



Application #: _____
 Fees Paid: _____
 Check #: _____
 Receipt #: _____

**SPECIAL EVENT
 APPLICATION**

New Special Event

Special Event Renewal (No Changes)

Name of Event: _____

Type of Event: _____

Date(s) of Event: _____ Time of Event: _____

Tax Map/ Lot # (s): _____ Zoning District (s): _____

Street Address: _____

Number of Parking Spaces: _____ Number of Venders: _____ Number of Tents and Sizes: _____

Parks Approval: _____ Loudspeaker Hours: _____ Non-Profit (501C-3) ID #: _____

Detailed Description of Event: _____

I hereby make application to the City of Laconia for the above-referenced property(s) and the development as described. To the best of my knowledge, the information provided herein is accurate and is in accordance with Chapter 195 of the Laconia City Ordinances. The Special Events Committee and/or City employees are authorized entrance to the property(s) for purposes of reviewing this proposal. I understand that I, or my agent, is responsible for appearing for any and all meetings before the Special Events Committee.

Sign as appropriate (If agent or non-person please attach certification)

APPLICANT

AGENT

PROPERTY OWNER

Printed Name: _____

Signature: _____

Date: _____

DUE AT SUBMISSION:

- **ALL FEES**
- **COMPLETED APPLICATION CONTACT WORKSHEET**
- **COMPLETED CHECKLIST FOR EVENT**
- **10 COPIES OF ENTIRE SPECIAL EVENT APPLICATION AND SUPPORTING DOCUMENTATION**



City of Laconia Special Event Checklist

- Site plan must be to scale, using: 1" = 10', 1" = 20', 1" = 30', 1" = 40', or 1" = 50' scale.
- Title block with the following information: plan purpose, property address (must include street number, & property owner)
- North arrow
- Plan scale, including a bar scale as indicated above
- Existing property lines
- Existing streets & street names abutting the property
- Size, location, & use of existing permanent structures
- Size, location, & use of proposed temporary structures, with the structure setbacks shown on the plan
- Size, location, & number of proposed vending sites, including those within any structures NOTE: All sites must be numbered, and all sq. footage is to be indicated.
- Size, location, & use of existing access, driveways & parking areas
- Size, width, surface material & location of any proposed temporary access, driveways, & parking areas, including number of parking spaces
- ATM's (all locations must be indicated on the plan)
- Location & number of existing & proposed trash disposal facilities, along with contracts **To be submitted on:**
- Copies of solid waste & sanitary facility maintenance contracts **To be submitted on:**
- Location, type & number of existing & proposed restroom facilities
- Location & type of existing & proposed water supply
- Certificate of Insurance **To be submitted on:**
- Method & number of private security guards or police on the property **To be submitted on:**
- Location & type of any entertainment areas planned on the site; number of persons to be accommodated
- Location, type & number of any portable or permanent fuel supply on site (**MUST** be shown on plan) **To be submitted on:**
- Location & type of existing & proposed electrical supply **To be submitted on:**
- Size & location of parking areas for visitors & employees
- Location & width of any existing or proposed driveways or fire lanes to be used for emergency access