



TOWN OF MILFORD

Requirements for

SPECIAL EVENTS

August 1, 2008

This package is intended to serve as a general reference document; to provide guidelines and identify code requirements concerning various events and occasions. It is designed to address the most frequently occurring and applicable codes and standards and is not all inclusive of every possible requirement. For additional information please contact the Milford Fire, Police, and/or Building departments.

I. Applicability

- A. All special events shall meet the requirements of the current adopted editions of the NH State Fire Code, Building Code, and National Electrical Code.
- B. Site, floor, and electrical plans (*if applicable*) for any special event shall be submitted to the Fire Department and Community Development Office (Building), a minimum of fourteen (14) days prior to the scheduled event.
- C. Any venue shall not exceed its posted occupancy limit in accordance with its Place of Assembly permit unless a Life Safety Evaluation has been performed by an independent third party fire protection engineer.

II. Definitions

AHJ – The authority having jurisdiction (AHJ) is that person or office charged with enforcing the Life Safety Code. In most situations, it is the fire chief or designee, unless the matter is a health or police matter in which case it is the respective department official.

Canopy – A temporary structure, enclosure, or shelter constructed of pliable materials which is open without sidewalls or drops on 75% or more of the perimeter.

Certificate of Flame Resistance – A certificate or affidavit that states the material has been treated in accordance with NFPA 701.

Flame Retardant – An approved chemical compound or mixture which, when applied in an approved manner to any fabric or material, will render such fabric or material incapable of supporting combustion.

Floor Plan – A plan drawn to scale showing the proposed event layout and seating with locations of all aisles, exits, and fire protection equipment.

Open Flames – Torches, candles, and other devices using flames.

Open Flame Cooking Device – Sterno fuels, grills, stove tops, etc.

Site Plan – A plan illustrating the proposed parking, “no parking” areas, and traffic flow patterns.

Special Events – Any assembly within a building (other than residential), tent, structure etc. of more than fifty (50) people, including but not limited to luncheons, dinners, sporting events, carnivals, fairs, political rallies, performances, and private functions. Any events held in an area, space or structure used outside of its normal function or existing permitted use (for example, a tennis court or courts for a stage, seating area, trade show, or exhibition) shall be considered a special event and shall meet the requirements of NH Saf-C 6000. (*The Final Determination is made by the local AHJ or Designee.*)

Tent – A temporary structure, enclosure, or shelter, either with or without sidewalls, constructed of fabric or pliable material.

III. Police Requirements – NH RSA, Chapter 105, Police Officers and Watchmen: Section 105:9 (The following NH RSA is applicable to these Requirements for Special Events:)

- I.** Any person desiring to conduct a public dance, circus or carnival shall make application for police attendance at that function. Any person who conducts a public dance, circus, or carnival without first making application for police attendance at that function is guilty of a violation.
- II.** The Chief of Police in any city or town, subject to the written approval of the Mayor and Board of Alderman, Board of Selectmen, or Licensing Board shall examine applications for police attendance at public dances, circuses and carnivals and determine if such attendance is necessary. If the Chief of Police decides police attendance is necessary, he shall detail one or more police officers to attend whose services shall be paid for by the applicant.
- III.** The Chief of Police shall have the authority to assign police details to attend any public meetings or functions which he determines may potentially:
 - (a) Involve traffic-related problems; or
 - (b) Lead to public disturbance or public nuisance; or
 - (c) Endanger public health, safety or welfare.
- III-a.** The applicant or sponsor of any public meeting or function may be charged for the services of any police officers that may be detailed or assigned to that meeting or function, unless charges authorized by this section for the services of a police officer are waived by the Chief of Police when in his judgment such authorization does not conflict with an existing local ordinance or policy.
- IV.** The Chief of Police, the Police Department, and any city, town, or political subdivision shall not be held liable for any decision not to detail police officers to attend any public meeting or function.

Source. 1925, 124:1. PL 363:9. FL 422:9. RSA 105:9. 1971, 108:1. 1973, 528:36; 529:16. 1983, 290:1. 1985, 5:1. 1986, 72:1, eff. July 11, 1986.

