



## CITY OF LEBANON - APPLICATION FOR PERMIT USE OF CITY PROPERTY/VENDING MACHINES

BUSINESS NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### PURPOSE OF PERMIT

**USE OF CITY PROPERTY\***

(Please circle) Colburn Park   Hanover Street Mall   Storrs Hill   Other \_\_\_\_\_

Date(s) Event to be held \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Purpose: \_\_\_\_\_

\*If event is to be a Street Fair, Amusement Show, or is Theatrical in nature, a License must be obtained from the Licensing Board (See License Form for Street Fairs & Amusements)

❖ *Please Complete Attached Insurance Requirements Form*

❖ *Unless a Waiver is Granted, Please Provide a Certificate of Liability Insurance*

IF ALCOHOLIC BEVERAGES ARE TO BE SERVED, AN ALCOHOL EXEMPTION MUST BE ISSUED (CITY CODE §14)

❖ *Please complete the attached Alcohol Exemption Form*

❖ *See Attached Requirements for Consumption and/or Sale of Alcohol*

**VENDING MACHINES** (City Code §176)

Desired Location: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ (If Applicable)

**FOR OFFICE USE ONLY**

DATE RECEIVED \_\_\_\_\_ LICENSE # \_\_\_\_\_

Certificate of Liability Insurance Provided    Insurance Requirements Form Provided

ALCOHOL TO BE SERVED: YES/NO    Alcohol Exemption Form Provided  
 NH Liquor License Provided (Sale of Alcohol)

**Waiver(s) Requested:**

Certificate of Liability Insurance    Worker's Comp    Bond for Damage

FINAL APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY MANAGER

## CONDITIONS OF USE

### USE OF CITY PROPERTY/VENDING MACHINES

#### USE OF CITY PROPERTY

##### **Colburn Park**

1. If a tent larger than 15' x 15' is to be used, this permit is conditional upon review, inspection and approval by the Lebanon Fire Department. Please contact a Fire Inspector at 448-8810 to set up a time for inspection once the tent is in place.
2. If 50 or more people are expected at an event, a Place of Assembly Permit may be required from the Lebanon Fire Department. This permit is conditional upon review and approval by the Lebanon Fire Department. Please contact a Fire Inspector at 448-8810.
3. Trash is to be disposed of at the conclusion of the event.
4. Any fund-raising activities must be held well within the confines of Colburn Park; no solicitations of any type are to occur near the various entrances to the Park.
5. If a public address system or amplification is to be used a PA permit must be obtained from the Lebanon Police Department. No amplification equipment may be used on Sundays except between the hours of 1:00pm and 5:00pm unless permission is granted by the City Council.
6. Unless a waiver is granted, a Certificate of Insurance must be provided to the City Manager's Office prior to the event.
7. Vehicles are allowed in Colburn Park only for unloading/loading purposes. Please restrict travel in the Park to the paved walkways only. Any damage done to the grass or other areas of the park is the responsibility of the applicant.
8. If electricity is required for your event:
  - a. Please contact the Lebanon Recreation Department at 448-5121 at least 48 hours prior to the event to retrieve the key to the electrical box. If your event falls on a Saturday or Sunday, be sure to contact Recreation by the Wednesday prior to the event.
  - b. This permit is conditional upon an electrical safety check to be conducted by the City's electrical inspector. Please contact the Codes Department at least 48 hours prior to the event at 448-1524 to schedule a safety walk-through prior to the event. If your event falls on a Saturday or Sunday, be sure to contact the Codes Department by the Wednesday prior to the event and speak with the City's Electrical Inspector to go over the electrical safety issues.
9. If water is required for your event, please contact Utilities Maintenance at 298-5190 at least 48 hours prior to the event. If your event falls on a Saturday or Sunday, be sure to contact Utilities Maintenance by the Wednesday prior to the event.
10. Alcohol use, sale or consumption is prohibited unless an alcohol exemption is granted. A New Hampshire liquor license must be provided if there is to be any sale of alcohol. Licensee must have a copy of the NH Liquor License in their possession on the day of event.
11. The Licensee will serve alcohol pursuant to state and federal laws regulating the distribution and consumption of alcohol.

