

Large Gathering

Organization: Rett's Roost

Event: Rett's Roost Superhero 5K

Type: Road Race

October 22, 2017 (Sunday)

RECEIVED

JUL 17 2017

NORTH HAMPTON POLICE

PERMIT APPLICATION		
Name of Applicant: Deana Cavan	Organization (if applicable): Rett's Roost	
Mailing Address 5 Roe Fields Dr South Berwick ME 03908		
Contact Person: Deana Cavan	Contact Person who will be present at Event ¹ : Deana Cavan	
Contact Person Phone Number: 508 813 9222	Contact Person will be present at Event Phone Number: 508-813-9222	
Contact Person Cell Number: 508 813 9222	Contact Person will be present at Event Cell Number: 508-813-9222	
Description of Event (Please Attach Additional Sheets of Paper if description cannot fit in the space provided): Please see attached race plan		
Location of Event: Throwback Brewery 7 Hobbs Rd North Hampton NH 03862		
Date(s) of Event: 10/22/17	Hours: 8am - 2pm, race at 10am	
	From: 8am	End: 2pm
Estimated Attendance: 500	Minimum No.: 300	Maximum No.: 1000
Types of Alcohol to be served: Beer in beer garden and Registration tent if rain		

¹ Applicant must be reachable during the entire event at a moment's notice.

The following facilities will be available for the event:

Throwback Brewery, 8 portapotties

Sanitation: Portapotties	No. of Units: 8	Male: Unisex	Female: Unisex
Water supply from: Throwback Brewery, water bottles at finish, 5 gallon jug with cups on course and in tent			
Food will be served from and/or by: Throwback Brewery			
Beverages will be served from and/or by: Beer: Throwback Brewery, Water/Gatorade: self serve			
Illumination after dark will be provided by NA			
Medical and First Aid Provided by: North Hampton Fire Dept			
Traffic Control Provided by: North Hampton Police Dept		No. of officers: TBD by Chief Maddocks	
Parking for <u>400</u> ^{cars} is planned. <input checked="" type="checkbox"/> Attach plan of exact parking location and exact route to be kept open for emergency vehicles <input type="checkbox"/> Not applicable. Explain:			

Name of Promoter or Applicant: Deana Cavan	
Mailing Address: 5 Roe Fields Dr South Berwick ME 03908	Phone: 508 813 9222
Email: rettsroost@gmail.com	Cellular Phone: 508 813 9222
<p>I, <u>Deana Cavan</u>, do here by accept all responsibility for the above-described event. I agree to adhere to all laws and regulations of the Town of North Hampton and the State of New Hampshire. I do hereby consent to the entry, at any time, in the course of his/her duties, any official of the Town in the performance of their official duties, including but not limited to inspection. I also agree to provide surety that the Town deems necessary. Under the penalty of perjury, I do here by certify that the above is true.</p>	
<p>Signature: <u>Deana Cavan</u> Date: <u>6/26/17</u></p>	
Name of Property Owner (The following MUST BE completed by the owner of the property involved): <u>Annette Lee</u>	
Mailing Address: 7 Hobbs Road N. Hampton NH 03862	Phone Number: 603 379 2317
Email: <u>Annette@throwbackbrewery.com</u>	Cell Phone Number: 603 498 0123
<p>I, <u>Annette Lee</u>, have thoroughly discussed the above event with the Promoter and am in agreement with him/her in all areas. I do hereby give my consent to use my property for this even. I do hereby consent to the entry, at any time, in the course of his/her duties, any town officer in the performance of his/her duties, including but not limited to inspection. I agree to adhere to all laws and regulations of the Town of North Hampton and the State of New Hampshire. Under the penalty of perjury I do hereby certify that the above application is true.</p>	
<p>Signature: <u>Annette Lee</u> Date: <u>7/6/17</u></p>	

DO NOT WRITE BELOW THIS SPACE. FOR TOWN USE ONLY

Departmental Approvals: Please attach any comments or special requirements to this application

Fire Chief Signature of Approval:

[Signature]

Date:

8/7/17

Building Inspector/Code Enforcement/Health Officer Signature of Approval:

[Signature]

Date:

8/2/2017

Administrator of Planning & Zoning Signature of Approval:

[Signature]

Date:

8/3/17

Director of Public Works Signature of Approval:

[Signature]

Date:

8/3/17

Police Chief Signature of Approval:

[Signature]

Date:

08/02/17

Department comments or additional conditions:

* See police memo incorporated herein.
 ** SEE ATTACHED PLANNING DEPT. MEMO
 * See Fire memo incorporated herein.

Applicant: I do hereby agree to the additional requirements:

Applicant's Signature:

Date:

PERMIT

Denied Reason:

Michael E. Maddocks
 Chief of Police

Date:

Approved

per memo's attached

Michael E. Maddocks
 Chief of Police

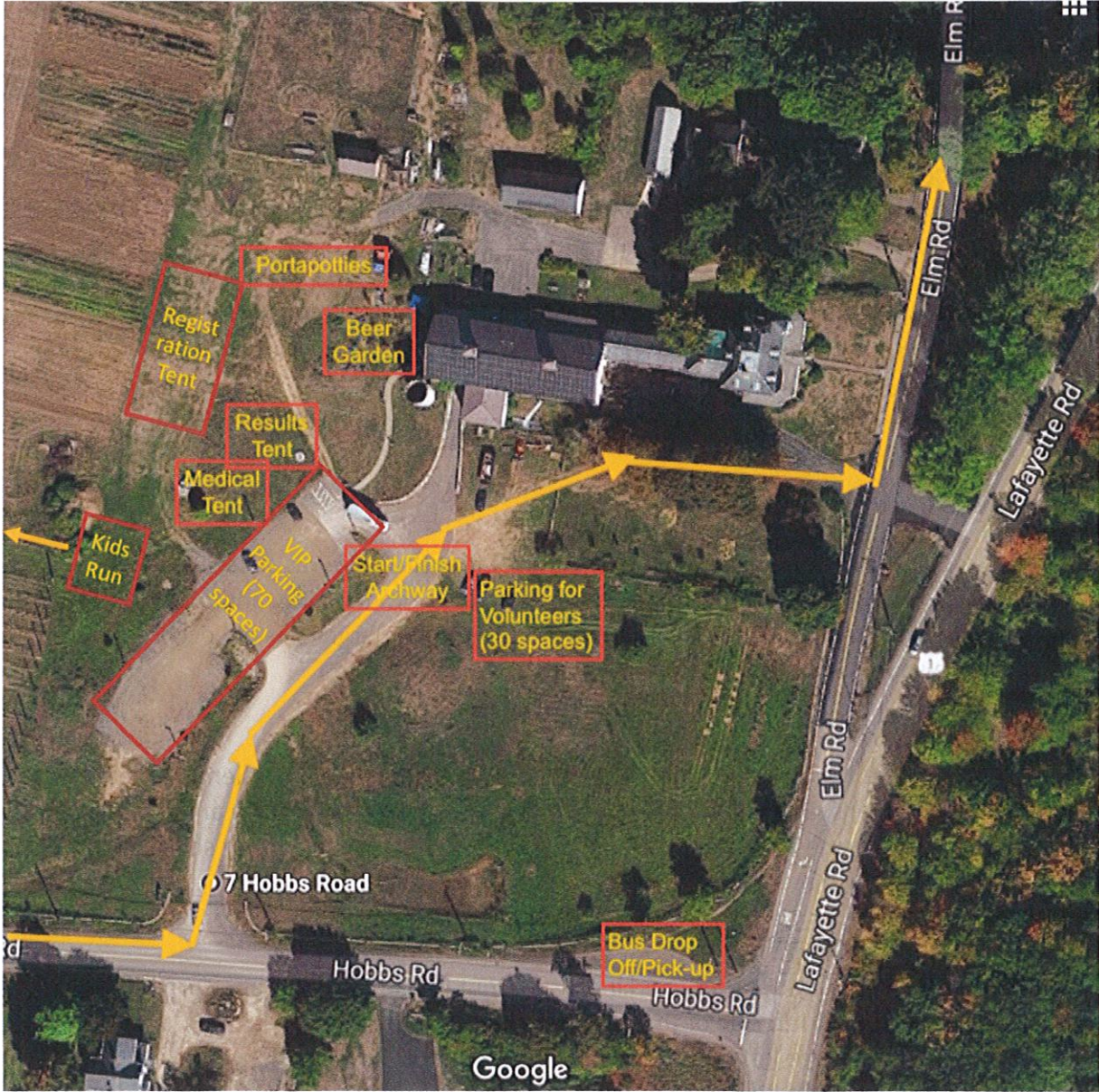
Date:

08/08/17

Select Board Signatures: (If Required under Ordinance amended 3/11/2014)

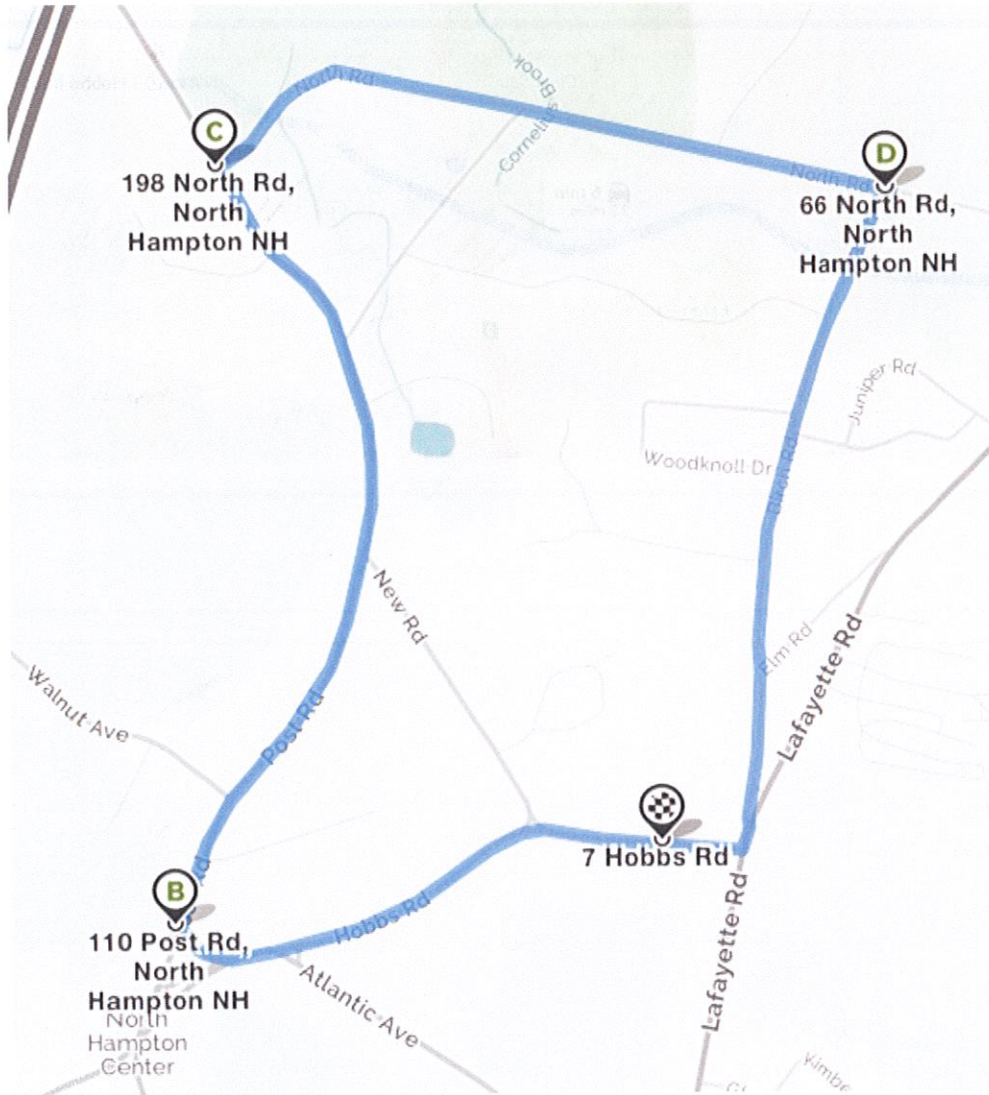
Date:

Site Plan



2. Turn left into Throback Brewery to finish at the same location as the start.
4. Turn left onto Hobbs Rd.

Race Course (Start 7 Hobbs Rd, run counter-clockwise)