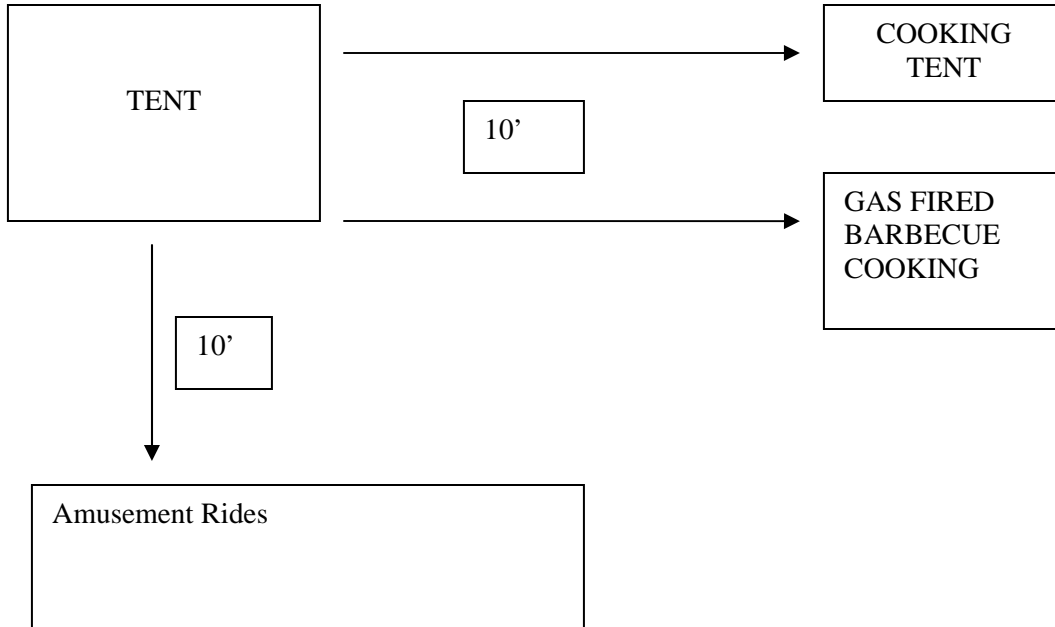
IV. Outdoor Special Events

- A. Permit Required.** A Special Event Permit shall be obtained from the Milford Fire Department in accordance with NH State Fire Code, NFPA 1 2003 Edition, Chapter 1, Table 1.12.19(a) prior to any special event. It is required that the permit shall be applied for at least fourteen (14) days prior to the special event.
- B.** For venues hosting seasonal special events, only one (1) permit application shall be required

- C. The Milford Fire Department will provide a minimum of one (1) trained crowd manager for every 250 persons in attendance at the special event in accordance with the NH State Fire Code.
- D. A Special Event Permit shall be obtained from the Milford Fire Department for all tents and temporary membrane structures in excess of 200 square feet and canopies in excess of 400 square feet in accordance with NH State Fire Code, NFPA 1 2003 Edition, Chapter 1, Table 1.12.19(a) used for the purpose of hosting gatherings of fifty (50) people or more. *This excludes tents used exclusively for the purpose of camping.*
- E. A Special Event Permit is not required for tents under two hundred (200) square feet or canopies under four hundred (400) square feet.
- F. These structures shall have a Place of Assembly Permit in accordance with NH RSA 155-18.
- G. All tents shall meet the requirements of NH State Fire Code, NFPA 1 2003 Edition, Chapter 25.
- H. All enclosed tents, canopies, or temporary membrane structures shall be equipped with emergency lights and exit signs.
- I. Means of egress requirements shall be as follows:

