"/> Bleachers	<input type="checkbox"/> Inflatable	<input type="checkbox"/> Race (Non-timed event)	<input type="checkbox"/> Walk
<input type="checkbox"/> Boat Racing	<input type="checkbox"/> Marching Bands	<input type="checkbox"/> Race (Timed Event)	<input type="checkbox"/> Wedding or Reception
<input type="checkbox"/> Concert/Live Music	<input type="checkbox"/> Motorcycle Ride	<input type="checkbox"/> Remote Parking/Driveway	<input type="checkbox"/> Political/Prom Event
<input type="checkbox"/> Cooking	<input type="checkbox"/> Carnival	<input type="checkbox"/> Sale/Distribution/Display - Commercial Items	<input type="checkbox"/> OTHER _____

If "Other," please describe: _____

See Manchester Special Event Guide Page 6



SPECIAL EVENT APPLICATION

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MANCHESTER NH

APPENDIX A

Please provide all items referenced on page 6 of this application. Be sure to indicate each of the following items referenced below that apply to Your Special Event. For your convenience specific Site Maps for City, park and Roadways can also be provided to you by the Economic Development Office upon request.

YOUR EVENT NAME: _____

EVENT SITE MAP: _____

See Special Event Application – Page 9

Events requiring the temporary closure of a city street(s), highway, portion of a highway, or sidewalk, or any other traffic management issues must be approved by the City of Manchester Department of Public Works.

The applicant must procure and maintain commercial general liability insurance with a minimum of \$1,000,000 per occurrence and a \$2,000,000 general aggregate. Proof of insurance must be submitted on the Acord 25 Certificate of Insurance Form a minimum of 30 days prior to the first day of the rental period through the move-out activities.

The City of Manchester must be named as an additional insured. The certificate will be reviewed and additional coverage or wording may be required by the City of Manchester to match the needs of the event.

Compliance with the Americans With Disabilities Act of 1990 and any and all amendments thereto are the sole responsibility of the applicant and the applicant shall defend and hold the City harmless from any expenses or liability arising from the applicant's non-compliance.

Additional insurance may be required, including, but not limited to:

Automobile Liability Insurance

Any event involving the use of automobiles must maintain automobile liability insurance for the duration of the event with a combined bodily injury and property damage with a minimum of \$500,000 for each occurrence.

• Liquor Liability Endorsement

All special events that involve the sale and consumption of alcoholic beverage must provide a coverage with a minimum of \$1,000,000 for each occurrence.

• Hazardous Materials Endorsement

Any activities involving the use of hazardous materials should provide a coverage limit with a minimum of \$2,000,000 combined single limit per occurrence and annual aggregate with no deductible.

• Worker's Compensation Insurance and Employer's Liability Insurance

Any event involving the hiring of employees by the applicants must maintain workers' compensation insurance or employer's liability insurance for the duration of the event with a combined bodily injury and property damage with a minimum of \$1,000,000 for each occurrence.

• Boats and Planes Endorsement

Any special events involving the use of motorcycles, powered model cars, boats, planes, non standard personal cars and jet or inducted fan propulsion watercraft should provide a coverage with a minimum of \$2,000,000 for each occurrence and annual aggregate with no deductible.

• Participant Liability Insurance

Any walks, runs, parades, amateur sports, boxing matches and tournaments require participant liability insurance with a \$1,000,000 limit per occurrence.

Cost Estimates

A cost estimate for city services can be prepared by the City Clerks Office for each event based on information submitted in the Special Event Application. Upon the applicant's agreement to pay all associated event costs, the event permitting process will begin.

Based on the type of event, a security/damage deposit may be required. The deposit will be refunded upon verification by city staff that the rental area has been returned to a condition similar to that prior to use. In the event of damages, the applicant will be responsible for all costs associated with damages to park facilities, equipment, furnishings, grounds and right-of-ways, including but not limited to labor, materials and equipment required to complete repairs.