TOWN OF NORTH HAMPTON

233 ATLANTIC AVENUE
NORTH HAMPTON, NH 03862



POLICE DEPARTMENT

MICHAEL E. MADDOCKS
CHIEF

TELEPHONE
BUSINESS (603) 964-8621
EMERGENCY (603) 679-2225
.....9-1-1
FAX NO. (603) 964-8831

To: Deana Cavan

Cc: Michael Tully – Chief of Fire and Rescue
John Hubbard - Director of Public Works
Kevin Kelley - Code Enforcement and Building Inspector
Rick Milner – Planning & Zoning Administrator

From: Michael E. Maddocks – Chief of Police

Date: August 2, 2017

Re: Large Assembly Application
Rett's Roost Road Race – October 22, 2017 (Sunday)

- This is the second year of the race being held at the current location at Throwback Brewery.
- The applicant is aware that parking at the Throwback Brewery is limited and has made arrangements to have participants shuttled to and from Throwback Brewery to Timberland in Stratham. Under no circumstances will parking be allowed along Hobbs Road, Route 1 (Lafayette Road), Elm Road, Birch Road, New Road, or Shepherds Lane. The shuttle may stop at the head of the driveway on Hobbs Road for pick up and drop off where a detail officer will be present, or may enter the parking lot for drop off and pick up.
- Under no circumstances will any volunteer be permitted to conduct traffic control at any intersection or upon any roadway in North Hampton.
- Under no circumstances police motorcycles or any other type of emergency vehicle from any other jurisdiction be permitted to utilize any type of emergency equipment (blue lights, red lights, sirens, etc.) in the Town of North Hampton for this event.
- There is a condition of a minimum requirement of four (4) police Detail Officers with cruisers (one officer 8:00 am-12:00pm – **Detail #1**, three officers 9:30am-2:00pm – **Detail #2, #3, #4**). Any Detail Officer must be either North Hampton Police officer or Mutual Aid officer called in and requested through my office. It is the responsibility of the organizer to call the police

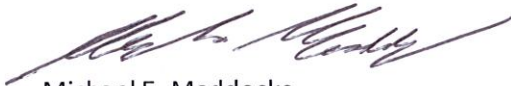
department at least two weeks in advance to schedule the details. One detail (**Detail #1**) must be scheduled beginning at 8:00 am on Hobbs Road at driveway entrance to Throwback to ensure no parking along Hobbs Road by Throwback Brewery prior to moving to race location and assist with shuttle drop off and pick up, and the other three will be scheduled to begin at 9:30 am. The location of these police officers with cruisers will be as follows at the beginning of the race:

- **Detail #1** - At the intersection of Birch Road and Lafayette Road (Rte. 1).
- **Detail #2** - At the intersection of Birch Road and Elm Road.
- **Detail #3** - At the intersection of Birch Road and North Road. Westbound traffic will need to be stopped while the runners enter North Road until the runners thin out.
- **Detail #4** - At the intersection of North Road and Post Road (Rte. 151). Eastbound traffic will need to be prohibited for about a half hour until majority of the runners exit North Road and turn onto Post Road due to the blind curve at the base of two hills on North Road. In 2016 this traffic post was opened back up at 10:31 am. Vehicles needing to get to the golf course should be able to get to it from the westbound side of North Road.

After the start of the race and runners passing the details, the Detail #1 will move to the intersection of Post Road at Centennial Hall, and Detail #2 at the intersection of Hobbs Road at Atlantic Avenue, Detail #3 on Hobbs Road at the entrance to Throwback Brewery. Upon completion of the race the detail officers will remain at Throwback Brewery and assist with traffic control of vehicles entering and exiting Throwback, as well as the shuttles dropping off and picking up. Detail #1 will be required to stay until the end of their scheduled detail or until relieved by a supervisor with organizer approval. Detail officers Detail #2, #3, and #4 will be required to stay until 2:00 pm or until relieved by a supervisor dependent on the event and approval from the organizer.