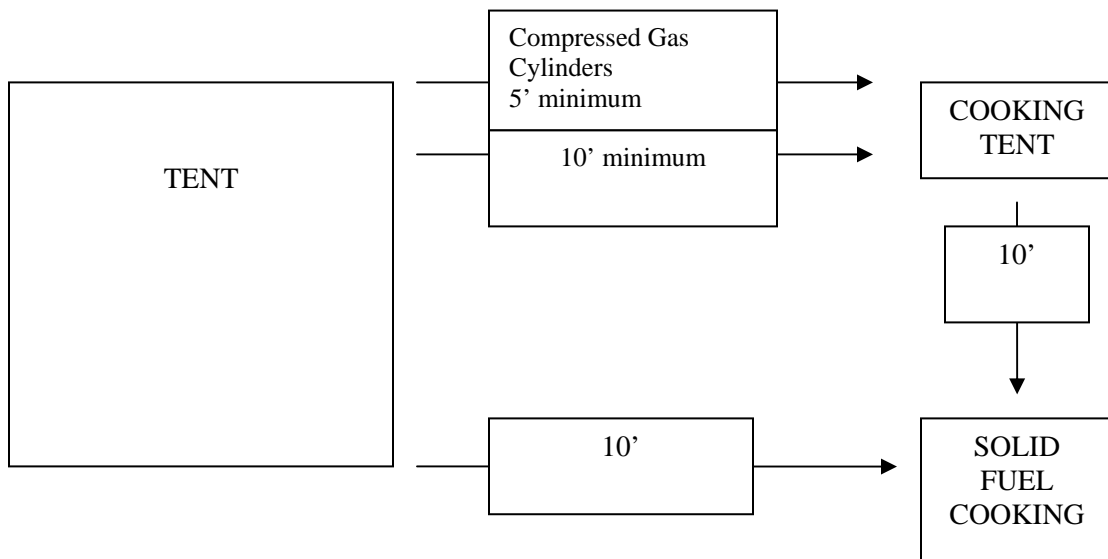
<u>Occupant load</u>	<u>Number of exits</u>	<u>Minimum exit width</u>
Less than 10	1	36"
10 to 199	2	72"
200 to 499	3	72"
500 to 999	4	96"
1000 or more	5	120"

- J. If two (2) or more exits are provided, illuminated exit signs and emergency lighting shall be provided.
- K. All tents shall have a certificate of flame resistance in accordance with NH State Fire Code, NFPA 1 2003 Edition, Chapter 25, Section 25.2.2.2.
- L. All outdoor tents, canopies, and temporary membrane structures utilized for cooking shall be separated from other structures (including amusement rides) by a minimum of ten (10) feet in accordance with the NH State Fire Code, NFPA 1 2003 Edition, Chapter 10, Section 10.16.8

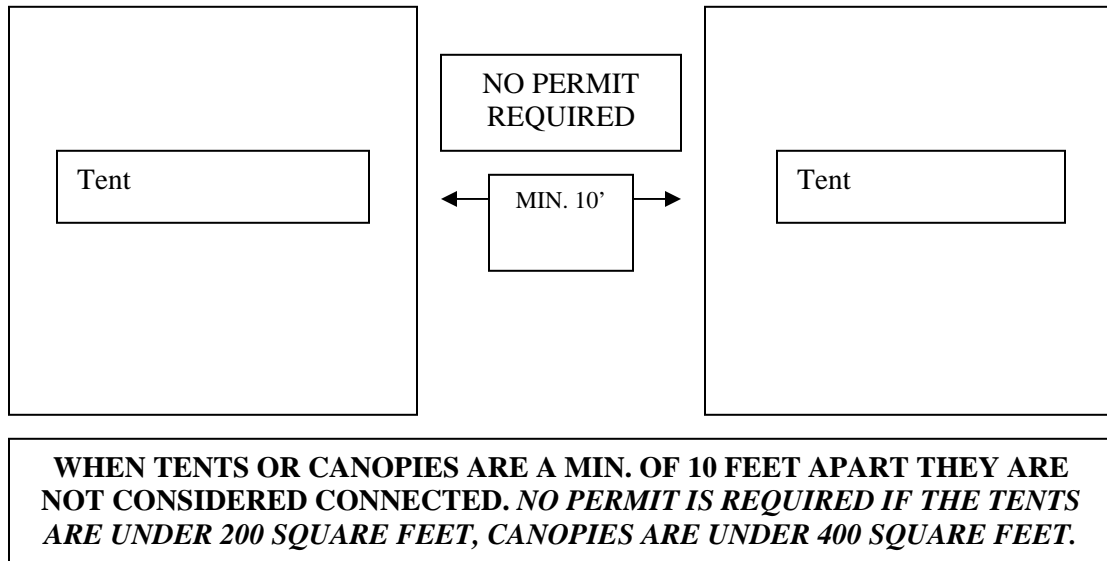


M. Compressed gas cylinders, including but not limited to those used for heated cooking devices, shall be located at least five (5) feet from the outside of all tents and booths, and at least ten (10) feet away from any open flame.