Department	Service	Amount
Health		\$
Police		\$
Fire		\$
Parks & Recreation		\$
City Clerk		\$
Parking		\$
Water		\$
Water & Sewer		\$
Total Estimated Event Cost Excludes		\$

Denial or Rejection of a Special Event Permit Application

The City of Manchester may reject or deny a permit application on one or more of the following grounds:

- Failure to submit an application within the required time periods
- The application is not executed properly or is incomplete.
- The application contains material misrepresentation or fraudulent information.
- The applicant owes the City of Manchester money from another event, services provided or damages to city property.
- The City Clerk's Office has already received a completed application and given preliminary approval for the same date and or space.
- If the use or the event would conflict with previously planned programs organized and conducted by the city or non-governmental agencies previously scheduled for the same time and place.
- The applicant does not comply with all applicable city ordinances, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing regulations.
- The use or event proposed by the applicant would present an unreasonable danger to health or safety of the public or applicant.
- If the applicant cannot comply with applicable local, state and federal license requirements for all or part of the planned event.
- If the use or event is prohibited by law.



Event Cancellation or Rain Dates

If an applicant cancels or postpones a scheduled event prior to the commencement, they will be entitled to a complete refund, if notice of the cancellation or postponement is provided a minimum of 30 days prior to the first scheduled day (including move-in). No refunds will be issued for cancellations or postponements made 29 days prior to the first scheduled day except if the event is canceled by the City of Manchester due to a declaration of a state of emergency or warning of severe inclement weather by the county.

The City of Manchester may cancel or postpone an event without prior notice for any condition affecting the public health or safety of the City or any condition that would place facilities, grounds or other natural resources at risk of damage or destruction if the event were permitted to take place. Full credit will be given for events scheduled within 12 months of City's notice of cancellation.

The City of Manchester will not confirm a future date until both application and deposit are paid in full.

Manchester Police Department

The Manchester Police Department (MPD) is the city of Manchester's law enforcement agency whose mission is to protect the lives, property, and constitutional rights of the public by maintaining and promoting community order and respect for the law. The Manchester Police Department provides a supplementary service to special events through uniformed extra duty officers.

MPD will determine if and how many extra duty officers are needed based on a number of planning variables including: the estimated number of attendees; the availability of alcoholic beverages; event location; weather conditions; time of day during which the special event is conducted; the need for street closures or rerouting of vehicular or pedestrian traffic; and history of particular event.



Events requiring road closures or involving alcohol are required to hire extra duty officers for the safety of the attendees. If extra duty officers are required, the applicant must complete the Manchester Police Extra Duty application. Questions regarding the application or the extra duty process, should contact the Manchester Police Extra Duty Coordinator at (603) 668-8711 for further assistance.



Assembly Permits

The Fire Marshal requires an assembly permit for all temporary events or activities where there is a gathering of 50 persons or more. By completing page 2 of the Special Event Application, the Fire Marshal will have enough information to evaluate the Special Event for Place of Assembly approval. The event description should be submitted for review with dates and times along with a site or building floor plan of the event, including details of the area or streets to be utilized during the event shall be shown.



Fire Watch

The Fire Marshal may require the applicant to employ approved Fire Watch personnel whenever it is essential for public safety in any place of assembly or any other place where people congregate due to the nature of a performance, exhibition, or display. The following are activities that require Fire Watch personnel to be assigned from the Fire Marshal's Office:

- Displays involving pyrotechnical devices
- Open cooking demonstrations without suppression systems
- Open flame activities
- Assembly events with vehicle movements
- Events blocking or hampering Manchester Fire Rescue emergency vehicle access to buildings
- Deactivation of any fire protection systems
- Displays exceeding the fire protection system's design criteria
- Displays which involve hazardous materials or processes
- Assembly events warranting crowd control

Emergency Medical Services

The Fire Marshal will determine if any EMS services are required for your event. If the Fire Marshal determines that the event will require EMS services, Fire Prevention will recommend an appropriate vendor at that time.

Fireworks/Pyrotechnic Permits

The use of pyrotechnics of any type requires a special permit from the Fire Marshal's Office. Please contact the Fire Marshal today (603) 669-2256



Tent Permits and Amplified Sound

Tent Permits

A tent with a square footage in excess of 100 square feet (10' x 10') requires a tent permit from the Fire Marshal. The following must be provided when applying for a tent permit:



- ☐ • A site plan showing the property lines and the location of the tent along with measurements.
*For your convenience, see Special Event Application – Page 9
- ☐ • A floor plan showing what is under the tent along with measurements.
- ☐ • A letter from the property owner stating that permission has been granted for the tent to be erected on the property.
- ☐ • The dates that the tent will be put up and taken down and a contact number for Manchester Fire Department to schedule an inspection.
- ☐ • A copy of any occupational licenses.
- ☐ • A copy of the certificate of flame resistance for the tent. All tents shall be provided with a 2A-10BC rated fire extinguisher, or larger, with an up-to-date inspection tag. Other fire extinguishers may be required depending on what is under the tent. A tent greater than 1,200 square feet shall have the exits marked with electric exit signs that have battery backup, and the tent shall have emergency lighting.

The tent permit shall be for no more than 30 days unless approved by the Fire Marshal's Office and the City of Manchester Zoning Department.

Any tents or structures in excess of 100 total square feet may be subject to the Construction Services permit process

Amplified Sound

If an event will be having a band or amplified music, the applicant will ensure compliance with all noise ordinances established by the City of Manchester. Amplified sound is defined as any sound projected or transmitted by artificial means, including, but not limited to, loud speakers, amplifiers, beat box, compact disc or digital media device, or similar devices.



Health Department – Food

Food items should be served and prepared in a sanitary manner consistent with the Manchester Health Department. Vendors selling any food items and persons wishing to give away food are required to be in compliance with the established Manchester Department of Health Regulation guidelines for Temporary Food Service Events and have all the appropriate business licenses and insurance. Anyone who serves food to the public at a temporary food service event needs a license. Foods prepared in advance of the event must be prepared at a licensed facility.

Inspectors from the Manchester Health Department may be in attendance at any event held within the City of Manchester where temporary food service is offered to the public, as well as State of NH Liquor Commission, Division of Enforcement and Licensing where temporary alcoholic beverage sales occur. All food vendors are required to meet the minimum standards of the Manchester Health Department and obtain a temporary food service permit prior to the event. The applicant must notify the City of Manchester of the following items no less than two weeks/14 days prior to the scheduled event:

- Type of food service proposed
- Time and location of the event
- Complete list of food service vendor owners and operators participating
- Current license number of each public food service establishment participating

Temporary Alcoholic Beverage Sales

Please refer to Special Event Application – Appendix B – Page 10 in addition to this section.



Multiple approvals may be required depending on the event type and location proposed.

Please refer to the Special Event Application – Page 6
Please also be sure to visit New Hampshire Liquor Commission Division of Enforcement's website for specific forms and applications or call (603) 271-3523.

<http://www.nh.gov/liquor/enforcement/licensing/one-day-license.htm>

All special events held in Manchester must provide a sufficient level of waste management and recycling.

Minimum Requirements are the following:

- ❑ There must be at least one recycling receptacle for each trash receptacle.
- ❑ Recycling and trash receptacles must be placed next to each other in locations (i.e., “trash/recycling stations”) throughout the event area.
- ❑ Each trash/recycling station must have at least one trash and one recycling receptacle.
- ❑ Trash and recycling receptacles must be clearly marked as such.
- ❑ At a minimum, recycling receptacles must accept glass, metals, plastic and cardboard. These can be separated or single-stream.
- ❑ Trash/recycling stations must be monitored and trash/recyclables removed promptly from full receptacles.
- ❑ Host organization must ensure that all recyclables are sent to a recycling facility and not to a landfill.
- ❑ A sufficient number of trash and recycling receptacles, as well as dedicated staff, must be provided to adequately manage waste and recyclables generated by the event and its attendees. Minimum levels are delineated in the following table (host organizations should consider providing additional receptacles and labor if the nature of the event means it is likely to produce a lot of trash and recyclables):