##### **Hanover Street Mall**

1. Please advise neighboring businesses on The Hanover Street Mall of your upcoming event.
2. Please do not restrict pedestrian travel on The Hanover Street Mall any more than necessary.
3. If a tent larger than 15' x 15' is to be used, this permit is conditional upon review, inspection and approval by the Lebanon Fire Department. Please contact a Fire Inspector at 448-8810 to set up a time for inspection once the tent is in place.

4. If 50 or more people are expected at an event, a Place of Assembly Permit may be required from the Lebanon Fire Department. This permit is conditional upon review and approval by the Lebanon Fire Department. Please contact a Fire Inspector at 448-8810.
5. Trash is to be disposed of at the conclusion of the event.
6. If a public address system or amplification is to be used a PA permit must be obtained from the Lebanon Police Department. No amplification equipment may be used on Sundays except between the hours of 1:00pm and 5:00pm unless permission is granted by the City Council.
7. Unless a waiver is granted, a Certificate of Insurance must be provided to the City Manager's Office prior to the event.
8. Vehicles are not allowed at any time upon the Hanover Street Mall without the approval of the City Manager.
9. Alcohol use, sale or consumption is prohibited unless an alcohol exemption is granted. A New Hampshire liquor license must be provided if there is to be any sale of alcohol. Licensee must have a copy of the NH Liquor License in their possession on the day of event.

#### **Storrs Hill**

1. A Certificate of Insurance must be provided to the City Manager's Office prior to the event.
2. If 50 or more people are expected at an event, a Place of Assembly Permit may be required from the Lebanon Fire Department. This permit is conditional upon review and approval by the Lebanon Fire Department. Please contact a Fire Inspector at 448-8810.
3. If a public address system or amplification is to be used a PA permit must be obtained from the Lebanon Police Department. No amplification equipment may be used on Sundays except between the hours of 1:00pm and 5:00pm unless permission is granted by the City Council.
4. Alcohol use, sale or consumption is prohibited unless an alcohol exemption is granted. A New Hampshire liquor license must be provided if there is to be any sale of alcohol. Licensee must have a copy of the NH Liquor License in their possession on the day of event.
5. The Licensee will serve alcohol pursuant to state and federal laws regulating the distribution and consumption of alcohol.

#### **ALCOHOLIC BEVERAGES** (City Code Chapter 14)

1. The purpose of this article is to regulate and control the consumption and possession of alcoholic beverages in certain places. The authority for this article is RSA 47:1 and RSA 47:17.
2. Alcohol use, sale or consumption is prohibited unless an alcohol exemption is granted. A New Hampshire liquor license must be provided if there is to be any sale of alcohol. Licensee must have a copy of the NH Liquor License in their possession on the day of event.
3. The Licensee will serve alcohol pursuant to state and federal laws regulating the distribution and consumption of alcohol.
4. The Licensee must assign 1 person, over the age of 21 years, who will remain substance-free to monitor the event for appropriate consumption by attendees.
5. The licensee must have 2 designated drivers who will not consume alcohol, and will be available until the end of the event.

#### **VENDING MACHINES** (City Code Chapter 176)

1. The City Manager shall have the authority to issue permits for the location of vending machines in City rights-of-way.
2. The location of such vending machines shall not endanger the safety of persons or property nor interfere with or impede the flow of pedestrian or vehicular traffic, the ingress into or egress from any residence or place of business or the use of poles, posts, traffic signs or signals, hydrants, mailboxes or other objects permitted at or near said location.

## **INSURANCE REQUIREMENTS**

A Certificate of Liability Insurance must be provided for events which are anticipated to attract twenty-five (25) or more participants. If less than 25 participants are expected, the City may waive the requirement at the request of the applicant (see attached pages)

When required, the Certificate of Liability Insurance must list the City of Lebanon as an additional insured, and must be in an amount not less than \$500,000 per person and \$1,000,000 per occurrence.

Tenant Users Liability Insurance Policy (TULIP) is available to individuals or clubs who need coverage for private events. Low cost coverage is obtainable for single-day events like weddings, parties, reunions, concerts or charity benefits. TULIP insurance will need to be provided prior to any event held on city property by a private group.