N. All compressed gas cylinders shall be stored in an upright position and secured to prevent accidental tip-over. All compressed gas cylinders not in use shall be capped. See diagram below:



O. Tents and canopies that are at least ten (10) feet apart are not considered connected.



P. Fire Protection Requirements.

1. Cooking of the following items will be allowed under a tent subject to inspection and approval of the Fire Department:
 - i. Grilling/Barbequing of meats that have been prepared in an enclosed mobile unit or commissary.
 - ii. Cooking/reheating of commercially prepared foods.
 - iii. Deep frying of commercially prepared foods.
 - iv. Preparation of non-hazardous foods (kettle corn, popcorn, pretzels, etc)
2. Cooking is prohibited under tents, temporary membrane structures, and/or canopies which are used for any type of public assembly.
3. Any booth, trailer, tent, or canopy using an open flame cooking device shall have a minimum of one (1) approved fire extinguisher with a 2A: 10B: C rating and a minimum of five (5) pounds of extinguishing agent. In addition, any booth, trailer, tent, or canopy using deep fat fryer/fryolator type cooking device shall also have a minimum of one (1) approved 6L (min) Class K fire extinguisher
4. All fire extinguishers' shall be inspected annually and shall have an inspection tag indicating the same attached to the extinguisher.
5. All individuals utilizing any type of cooking equipment shall be trained in the proper use of a fire extinguisher.
6. All commercial cooking equipment located inside a trailer or fully-enclosed booth constructed of permanent materials shall be provided with an approved automatic fire extinguishing system that is UL 300 compliant. *(Non-compliant units may be allowed to continue operation after inspection and approval by the AHJ)*

Q. Health Inspections

1. Any booth, trailer, tent, or canopy serving food shall have an inspection performed by the Milford Health Officer prior to opening for a special event.

R. Electrical Requirements.

1. All electrical installations shall meet the requirements of the National Electrical Code 2008 Edition and the NH State Fire Code, NFPA 1 2003 Edition.
2. An electrical permit shall be obtained by an electrician licensed in the State of New Hampshire from the Community Development Office (Building) a minimum of fourteen (14) days prior to the scheduled event.
3. Temporary event specific electrical installations shall comply with the requirements of the National Electrical Code 2008 Edition, Articles 518, 520, 525, and 590.
4. When applicable, the electrician of record or the event coordinator shall supply a floor plan with a wiring schematic that shall include portable power distribution panel location(s), flexible cord locations and lengths, and locations of multi-appliance distribution centers.
5. GFCI (Ground Fault Circuit Interrupter) protection shall be provided when applicable in accordance with the National Electrical Code 2008 Edition.
6. All extension cords shall be appropriately sized for the intended use. Extension cords shall be a minimum 14-gauge and grounded.
7. All extension cords that are run within a means of egress or public way shall be secured and protected using an approved means, such as treadle, "yellow jackets", or trenches.
8. The use of light weight extension cords less than 14-gauge or "zip cords" is strictly prohibited. Extension cords shall serve only one appliance or fixture, unless appropriately sized and in conjunction with an approved multi-appliance distribution center. The current capacity of the supply cord shall be not less than the rated capacity of the appliance(s) or fixture(s).
9. Extension cords that supply power to individual appliances shall not exceed 75 feet in length.
10. Only UL-listed breaker protected power distribution strips may be used for additional outlets.
11. Power strips connected in series "daisy-chained" shall be prohibited.

12. Cube taps shall be prohibited.
13. Portable generators shall be located five (5) feet or greater from booths, trailers, tents, and canopies in accordance with the NH State Fire Code, NFPA 1 2003 Edition, Chapter 25, Section 25.1.12.1.