Minimum Requirements for Waste Management and Recycling

Event Attendance	# of Trash/Recycling Stations	Cumulative Volume of Trash/ Recycling Receptacles (gallons)*	Minimum Labor Requirements (workers)
0 – 2,499	10	600	3
2,500 – 4,999	15	900	5
5,000 – 9,999	30	1,800	10
10,000 – 14,999	45	2,700	15
15,000 – 19,999	60	3,600	20
20,000 – 24,999	75	4,500	25

In addition to the above minimum requirements, host organizations should consider setting up on-site, temporary consolidation areas and utilizing dumpsters for larger events. In most cases, organizations should focus on entrance/exit and high-traffic areas when locating trash/recycling stations.

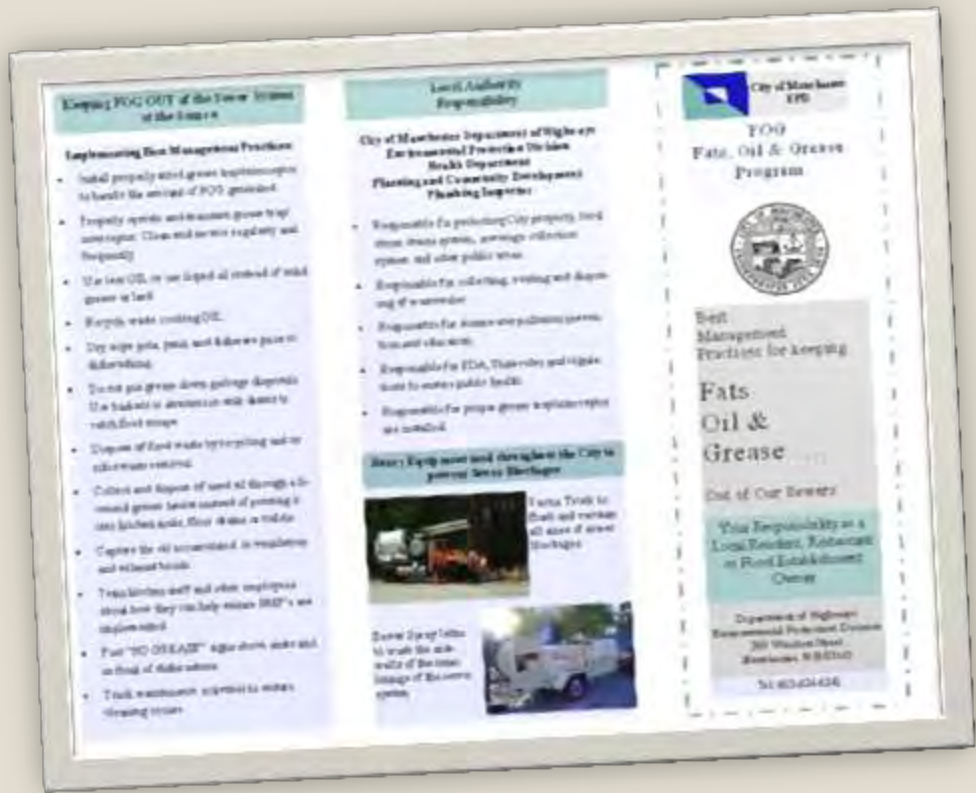


*1 gallon = approximately .005 cubic yards

EVENT HOLDER RESPONSIBILITIES

The applicant is responsible for cleaning the rental area, disposing of waste/trash, and returning the area to a condition similar to that prior to use. Litter shall be picked up before, during and after an event that is open to the public. It is the responsibility of the event planner to ensure that there are a sufficient number of trash cans located throughout the event grounds and that they are emptied during the event in order to prevent overflow. If the waste generated by the event exceeds the capacity of the on-site dumpsters, it is the planner’s responsibility to remove the excess waste from the site. This may require additional dumpsters to be secured by the event planner. There may be up to 10 Trash and Recycling receptacles available, please contact the Department of Public Works directly at (603) 624-6444.

