



TOWN OF MILFORD

Requirements for

SPECIAL EVENTS

October 22, 2019

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.

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II. 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 Dept.), a minimum of thirty (30) days prior to the scheduled event. Final plans (*If applicable*) shall be submitted 7 days prior to the event. (*In the event of extenuating circumstances the Fire Chief or Designee may waive the 30 and 7 day submittal requirements. The final determination shall be made by the Fire Chief or Designee*)
- 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.

III. Inspections Required

All tents, booths, food service areas, electrical installations etc. shall be ready for inspections by both building, health & fire inspectors a minimum of 2 hours prior to the start of the event.

IV. 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.

Cube Tap – A grounded U/L listed adapter that converts one female connector into multiple female connectors.

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.

Food Service Establishment- As defined by RSA 143-A:3, IV means any fixed or mobile, attended or unattended restaurant; coffee shop; cafeteria; short order café; luncheonette; grill; tearoom; sandwich shop; soda fountain; tavern; bar; cocktail lounge; night club; roadside stand; industrial feeding establishment; food vending operation; private or public organization or institution, whether profit or non profit, which routinely serves food; catering kitchen; commissary, or similar place in which food or drink is prepared for sale or for service on the premises or elsewhere; and any other eating or drinking establishment or operation in which potentially hazardous food is served or provided for the public with or without charge.

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

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

Power distribution strip – A grounded electricity distribution device containing overload protection that turns one AC wall outlet into several.

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.)*

Splitter or “Y” Tap – A grounded U/L listed adapter in the form of a letter "Y", having two female cord connectors on one end and a male plug at the other end.

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

Triple or “W” Tap – A grounded U/L listed adapter in the form of a letter "W", having three female cord connectors on one end and a male plug at the other end.

**V. 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.

VI. 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 2015 Edition, Chapter 1, Table 1.12.8(a) prior to any special event. It is required that the permit shall be applied for at least thirty (30) days prior to the special event.
- B. For venues hosting seasonal special events, only one (1) permit application shall be required
- C. In accordance with NH State Fire Code NFPA 1 2015 Edition, Chapter 20, section 20.1.5.6.1 a minimum of one (1) trained crowd manager for every 250 persons in attendance at the special event. Crowd managers must submit proof of training with the event application. Should the applicant be unable to provide trained crowd managers, the Milford Fire Department will provide them.
- D. In accordance with NH State Fire Code NFPA 1 2015 Edition, Chapter 10, section 10.14.4 Standby fire personnel shall be provide if required by the Fire Chief or Designee.
- E. 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 2015 Edition, Chapter 1, Table 1.12.8(a) used for the purpose of hosting gatherings of fifty (50) people or more. *This excludes tents used exclusively for the purpose of camping. No permits are required for tents located on the property of 1 or 2 family dwellings.*
- 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 2015 Edition, Chapter 25.
- H. All enclosed tents, canopies, or temporary membrane structures shall be equipped with emergency lights and exit signs.
1. All tents or temporary membrane structures shall be accompanied by documentation from a licensed structural engineer regarding structural stability to withstand the elements of weather to prevent unintentional collapse.
 2. Tents or temporary membrane structures shall be erected in accordance with the manufactures specifications or The IFAI procedural handbook for the safe installation of tentage second edition.
 3. It is the applicant's responsibility to discontinue the use of the tent or temporary membrane structure in the event of severe weather.

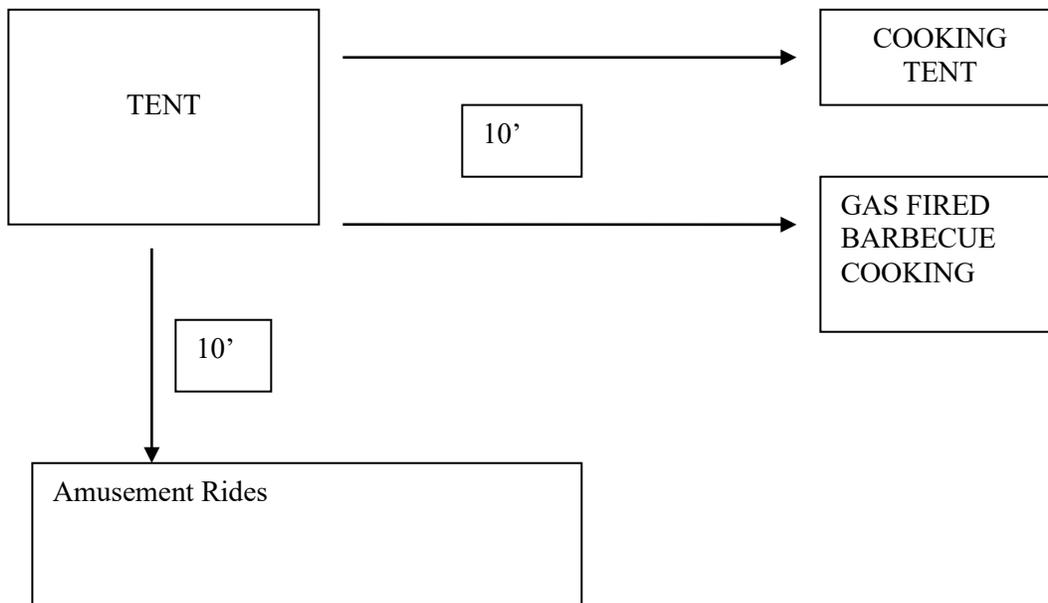
I. Means of egress requirements shall be as follows:

<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.