V. Indoor Special Events

- A. Permit Required: A Special Event Permit shall be obtained from the Milford Fire Department in accordance with NH State Fire Code, NFPA 1 2003 Edition. It is required that the permit be applied for at least fourteen (14) days prior to the special event.
- B. A floor plan for the indoor special event that shows such features as, but not limited to, aisle width, seating arrangement, stages, press risers, buffet tables, and bars, in accordance with the NH State Fire Code, NFPA 101 LSC 2003 Edition, Chapters 12 and 13, Sections 12.2.5.9.1 and 13.2.5.9.1 shall be submitted the Milford Fire Department for review and approval a minimum of fourteen (14) days prior to the scheduled event.
- C. The Milford Fire Department will provide a minimum of one (1) trained crowd manager for every 250 persons in attendance at the indoor special event in accordance with the NH State Fire Code.
- D. These requirements also apply to tents used for indoor special events.
- E. All pipes and drapes shall have a certificate of flame resistance or affidavit provided for review and approval. All pipes and drapes shall be secured to prevent tipping.
- F. Aisle Width - The following minimum aisle widths shall be maintained in accordance with the NH State Fire Code, NFPA 101 LSC 2003 Edition, Chapters 12 and 13:
 1. The width of aisles serving seating at tables shall be no less than 44" in areas serving 50 persons or more and 36" in areas serving 50 persons or less.
 2. Aisle widths may be required to be increased based upon the type of event and occupant load.
 3. Where non-fixed seating is located between the table and the aisle, there shall be a minimum of 19" of clear space from back of chair to back of chair.
 4. With standard seating, the spacing from the back of the chair to the front of the most forward facing projection of the chair immediately behind shall be no less than 12" and increased 0.3" for every seat over 14.

G. Non-fixed seating (folding) chairs requirements

1. All non-fixed seating (folding) chairs shall be firmly secured together in groups of

no less than three (3) and no more than seven (7). The chairs shall be secured at both the top and the bottom by either industrial tie wraps or other approved means.

2. There shall be no more than 100 chairs in a row and there shall be a minimum aisle width of 22” from the back of the chair to the front of the most forward facing projection of the chair immediately behind.

H. Indoor special event seating is limited to 250 persons unless a life safety evaluation has been performed by an independent third party fire protection engineer and approved by the Milford Fire Department.

I. the Milford Fire Department requires that the facility hosting the event provides an approved means to determine the occupant load at the event.

J. The use of theatrical haze, fog, or smoke machines is not permitted unless approved in advance by the Milford Fire Department.

K. The use of pyrotechnics is not permitted unless permits and approvals have been obtained from the NH State Fire Marshall’s Office in accordance with the NH State Fire Code.

L. Electrical Requirements.

1. All electrical installations shall meet the requirements of the National Electrical Code 2008 Edition and the NH State Fire Code, NFPA 1 2003 Edition.

2. An electrical permit shall be obtained by an electrician licensed in the State of New Hampshire from the Community Development Office (Building) a minimum of fourteen (14) days prior to the scheduled event.

3. Temporary event specific electrical installations shall comply with the requirements of the National Electrical Code 2008 Edition, Articles 518, 520, 525, and 590.

4. When applicable, the electrician of record or the event coordinator shall supply a floor plan with a wiring schematic that shall include portable power distribution panel location(s), flexible cord locations and lengths, and locations of multi-appliance distribution centers.

5. GFCI protection shall be provided when applicable in accordance with the National Electrical Code 2008 Edition.

6. All extension cords shall be appropriately sized for the intended use. Extension cords shall be a minimum 14-gauge and grounded.

7. All extension cords that are run within a means of egress or public way shall be secured and protected using an approved means, such as treadle, “yellow jackets”, or trenches.