**CITY OF LEBANON**

**INSURANCE REQUIREMENTS FOR USE OF CITY PROPERTY**

I, \_\_\_\_\_, hereinafter referred to as the LICENSEE, have received a license for use of public facilities, hereinafter referred to as the LICENSED PREMISES, owned and operated by the City of Lebanon, hereinafter referred to as the CITY. The LICENSEE understands that this attachment constitutes a part of that license.

**1. RELEASE FROM PERSONAL LIABILITY:**

The LICENSEE hereby releases and forever discharges the City, its heirs, agents, and assigns from any and all liability for and any and all damage to property the LICENSEE brings to the LICENSED PREMISES or any and all bodily injury the LICENSEE, its employees, invitees, agents, or assigns may suffer while at the LICENSED PREMISES. The LICENSEE has attached hereto a certificate evidencing worker's compensation insurance coverage for any and all of its employees.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
LICENSEE

**1.1. OPTION TO WAIVE REQUIREMENT FOR WORKERS COMPENSATION INSURANCE:** The requirement for workers compensation insurance coverage MAY be waived by the City if the LICENSEE certifies that they will not have any employees working at the LICENSED PREMISES. It is understood and agreed by the LICENSEE that waiver of the requirement for worker's compensation insurance coverage does NOT, however, relieve the LICENSEE from providing the CITY with a Certificate of Insurance, or liability for claims of property damage, or personal injury to volunteers or non-employees that may assist at the LICENSED PREMISES.

I \_\_\_\_\_, hereby certify that no employees will be present at the event, and therefore am requesting a Waiver of Worker's Compensation Insurance by the CITY.

**REQUEST FOR WAIVER OF WORKER'S COMPENSATION INSURANCE : APPROVED / DENIED**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
CITY MANAGER

**2. RELEASE FROM INDEMNIFICATION FROM THIRD PARTY LIABILITY:**

The LICENSEE hereby releases the CITY from liability for any property damage or personal injury that any participants may suffer while at or on the LICENSED PREMISES. The LICENSEE further indemnifies and holds the CITY harmless from and against all claims for such property damage or personal injury from third persons on the LICENSED PREMISES at the permission of the LICENSEE, including reasonable attorney's fees, whether or not such claims result in litigation.

**2.1. Certificate of Insurance:** The LICENSEE understands that it is required to have valid liability insurance in force to guarantee its promise to pay damages to participants outlined in Section 2 above.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
LICENSEE





**CITY OF LEBANON**

**EXEMPTION TO ALLOW ALCOHOL ON CITY PROPERTY**

(IN ACCORDANCE WITH CITY CODE §14-5)

NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**EVENT INFORMATION**

DATE(S): \_\_\_\_\_ TIMES (START & END): \_\_\_\_\_

LOCATION: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

**TYPE OF EXEMPTION REQUESTED**

Consumption of Alcohol     Sale of Alcohol\*     Both Consumption/Sale

\*For the sale of alcohol, please attach a copy of your New Hampshire Liquor License.

Please provide the name and phone number of the person (over the age of 21) designated to remain substance-free and to monitor the event for appropriate alcohol consumption by attendees.

Name: \_\_\_\_\_ Phone/Cell # \_\_\_\_\_

Please provide the names and phone numbers of 2 designated drivers who will not consume alcohol, and will be available until the end of the event.

Name: \_\_\_\_\_ Phone/Cell # \_\_\_\_\_

Name: \_\_\_\_\_ Phone/Cell # \_\_\_\_\_

**FOR OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_ LICENSE # \_\_\_\_\_

Designated Drivers Names Provided     Monitors Name Provided     NH Liquor License Provided

Police Chief Approval – Date Received: \_\_\_\_\_

FINAL APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY MANAGER

**CONDITIONS OF USE**

- The exemption time period shall not exceed 12 hours
- Alcohol will be served only pursuant to State and Federal Laws regulating the distribution & consumption of alcohol.
- Please have a copy of the NH Liquor License in your possession the day of your event

cc: Police Chief; Deputy Police Chief