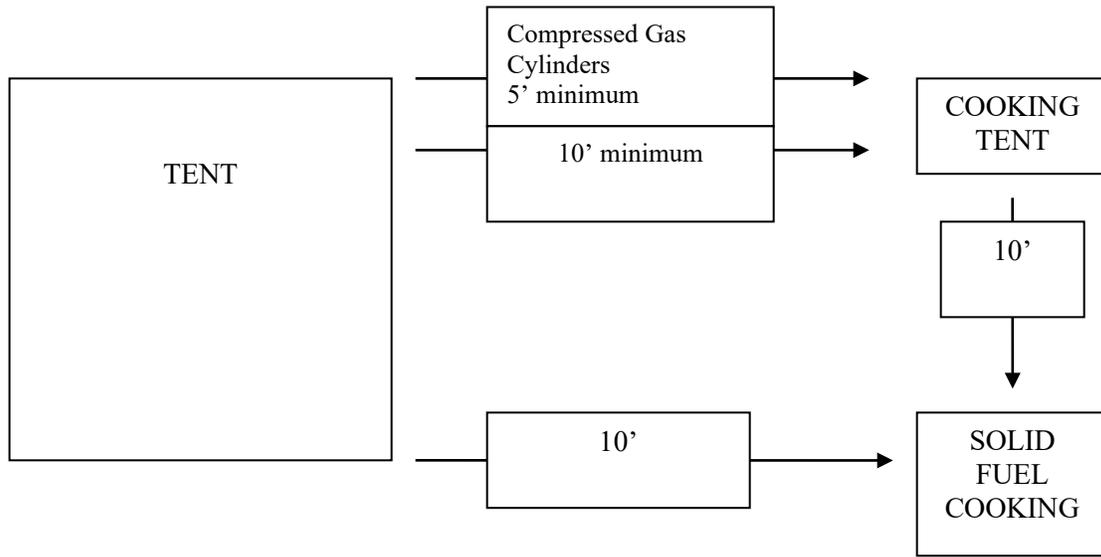
K. All tents shall have a certificate of flame resistance in accordance with NH State Fire Code, NFPA 1.

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, 2015 Edition, Chapter 10, Section 10.14.8

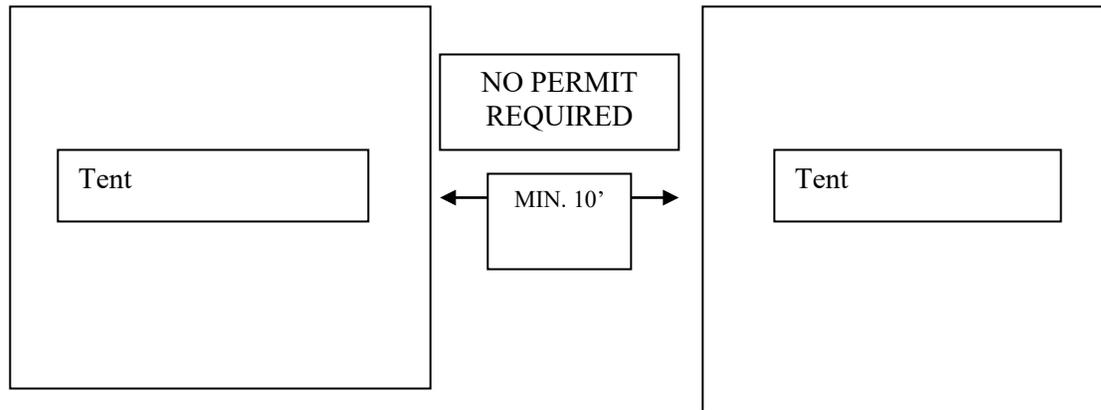


M. Compressed gas cylinders, including but not limited to those used for heated cooking devices, shall be located at least five (5) feet from the outside of all tents and booths, and at least ten (10) feet away from any open flame.

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.



WHEN TENTS OR CANOPIES ARE A MIN. OF 10 FEET APART THEY ARE NOT CONSIDERED CONNECTED. NO PERMIT IS REQUIRED IF THE TENTS ARE UNDER 200 SQUARE FEET, CANOPIES ARE UNDER 400 SQUARE FEET.

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.
2. All food service concessions shall comply with the State of NH HeP- 2300, Food Service Protection Rules.

R. Portable Restrooms.

1. Portable bathroom facilities shall be provided in accordance with the Portable Sanitation Associations Special Event Chart.

