



**BELMONT LAND USE OFFICE**  
**APPLICATION FOR OUTDOOR FESTIVALS & SPECIAL EVENTS**  
**Application Instructions**

These instructions and the attached application form are to be used for the following type of events:

- Carnivals
- Fairs
- Race Events
- Festivals/Food Trucks/Car Shows
- Music Events/Concerts
- Temporary Campground

Special Event Fees	
1-10 Vendors	\$200
11-25 Vendors	\$300
26-50 Vendors	\$500
More than 50 Vendors	\$1,000
Beer Tent	\$1,000
Special Event/Miscellaneous	\$200
Temporary Campgrounds up to 50 Sites	\$350
Temporary Campgrounds more than 50 Sites	\$500

**Review Process**

This process is to determine the Zoning Use Category, whether the use is permitted and whether other approvals are required. A Certificate of Use is required prior to the event. The review process includes:

- Application should be made in a timely fashion so all required reviews and permits can be obtained prior to the proposed event date.
- Submit completed *Belmont Land Use Application for Outdoor Festivals & Special Events* to the Land Use Office – answering all questions and providing all required information will speed the review process.
- Contact the Building Official (603-267-8300x111) for required inspection(s).
- Events to be held on Town property require the completion of the Town of Belmont Facility Use form available from the Town Administrator.
- Submit completed *Belmont Fire Department Outdoor Festivals & Special Events* questionnaire to the Belmont Fire Department – answering all questions and providing all required information will speed the review process.
- Contact the Fire Department (603-267-8333) for required inspection(s).
- All other applicable permits must be obtained. These may include, but are not limited to NH Liquor Commission, NH DOT, NH Fire Marshal, NH DHHS
- A Certificate of Use will be issued for approved events.

Questions on the review process should be directed to the Land Use Office.

**BELMONT LAND USE  
APPLICATION FOR OUTDOOR FESTIVALS & SPECIAL EVENTS**

APPLICATION MUST BE TYPED OR PRINTED LEGIBLY IN PEN

**Applicant:** \_\_\_\_\_ Tele: \_\_\_\_\_ e-mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tele: \_\_\_\_\_ e-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Event Sponsor:** \_\_\_\_\_ Tele: \_\_\_\_\_ e-mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tele: \_\_\_\_\_ e-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Land Owner:** \_\_\_\_\_ Tele: \_\_\_\_\_ e-mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tele: \_\_\_\_\_ e-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Event Location (Address): \_\_\_\_\_ Tax Map/Lot #: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hours of operation: \_\_\_\_\_ Expected Attendance Numbers: \_\_\_\_\_

Describe Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe area of lot or building(s) to be used for event: \_\_\_\_\_

(Attach sketch)

\_\_\_\_\_

Describe any temporary structures: \_\_\_\_\_

Describe Any Additional or Temporary Electrical Service: \_\_\_\_\_

Describe Desired Event Signage (**Permit Required**): \_\_\_\_\_

Describe any Food and/or Liquor preparation & service: \_\_\_\_\_

\_\_\_\_\_

Describe Any Additional Rest Room Facilities: \_\_\_\_\_

\_\_\_\_\_

Describe Location and Area to be Used for Parking: \_\_\_\_\_

\_\_\_\_\_

Type of outdoor lighting: \_\_\_\_\_

Type of noise produced: \_\_\_\_\_

Describe any fireworks or other pyrotechnic devices: \_\_\_\_\_

Number/type of security and/or safety personnel on site: \_\_\_\_\_

Total Number of on-site workers involved in event: \_\_\_\_\_

Other Permits That Will be Obtained: \_\_\_\_\_

Will you have a Safety Response Plan?     YES     NO (If yes, supply copy to Town prior to event)

Do you have Event Insurance:             YES     NO (If yes, supply copy to Town prior to event)

**STATEMENT OF ASSURANCE**

I hereby certify that to the best of my knowledge this information is valid and that there is no violation of the approved ordinances, codes, and/or regulations of the Town of Belmont. I am authorized by the event sponsor to make this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of **Applicant**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of **Event Sponsor**

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I authorize this application and for Town Staff to enter onto my property for the purposes of this review.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of **Land Owner**