

Town Of Littleton
Department of Parks and Recreation
(603)444-2575
Special Events Request

Purpose: It is the purpose of this policy to regulate special outdoor events held at Littleton parks and recreation facilities, so that each event can be held with safety and health of the participants in mind, the protection of public property considered, and the impact of the event on non-participating citizens minimized.

Request for the use of a park or park facility for a special public event or large gathering, shall be made by application through the Department of Parks and Recreation. The application will provide in detail the type of event, dates, times, facilities requested, activities offered, number of participants expected, and all other information requested to determine the impact on the park, and the liability to the Town Of Littleton. Insurance requirements shall be determined by the Department of Parks and Recreation.

Upon receipt of application from a group or individual for use of a park or facility for a special event. The park commissioners or designee shall contact the requestor if Liability insurance or more information is needed.

Upon request, sponsors of special events must provide a Certificate of Insurance on fully paid comprehensive public liability and property damage insurance policy from a licensed broker, protecting The Town Of Littleton, The Town of Littleton Parks and Recreation Department, its officers, agents, and employees from any and all claims which may result from or in connection to the special event. The Town of Littleton Parks and Recreation Department must receive the certificate at least ten (10) days prior to the special event. Limits of insurance are generally \$500,000.00 for death or bodily injury and property damage.

Applications: Will be accepted on a first come first serve basis. Special events shall be requested at least 30 days prior to the event.

Parking: No vehicles or heavy equipment may be parked on the playing fields within the Town Of Littleton.

Toilets: It is the responsibility of the sponsors to provide adequate additional toilets on site during the special event. The number will be determined by the type of event.

Electricity: Any electrical requirements beyond those which already exist at the special event site must be provided by the event sponsor's own licensed electrician. Any and all additional electrical work must be approved by the Parks Superintendent.

Cleanup Plan: During an event, waste must be removed on a continuous basis. Upon completion of an event all waste including; paper, plastic, glass, food-by-products, cigarette butts, can tabs, bottle caps, and all other forms of debris or litter must be removed from the park. The park is expected to be left in the same condition after an event as it was prior to the event.

A pre event inspection of the park grounds will be made by the Park Superintendent, Event Coordinator, and the persons in charge of the clean-up prior to the start of the special event. A post event inspection will consist of the same personnel with in twenty four hours after completion of the event, or next scheduled event if within the next twenty-four hour time period.

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Special Events Application

1. Name of event _____
2. Name of organization _____
3. Address _____
4. Telephone _____
5. Name of applicant/contact person _____
6. Address _____
7. Telephone _____
8. Purpose of event

9. Dates and times of event _____
10. Dates and times of set up and clean up _____
11. Location of event (specific) _____
12. List any street closings, Include dates and times

13. Expected attendance _____
14. Will any temporary structures be built? If yes describe in detail and include location _____

15. Will there be any entertainment or music? Describe performance, times, location _____

16. Will additional utility services be used such as power and water beyond that which is available in the Park? Describe in detail specific utilities and location. (any additional utilities must be provided by the applicant)

17. Is a parade planned in connection with the event? State details, time, expected crowd, and attach a map of route.

18. How do you plan to remove refuse and garbage?

19. How do you plan to provide security?

20. Will existing bathroom facilities be adequate? Describe plans to augment available sanitary facilities.



If the special events permit is approved. The sponsor shall assume full responsibility for compliance with all conditions and further agrees to pay any cost associated with damage to the Town of Littleton.

Applicants Signature _____ **Date** _____

Return completed application to:

Town of Littleton
Dept. of Parks and Recreation
125 main st.
Littleton N.H. 03561

Approved **Denied**

Park Superintendent Date

Recreation Director Date

Park Commissioner Date