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49 South Main St. #202
Concord, NH 03301
tel. 603-226-2150
www.intownconcord.org

DATE: August 2, 2016

TO: Mayor Bouley and Concord City Council

FROM: Susan Sokul, Events and Communications Coordinator, Intown Concord

SUBJECT: Request for Streets Closure for Halloween Howl - October 28, 2016

Recommendation:

Recommend approval of street closing for Halloween Howl.

Background:

For many years now, families throughout Greater Concord have enjoyed the safe and celebratory atmosphere that Halloween Howl brings to the downtown. As in years past, festivities will include trick-or-treating at downtown businesses, music and dance party with Nazy & Mya of LNH, and some children's activities on City Plaza and in other expanded bump outs on Main Street.

Intown Concord is again very pleased to partner with the Concord Parks and Recreation Department to produce this event. With good weather, thousands of event-goers are expected take part in the festivities.

Discussion:

Halloween Howl is scheduled for Friday, October 28th, 2016 5:30 pm to 7:30 pm. For the safety of visitors to the downtown for this event, Intown Concord requests the following streets be closed from **4:00 pm to 8:30 pm** on 10/28/16:

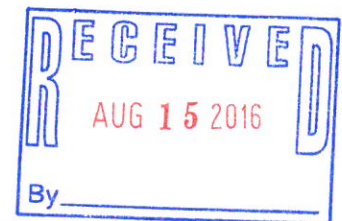
- N. Main St. closed from Centre to Pleasant
- Capitol Street from Evans to N. Main Street
- Warren Street from Durgin Lane to N. Main Street
- Park Street from N. Main St. to N. State St.

Intown Concord will follow up with the appropriate City departments to ensure proper procedures, licensing, and all other requirements are in compliance. Please don't hesitate to contact me if you would like additional information about Halloween Howl. I can be reached at 226-2150 or susan@intownconcord.org.

Thank you for your consideration in this matter.

Respectfully,

Susan Sokul
Events and Communication Coordinator
Intown Concord
49 S. Main St. Suite 202
Concord, NH 03301
susan@intownconcord.org





Return to:
 City of Concord
 Code Administration
 Health Services Division
 37 Green Street
 Concord, NH 03301
 603-225-8580

Permit #: _____
 Fee _____

Make check payable to:
CITY OF CONCORD

-Police Department Use Only-

No. of Officers Required _____
 Restrictions: _____

 APPROVED: _____
 Concord Police Dept.

This application must be submitted **forty five (45)** days prior to proposed event to allow for processing of the application.

APPLICATION FOR ENTERTAINMENT / EVENT PERMIT

Name of Organization: Intown Concord Phone: 226.2150
 Address: 49 S. Main St. State: NH Zip Code: 03301
 Person in charge of event: Susan Sokol Phone: _____
 Address: SAME State: _____ Zip Code: _____
 Sponsor of Event: Intown Concord Phone: 226.2150
 Address: SAME State: _____ Zip Code: _____

Type of and Description of Event: Annual Halloween Howl-
 Location of Event: On Main St, + side streets from Centre to Pleasant
 Proposed Dates: From: Fri Oct 28 To: Fri October 28
 Proposed Hours: From: 4:30 AM / PM 8:30 AM / PM
 Number of persons expected to participate: 2000
 Approximate number of spectators: 2000

Will the event include food vendors? Yes: No: If yes, please list name(s) below:

ADDITIONAL INFORMATION – use of a DJ, live band, guest speakers, food vendors, tents larger than 200sq. ft
NOTE Tents Larger than 200sq ft. need a permit from Fire Dept.: Mazzy of LNH will host parade + Costume Dance, We may have other ARTISTS

If the event is on City property, it is the responsibility of the event coordinator to clean up the area used immediately after the event unless prior arrangements have been made with the City. There will be a fee charged for failure to comply.

If the event is on the City Plaza (front of "Arch") will you need electricity? Yes: No:

If yes, please indicate times needed: AM 4:30 PM PM

Certificate of Insurance Enclosed: Yes: No:

Request for street closure: Yes: No:

Letter for street closure attached: Yes: No:

NOTE The use of banners is not permitted on the Arch (City Plaza).

A letter for Street Closure must be submitted to the **CITY CLERK'S OFFICE** and a copy to the Health & Licensing office along with this application. Approval for Street Closure from the City Council must be received before permit is issued.

Signed: Susan Sokol Date: 8-11-2016

Approved: _____ Date: _____