Best Disposal Management Practices for Fats, Oils, and Grease



To Request A Copy Today

Environmental Protection Division
(603) 624 -6341



Electrical Services

Electrical services are the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event. If additional electrical supply is needed, please contact the appropriate vendor.

Portable Restrooms

The City of Manchester has incorporated for your convenience an easy to follow table of the recommended number of portable restroom units needed at special events based on the anticipated number of attendees. Additionally one hand washing station is required for every 10 portable restroom units. Portable restrooms at special events must be serviced at least daily. The City of Manchester’s recommended chart below will assist in the planning process.



ADA Compliant Regulations

Under section 4.1.2(6) of the Americans with Disabilities Act Accessibility Guidelines (ADAAG), at least five percent of single user portable toilets clustered at a single location must be accessible.

Recommended Number of Portable Restrooms

Assumes servicing once per day						
Number of people per day number of hours for event per day						
	1	2	3	4	5	
250	2	2	2	2	2	
500	2	3	4	4	4	
1000	4	5	6	7	7	
2000	6	10	12	13	14	
3000	9	14	17	19	20	
4000	12	19	23	25	28	
5000	15	23	30	32	34	
6000	17	28	34	38	40	
7000	20	32	40	44	46	
8000	23	38	46	50	54	
9000	26	42	52	56	60	
10,000	30	46	57	63	66	