8. The use of light weight extension cords less than 14-gauge or “zip cords” is strictly prohibited. Extension cords shall serve only one appliance or fixture, unless appropriately sized and in conjunction with an approved multi-appliance distribution center. The current capacity of the supply cord shall be not less than the rated capacity of the appliance(s) or fixture(s).
9. Extension cords that supply power to individual appliances shall not exceed 75 feet in length.
10. Only UL-listed breaker protected power distribution strips may be used for additional outlets.
11. Power strips connected in series “daisy-chained” shall be prohibited.

VI. Permits

The attached “Application for Special Event Permit” and required documents and plans shall be filled out in its entirety and submitted to the Milford Fire Department for review and approval a minimum of fourteen (14) days prior to the special event.



APPLICATION FOR SPECIAL EVENT PERMIT

Date of Application: _____ Event Date & Hours: _____

Event Location: _____

Anticipated number of attendees: _____

Set up Time: _____ Clean up Time: _____

Activity & Title of Event: _____

Sponsored By: _____

Organizers/Contacts: Name: _____ Home Phone #: _____

Work Phone #: _____ Email: _____

Address: _____

City, State, Zip Code: _____

Secondary Contact:: Name: _____ Home Phone #: _____

Work Phone #: _____ Email: _____

Number of tents or temporary membrane structures exceeding 200 square feet: _____

Number of canopies exceeding 400 square feet: _____

Please attach a copy of the certificate of flame resistance.

Please attach 2 copies of the floor and site plans if applicable.

TOWN OF MILFORD
BUILDING & CODE ENFORCEMENT OFFICE
One Union Square, Milford
(603) 249-0620



ELECTRICAL PERMIT / APPLICATION

Please print legibly or type all information

PROPERTY LOCATION: _____

PROPERTY USE: Residential ___ Commercial (Specify use)*** _____

OWNER: _____ PHONE: _____

ADDRESS: _____

APPLICANT INFORMATION **

ELECTRICIAN: _____ LICENSE #: _____ EXP: _____

COMPANY: _____ PHONE: _____

ADDRESS: _____ FAX: _____

SIGNATURE _____ EMAIL: _____

SERVICE INFORMATION

SERVICE SIZE (AMPS): MAIN: _____ SUB PANEL: _____ ADDTL DISCONNECTS: _____

SERVICE TYPE: NEW ___ UPGRADE ___ PSNH # _____ REPORTED: ___/___/___

SERVICE TYPE: TEMP: _____ PSNH # _____ REPORTED: ___/___/___

MISC WORK: EVENT: ___ ROUGH IN: ___ RENOV/ALTR: ___ TENANT FIT-UP: ___ POOL: ___

DESCRIPTION: _____ ANNUAL _____

MAP/LOT/PARCEL: _____ INSPECTION APPROVAL DATE: ___/___/___

BP # _____ APPROVAL: _____ DATE: _____

Town of Milford Building Official

COST: _____ PAYMENT INFORMATION: _____ DATE: _____

** Applicant must be a licensed Master Electrician or residing property owner

*** Plans must be submitted for all commercial permits (Engineering may be required)

24 HOUR NOTICE REQUIRED FOR ALL INSPECTIONS



Town of Milford
POLICE DEPARTMENT

Milford Police Department
Application for Special Event
Permit

Milford Police Department
19 Garden Street
Milford, NH 03055-4304
(603) 673-7742
Fax (603) 672-6025
www.milford.nh.gov
Fred Douglas, Chief of Police

Date of Application: _____

Event Dates & Hours: _____

Event Location: _____

Anticipated Number of Attendees: _____

Start Time: _____ End Time: _____

Activity & Title of Event: _____

Request for Security _____ or Traffic Control _____ (check one)

Sponsored By: _____

Organizers/Contacts: Name: _____ Home Phone #: _____

Work Phone #: _____ Cell Phone #: _____

Address: _____

City, State, Zip Code: _____

Secondary Contact: Name: _____ Home Phone #: _____

Work Phone #: _____ Cell Phone #: _____

OFFICIAL USE ONLY

Number of Law Enforcement Officers Required: _____

Date Officers Detailed: _____ Start Time: _____

Type of Service Required: Security _____ Traffic _____ (Check one)

Authorized by (Name/Rank): _____

EQUAL AND EXACT JUSTICE TO ALL