- The applicant has also noted on the application that beer will be served. This is being served within the prior approved areas of Throwback Brewery. Any alcohol service or consumption may only be within the approved area currently on record with the Town of North Hampton and the New Hampshire Liquor Commission. The application states that beer will be served in the registration tent if it rains, which would require authorization for service in an outside area of their premises. The police department will provide Throwback Brewery if specifically requested with a letter stating the town for this event has no objections to service in an area where a tent will be placed in a designated area, which letter then will be submitted by Throwback Brewery to the New Hampshire Liquor Commission for approval. If a beer tent is sought and approved, two of the detail officers will be assigned to it. Duties ensuring the applicant is checking identification, ensuring that beer stays within the assigned area, and general security.
- Throwback Brewery to comply with any and all requirements with the New Hampshire Liquor Commission and Enforcement.

- As per any State Parade Permit, "Road Race in Progress" signs must be posted in advance of the event, maintained during the event, and removed promptly following the completion of the event. Additionally, at least two week notice must be made to any businesses or organizations that may be affected such as the United Church of Christ and the Sagamore-Hampton Golf Club.
- Have a Certificate of Liability Insurance naming the Town of North Hampton as additional insured and submit to the Chief of Police.
- I have placed my signature on the review section of the application, and if it is reviewed and approved by Code Enforcement, Public Works, Planning & Zoning, and Fire and Rescue I will approve the gathering based on the conditions set forth and required and forward it to Deana Cavan.
- State Parade Permit to be signed by the Police Chief and returned to Deana Cavan following the Department Head approvals of the assembly.



Michael E. Maddocks
Chief of Police



Planning and Zoning Department
Town of North Hampton, NH
233 Atlantic Avenue
North Hampton, NH 03862

Dear Chief Maddocks,

As part of the review process for the Rett's Roost Large Gathering Permit application associated with the road race event to occur at the Throwback Brewery property on 2 Elm Road, I am providing the following comments in order to give Town Department Heads information to help them evaluate the permitting of the proposed activities for the October 22, 2017 event. The comments below should not be considered a rejection of the application by the Planning and Zoning Department. The comments merely provide background information.

Please be aware of the following:

1. The proposed 30 space parking area for volunteers is located near the restaurant's septic system leach field. The Planning Department recommends that the septic system components, especially the leach field, are marked in order to prevent parking on top of the septic system components.
2. The site plan approved by the Planning Board allows only 79 on-site parking spaces. 100 on-site parking spaces are proposed in the Large Gathering Permit application. However, the approved site plan addresses normal business operations for the restaurant business. The Planning Board has determined in the past that approval of special conditions associated with a large gathering (such as increased parking) lies with the Select Board's designee, the Police Chief.
3. The site plan approved by the Planning Board only allows outdoor activities, such as eating and drinking, in the designated beer garden area which lies in the Commercial Zoning District. The location indicated for the proposed registration tent lies at least partly within the Residential Zoning District. If eating and drinking is proposed for the registration tent during inclement weather, the Planning Department recommends that the registration tent be moved as close to the beer garden area as possible in order for the tent to lie within the Commercial Zoning District and avoid a possible zoning use violation.

If you have any questions, please feel free to contact me.

Sincerely,

Rick Milner
Planning and Zoning Administrator



North Hampton
FIRE & RESCUE

235 ATLANTIC AVENUE
NORTH HAMPTON, N.H. 03862

TEL: (603) 964-5500
FAX: (603) 964-7249
EMERGENCY: 911

Michael J. Tully
CHIEF OF DEPARTMENT

To: Michael Maddocks – Chief of Police
John Hubbard - Director of Public Works
Kevin Kelley - Code Enforcement and Building Inspector
Rick Milner – Planning and Zoning Administrator

From: Michael Tully – Chief of Fire Rescue

Date: August 7, 2017

Re: Large Assembly Application
Rett's Roost Road Race – October 22, 2017 (Sunday)

- Any tents used for the event shall receive a place of assembly inspection. It is the responsibility of the organizer to call the Fire Department after tents are erected to schedule the inspection.
- There is a condition of a minimum requirement of one (1) certified EMT on site. Any Detail EMT must be either a North Hampton Fire Rescue EMT or a privately hired EMT if no North Hampton Personnel are available. It is the responsibility of the organizer to call the Fire Department in advance to schedule the detail.

Michael J. Tully
Chief of Department