



**APPLICATION FOR USE OF PUBLIC WAYS**  
**PARADES, BIKE AND FOOTRACES**

*(please print or type)*

Sponsoring Organization's Name \_\_\_\_\_

Sponsoring Organization's Address \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Type of Event:      ☐ Bikerace                      ☐ Parade                      ☐ Footrace

Will this event require the closure of public ways?      ☐ Yes                      ☐ No

Is the event timed and competitive?                      ☐ Yes                      ☐ No

Date of the Event: \_\_\_\_\_ Timing of Event: \_\_\_\_\_

Estimated Race Participants: \_\_\_\_\_ Estimated General Attendance: \_\_\_\_\_

Route - list all streets and include map: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide the number of Race Marshals/Volunteers you are planning (if any) and where they are proposed to be located along the route: \_\_\_\_\_

\_\_\_\_\_

Will there be portable bathrooms and if so where are they proposed to be located?: \_\_\_\_\_

\_\_\_\_\_

Will water stations/EMS tents be provided along the route and if so where are they proposed to be located?: \_\_\_\_\_

\_\_\_\_\_

Does your route include areas on private property?  
***If so, signed permission from each private property  
owner must be submitted with this application.***

☐ Yes

☐ No

If your route includes City park lands or bike paths, the request to use these areas must be approved by the Parks and Recreation Department:

\_\_\_\_\_  
Signature of Approval, Parks and Recreation Dept.

\_\_\_\_\_  
(for Departmental Use)

Application and Fee Received on \_\_\_\_\_ by \_\_\_\_\_

Police Department Review of Route by \_\_\_\_\_

License Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Issued: \_\_\_\_\_

## **What is a Parade, Bike or Footrace?**

*Parade* means a public procession, especially one celebrating a special day or event, which may impact vehicular traffic and/or include marching bands or floats.

*Bicycle race* means a race with contestants using bicycles propelled manually by foot pedals that may impact vehicular traffic and may be timed and competitive.

*Footrace* means a race run by contestants on foot that may impact vehicular traffic and may be timed and competitive.

## **Obtaining a License**

The City Clerk is the licensing authority for Parades, Bike and Footraces that have a minimal impact on the public. Events that are larger in scale may be referred to the Keene City Council for license approval. To obtain a license, the applicant must complete an application that is submitted to the City Clerk's Office along with the applicable fee. The applicant will also need to submit a certificate of liability insurance listing the City of Keene as an Additional Insured.

## **Licenses issued by the City Clerk**

The City Clerk's Office will initiate a review process with various City departments to determine licensing conditions. If deemed necessary, the applicant may be asked to attend a safety protocol meeting with City staff to determine public safety needs. Once the review process had concluded, the applicant will sign an indemnification agreement and the City Clerk will issue the license.

## **Licenses Requiring City Council Approval**

If upon initial review of the application it is determined that City Council approval is needed, the applicant will submit a cover letter to the City Clerk's Office addressed to the Honorable Mayor and City Council. The applicant will be invited to a meeting of the Planning, Licenses and Development Committee to discuss their request. In addition, safety protocol meeting(s) will be scheduled with City staff to determine public safety needs. The City Clerk's Office assists applicants through the process and helps to facilitate communication with the City Council and/or the various City departments. Once the review process has concluded, the applicant will sign an indemnification agreement and the City Clerk will issue the license.

Licenses issued under this section of the City Code are date specific. The application fee for this license is \$25.00. If City resources are required to ensure safety, these costs are passed along to the applicant.

**To review the regulations relative to this type of license, please go to the Keene City Code at the following web address:**

**[https://www.municode.com/library/nh/keene/codes/code\\_of\\_ordinances](https://www.municode.com/library/nh/keene/codes/code_of_ordinances)**

**Chapter 46 is the Licensing Chapter.**