

City of Haverhill
Application for Permit for
Amusements, Public Shows and Exhibitions

Name of Organization: _____

Address of Organization: _____

Is the Organization a Non-Profit? Yes _____ No _____ (If yes, must provide evidence of non-profit status)

Religious Societies conducting events on property owned by them; Events given in school buildings by or for the benefit of pupils or Events on public property permitted and approved by the appropriate permit granting authority (Stadium, Winnekenni and Tattersall Farm) or Enterprises holding appropriate Entertainment Licenses from the License Commission are exempt.

EVENT INFORMATION

Requesting permit for (List type of event):

Date of Event: _____ Time of Event: _____

Location of Event: _____

Indoor:

Outdoor:

Name and Address of the Owner of the Property: _____

If applicant is not the Owner of the Property, Applicant must provide written proof of permission from the property owner.

Number of Anticipated Attendees: _____

Number of Parking Spaces available on Site: _____

Have arrangements been made for offsite parking? Yes _____ No _____

If yes, please give details of the offsite parking: _____

Are there charges or fees for parking? Yes ___ No ___ If yes, list charges/fees _____

Please identify the plans for solid waste disposal and recycling: _____

Number of public restrooms available: Permanent _____ Portable _____

Other special considerations for event (e.g. fireworks, street closure, use of areas for set-up):

Are you requesting that the fees be waived? Yes _____ No _____

If yes, please list specific fees along with dollar amount you are requesting waived:

(This request can only be made for City sponsored events or by registered non-profit groups conducting events for wholly charitable purposes only – Nonprofit organizations must submit name, addresses of organization along with the names of executive officers and board members. \$50 non-waivable application fee must be paid upon submission of application)

Authorized Person: _____

Address of Authorized Person: _____

Telephone #/Cell #/Pager # (Indicate if Pager): _____

Social Security Number of Authorized Person: _____

Copies of any event agreements, including leases and contracts for entertainers, performers, sound stage, cleaning, security, vendor, catering or food service must be provided with application.

APPROVALS:

Fire Chief:

Reviewed: _____ Approved: _____ Denied: _____

Comments/Conditions/Requirements: _____

Recreational Director: Required for all recreational facilities:

Reviewed: _____ Approved: _____ Denied: _____

Comments/Conditions/Requirements: _____

Police Chief:

Reviewed: _____ Approved: _____ Denied: _____

Comments/Conditions/Requirements: _____

Health Inspector/Board of Health:

Reviewed: _____ Approved: _____ Denied: _____

Comments/Conditions/Requirements: _____

Building Inspector:

Reviewed: _____ Approved: _____ Denied: _____

Comments/Conditions/Requirements: _____

Public Works Director:

Reviewed: _____ Approved: _____ Denied: _____

Comments/Conditions/Requirements: _____

General Release & Indemnity Agreement

The Above organization in consideration of the permit granted by the City Council as above requested hereby remises, releases and forever discharges the City of Haverhill, its respectful employees, agents and attorneys from all manner of actions, causes of actions, debts,, dues, claims and demands both in law and in equity, more especially any and all claims as a result of the issuance of this permit or use of any City Property, including, but not limited to, property damages and personal injuries resulting from the same.

Signature of Authorized
Agent of Organization: _____ Date: _____

Signature Witnessed By: _____ Date: _____

City Council will hear this request for application on:

_____ at _____
(date) (time)

Applicant must attend: Yes _____ No _____

Licensee is solely responsible for the cost of any damage that occurs to public property or extraordinary expense necessary for the public safety as a result of the public event, exhibition, show or amusement.

Licensee shall be responsible for the cost of any police or fire official(s) required by the City Council to be attendance at the event.

OFFICE USE

PERMIT

Permit approved on: _____ **Number of Detail Officers:** _____

Proof of Insurance: Policy Number _____ **Expiration date** _____

Attendance Limited to: _____

Other Conditions/Requirements: _____

All permits issued fully incorporate the terms and conditions of Article IV Public Shows, Exhibitions and Events of Chapter 104 of the Code of the City of Haverhill

Signed: _____ **Issued on:** _____

City Clerk