S. Electrical Requirements.

1. All electrical installations shall meet the requirements of the most current adopted editions of the National Electrical Code (NFPA 70) and the NH State Fire Code, (NFPA 1)
2. An electrical permit shall be obtained by a New Hampshire licensed electrical corporation or Master electrician licensed in the State of New Hampshire from the Community Development Office (Building Dept.) a minimum of thirty (30) days prior to the scheduled event. **The master electrician of record shall be present for event pre-inspections.**
3. Temporary event specific electrical installations shall comply with the requirements of the National Electrical Code, 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.
6. All extension cords shall be appropriately sized for the intended use and grounded. Volt and Amprage load for the cord size shall be verified by a NH Lic. Electrician. If an electrician cannot verify the loads all 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.
9. Extension cords shall serve only one appliance or fixture, unless appropriately sized and in conjunction with an approved multi-appliance distribution center with overload protection. The current capacity of the supply cord shall be not less than the rated capacity of the appliance(s) or fixture(s).
10. Only UL-listed overload protected power distribution strips may be used for additional outlets.
11. Power distribution strips connected in series "daisy-chained" are prohibited.
12. Cube Taps, "Y" Taps & "W" Taps are permitted, when approved by the event electrician, to supply electricity to a maximum of 3 electronic appliances and when connected directly or by a single extension cord to an approved power distribution strip. The combined amperage usage shall not exceed the rating of the tap adapter, extension cord or power distribution strip.

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 Chapter 25, Section 25.1.12.1.

VII. 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.. It is required that the permit be applied for at least thirty (30) 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 1 and 101 shall be submitted the Milford Fire Department for review and approval a minimum of thirty (30) 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. Venues or organizers may use their own trained crowd managers provided they have completed a recognized crowd manager training program and have the approval of the Fire Chief.
- 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 1 and 101.
 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 festival 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. 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.
2. All food service concessions shall comply with the State of NH HeP- 2300, Food Service Protection Rules.

M. Portable Restrooms.

1. Portable bathroom facilities shall be required in accordance with the Portable Sanitation Associations Special Event Chart when fixed facilities may exceed their rated capacity.

N. Electrical Requirements.

1. All electrical installations shall meet the requirements of the most current adopted editions of the National Electrical Code (NFPA 70)and the NH State Fire Code (NFPA 1)
2. An electrical permit shall be obtained by a New Hampshire licensed electrical corporation or Master electrician licensed in the State of New Hampshire from the Community Development Office (Building Dept.) a minimum of thirty (30) days prior to the scheduled event. **The master electrician of record shall be present for event pre-inspections.**
3. Temporary event specific electrical installations shall comply with the requirements of the National Electrical Code, 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.
6. All extension cords shall be appropriately sized for the intended use and grounded. Volt and Amperage load for the cord size shall be verified by a NH Lic. Electrician. If an electrician cannot verify the loads all 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.
9. Extension cords shall serve only one appliance or fixture, unless appropriately sized and in conjunction with an approved multi-appliance distribution center with overload protection. The current capacity of the supply cord shall be not less than the rated capacity of the appliance(s) or fixture(s).
10. Only UL-listed overload protected power distribution strips may be used for additional outlets.
11. Power distribution strips connected in series “daisy-chained” are prohibited.
12. Cube Taps, “Y” Taps & ”W” Taps are permitted, when approved by the event electrician, to supply electricity to a maximum of 3 electronic appliances and when connected directly or by a single extension cord to an approved power distribution strip. The combined amperage usage shall not exceed the rating of the tap adapter, extension cord or power distribution strip.

VIII. 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 Thirty (30) 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: _____

Dimensions _____

Number of tents or temporary membrane structures exceeding 400 square feet: _____

Dimensions _____

Number of Food Concessions and/or Food Prep area (s) _____

Please attach a copy of the certificate of flame resistance.

Please attach a copy of the engineers statement on structural stability (If Applicable)

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

Portable Sanitation Association International SPECIAL EVENT CHART EXTENDED BREAKDOWN



Number of Units required when no pumping service is provided based on 50/50 Mix of Men & Women
One unit provides approximately 200 uses with 4 hours between use

Average Crowd Size	Average Hours at the Event									
	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125
15,000	20	38	56	75	94	113	131	150	169	188
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313
30,000	46	82	119	156	192	229	266	302	339	376
35,000	53	96	139	181	224	267	310	352	395	438
40,000	61	109	158	207	256	305	354	403	452	501
45,000	68	123	178	233	288	343	398	453	508	563
50,000	76	137	198	259	320	381	442	503	564	626
55,000	83	150	217	285	352	419	486	554	621	688
60,000	91	164	237	311	384	457	531	604	677	751
65,000	98	177	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	533	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	707	805	903	1001
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251

Source: Independent Study by: Center of Business and Industrial Studies / University of Missouri-St. Louis

For more information contact the Portable Sanitation Association International at:
info@psai.org • 952.854.8300 • 800.822.3020 • www.pesai.org



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