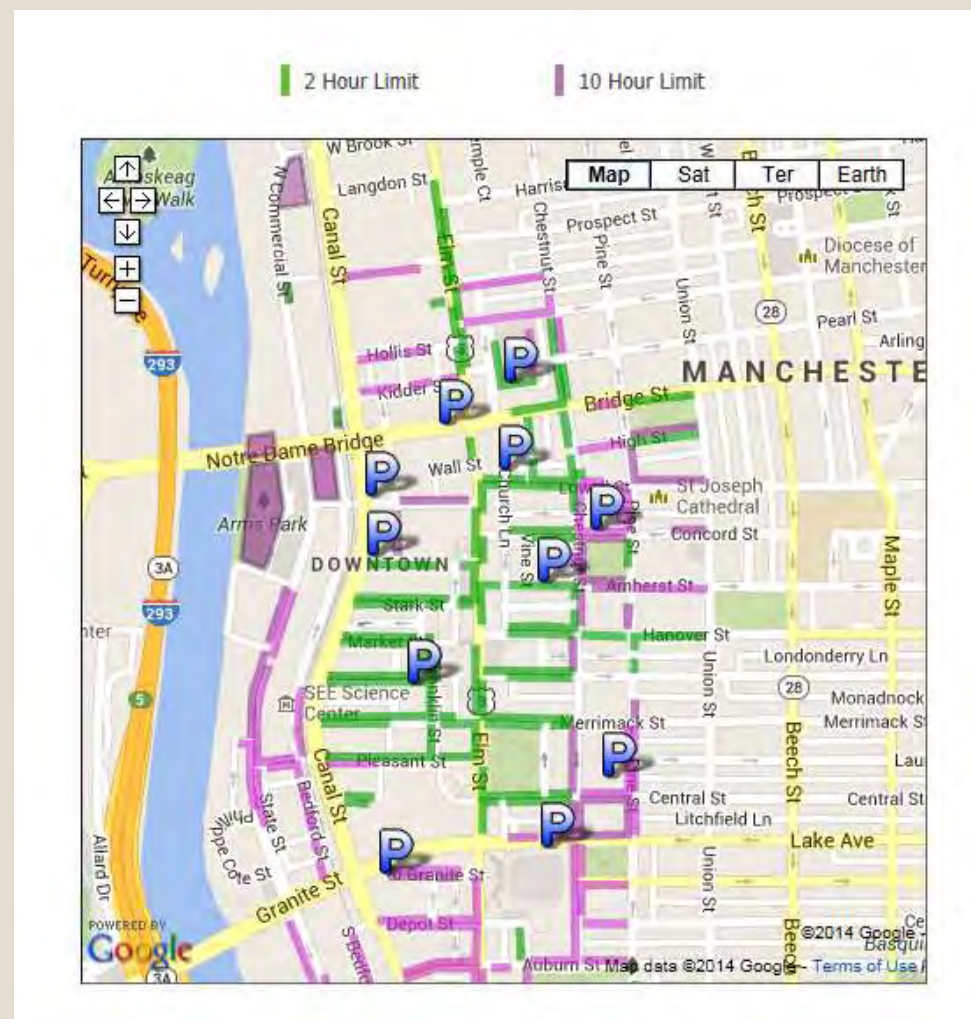


Parking, Use of City Logo, Banner Program

City of Manchester Parking Division

For your convenience, we have included a link to the City of Manchester's Parking Map. The map shows visitors all of the parking options the City of Manchester has to offer and can be found here:

<http://www.manchesternh.gov/Departments/Parking/On-Street-and-Off-Street-Parking>



Marketing Your Event

Conditional approval of a Special Event Permit is given upon receipt of an applicant's application fee and the event may be marketed at the applicant's own risk. However, if a permit is not granted and the event is canceled, the applicant may not hold the City responsible or liable for any of the costs incurred from marketing. Acceptance of a Special Event Application does not guarantee the date and location or an automatic approval of your event.

Use of City Logo

The City of Manchester has also created a logo for special use that is different from the official City of Manchester Seal, but still requires authorization for use. Use of the logo requires prior approval from Economic Development Office. Permission for the logo is granted for a one-time, event specific use.



Banner Program

The Banner Program provides a unique opportunity to promote special events taking place in downtown Manchester. For more information please contact the Economic Development Office today at (603) 624-6505!



Parks and Recreation Rules and Regulations



The City of Manchester Parks and Recreation Department is an extensive operation with over 2,000 acres of green spaces and a wide variety of parks. The primary mission of the Parks and Recreation Department is to provide citizens and visitors with open space and facilities for recreation and relaxation.

Did You Know?

For small private gatherings of 100 people or less, that do not include any special event features such as amplified sound, stages, tents and food sales, you may contact the Parks & Recreation Department directly at (603) 624-6444 or complete a [Parks Reservation Application](#). These small events may include picnics, weddings, family reunions or other private social gatherings.

To Protect Our Parks and Insure Public Safety, Please Observe The Following Rules and Regulations

- Park Use is permitted only during open hours (7:00 a.m. – 11:00 p.m.) unless otherwise posted.
- All refuse generated as a result of the event is to be gathered up and disposed of satisfactorily.
- Any refuse which exceeds the capacity of existing bins in the park is to be taken away.
- All dogs must be leashed and picked up after.
- Inflatables or bounce houses are prohibited in the parks.

The Following Activities Are Prohibited Unless Otherwise Specified:

- The use, consumption or possession of alcoholic beverages
- Open fires, tents and camping of any kind
- Illegal gambling or wagering
- Practicing or playing golf
- Public intoxication or disturbing the peace through riotous, boisterous, threatening or indecent conduct, or the use of abusive, threatening, profane or indecent language

Event Attendants

The City of Manchester Parks and Recreation Department may determine that an Event Attendant is required. The attendant monitors the Park activities, provides information and assists the event manager with access to amenities. Additional services provided include access to electricity behind main stage and light trash removal during and after the event. Electrical requirements above and beyond those provided are the responsibility of the applicant. Removal of trash above and beyond the usual and customary may be invoiced to the applicant. There will be an hourly rate charged for an event attendant with a 3 hour minimum. The attendant stays for the entire event plus one hour after. The cost of additional trash removal will be determined by the Department of Public Works and invoiced accordingly.



Thank you for choosing  *for your upcoming*
MANCHESTER, NH
New Hampshire's Business Capital
event.

[Check out Our Upcoming Events!](#)