



Application #:
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PL2021-0092
RECEIVED
JUN 25 2021
Planning/Zoning
City of Laconia

SPECIAL EVENT APPLICATION

[ ] New Special Event

[ ] Special Event Renewal (No Changes)

Name of Event: Riverside Duck Derby

Type of Event: Fall fundraising event; Duck Drop from walking bridge, Community Fest, Food Trucks, Concert

Date(s) of Event: Saturday, October 16, 2021 Time of Event: 12:00pm - 4:00pm

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

Street Address: 25 Beacon Street East

Number of Parking Spaces: 35 Number of Vendors: 1-3 Number of Tents and Sizes: 0

Parks Approval: Yes Loudspeaker Hours: 12:00pm-4:00pm Non-Profit (501C-3) ID #: 23-7078453

Detailed Description of Event: This is the 5th year of the event. We hold a community art exhibit along the river walkway, a concert, the duck drop (the fundraising portion), the Community Fest intention is to introduce community, civic and non-profit organizations to a broader audience.

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: Tara Shore
Signature: Tara Shore
Date: 6/24/2021

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