



TOWN OF WESTMORELAND, NH
APPLICATION FOR SPECIAL EVENT PERMIT
Publicly Advertised Event for 100+ People.
Application must be received 30 days prior to a special event

Name(s) of Applicant: _____
Mailing Address: _____
Phone: _____ Email: _____
Name of Event: _____
Location of Event: _____
Date(s) of Event: _____ Start Time(s): _____ End Time(s): _____

SUBMIT A LIST (NAME, ADDRESS, & TAX MAP AND LOT NUMBER) OF ALL ABUTTERS
(RSA 672:3) TO THE PROPERTY FOR NOTIFICATION PURPOSES

COMPLETELY DESCRIBE THE PROPOSED SPECIAL EVENT: _____

NUMBER OF PARTICIPANTS EXPECTED: _____

PARKING & TRAFFIC (See Westmoreland Parking Policy).

Off-Street Parking: Yes ___ No ___ Shuttle Provided: Yes ___ No ___

Parking Location(s) _____

_____ Estimated vehicles: _____

FOOD SERVICE & ALCOHOL

Will food be served or sold: Yes ___ No ___ Current Mobile Food Licensee Yes ___ No ___

Will alcohol be served: Yes ___ No ___ Licensed Alcohol Provider Yes ___ No ___

If alcohol is being sold, NH Liquor Commission Permit Licensed (NH RSA 178) Yes ___ No ___

PERMANENT/PORTABLE TOILETS PROVIDED: Yes ___ How Many ___ No ___

SITE PLAN ATTACHMENT (Indicate all that apply)

- | | |
|-------------------|--------------------------|
| Parking Areas | Restrooms/Port-a-Potties |
| Entrances & Exits | Tents and Stages |
| Vendor Locations | Waste Collection Points |

If applicable, is copy of permit from Fire Warden and/or Fire Marshall included: Yes __ No __

I certify that the information is accurate and the event will comply with all local and state regulations further all liability for this event is assumed and accepted by the property owner.

_____	_____	_____
Property Owner (Print)	Property Owner Signature	Date

This instrument was acknowledged before me this _____ [date]
by _____ [name of signer]

_____	_____
Signature of Notary	Commission Expires

SPECIAL EVENT PERMIT
(FOR TOWN USE ONLY)

Name of Event: _____

Event Location: _____

Applicant: _____

Date Application Received: _____ Date of Hearing: _____

Town Administrative Processing Fee: \$ 150.00 Check # _____ (Town of Westmoreland)

Prepayment for anticipated town services: Check # _____

Following the Selectboard meeting on _____ (date) a Special Event Permit has been approved for this Event for the following Date(s): _____ Time(s): _____

By the Westmoreland Board of Selectmen.

SPECIAL EVENT PERMIT

Special Event Permits are required for gatherings open to the public that are advertised and/or money is to be collected either by donation or entrance fees. These permits are intended for gatherings of 100+ people and are not required yard sales or small private gatherings.

Town of Westmoreland Zoning Ordinance – Amended 2026

Special Public Events

5.5 Special Public Event Ordinance Pursuant to NH RSA 286, the Select Board may require a special event permit for any gathering open to the public that are advertised via print, social media or other media and/or for which there is any form of revenue gathering.

The following exceptions apply:

- a. Properties with an approved site plan for event hosting.
- b. Community events sponsored by the Town of Westmoreland, Westmoreland School, or churches located in Westmoreland.

Any property owner who violates this ordinance shall be subject to:

- a. A civil penalty up to \$500 per violation, and/or
- b. Suspension of the event by the law enforcement or other authorities.
- c. Each day of violation constitutes a separate offense.

Westmoreland Parking Policy per State RSA 41:11 – Adopted 2002

There is no parking on any maintained roads within the Westmoreland town limits. Any motor vehicle so parked on a public roadway in the Town of Westmoreland that interferes with the orderly flow of traffic and/or the ability to effectively clear a public roadway of snow or ice may be towed at the expense of the owner.

- Applicant/property owner is responsible for clearly designating and posting all parking and no-parking areas.

Fire Permits are Required in New Hampshire

- **Outdoor Fires/Bonfires:** Any outside fire (excluding gas/charcoal) requires a written permit from the local Forest Fire Warden.
- **Fireworks:** A fireworks display permit must be obtained from State Fire Marshal for any show, with applications required 15 days in advance.

LIST OF ABUTTERS

Name: _____ Date: _____

Address: _____

Map/Lot# where event is to be held: _____

To find the Map and Lot number, visit westmorelandnh.gov. Using the map number, download the appropriate map(s).

Abutters are property owners whose land adjoins your property or lies directly across a street or stream. Using the Town's tax cards (available on the website), you can identify property owners and their mailing addresses. Use this form to prepare your abutters list.

Abutter Information:

Map	Lot	Name	Mailing Address

RSA 672:3 Abutter & Westmoreland Town Ordinance Section 104. – "Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration.