



**City of Laconia**  
**Special Events Technical Review Committee**  
Wednesday, February 4, 2026 - 12:00 PM  
City Hall in the Armand A. Bolduc City Council Chamber

1. CALL TO ORDER
2. ROLL CALL
3. RECORDING SECRETARY
4. STAFF IN ATTENDANCE
5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

5.1. 10/8/2025 Minutes

Documents:

[10.8 MINUTES.PDF](#)

6. CONTINUED PUBLIC HEARINGS, CONSIDERATION AND POSSIBLE VOTE Note: The Purpose Of This Agenda Section Is For The Board To Continue The Public Hearing For The Applicant And The Public To Provide Input. The Board May Also Deliberate The Application, Decide And Conduct A Final Vote At This Time.

6.1. SE2026-006; 1207 Weirs Blvd (343-301-1); Laconia Motorcycle Week

Parking for Motorcycles, Cars and Vendors to accommodate visitors to the Motorcycle week event.

Event Date: Saturday, 6/13/2026, to Sunday, 6/21/2026

Event Time: 8:00 A.M. to 12:00 A.M. Daily

Documents:

[APPLICATION.PDF](#)  
[SITE MAP.PDF](#)

6.2. SE2026-007; Opechee Bay State Forest (332-404-2); Sled Dog Derby

A three day race event for mushers. Start/Finish line will be located on Opechee Bay

States Forest. We will have a loudspeaker with an announcer from 8:30am - 3:30pm each day. We are going to have 1 food vendor and selling race memorabilia. We are also requesting a wavier of fees.

Event Date: Friday, 2/13/2026, to Sunday, 2/15/2026

Event Time: 8:30 A.M. to 4:00 P.M. Daily

Documents:

[APPLICATION.PDF](#)  
[SITE MAP.PDF](#)

#### 6.3. SE2026-008; Opechee Park (405-142-7); Jet Ski Races

Closed course Jet Ski races with Awards Ceremony same event as last year.

Event Date: Friday, 6/5/2026, to Sunday, 6/7/2026

Event Time: 8:00 A.M. to 5:00 P.M. Daily

Documents:

[APPLICATION.PDF](#)  
[SITE MAP.PDF](#)  
[LOUDSPEAKER PERMIT.PDF](#)

#### 6.4. SE2026-009; Endicott Rock Park (155-252-16); Bike Week

Proposal is for parking motorcycles and cars. City Council approval on 11/10/2025 included wavier of SETRC application fee. This is City land; this is the City's parking lot; so the City will provide the site plan, which includes the layout of the parking lot and the number of parking spaces.

Event Date: Saturday, 6/13/2026, to Sunday, 6/21/2026

Event Time: 8:00 A.M. to 8:00 P.M. Daily

Documents:

[APPLICATION.PDF](#)

#### 6.5. SE2026-010; Weirs Beach Boardwalk (146-27-31); Boardwalk Jazz Concerts

Free jazz band concerts on the Weirs Beach boardwalk on Sunday nights in late June, July & August. A 10' x 20' pop-up tent will be erected no earlier than 2 hours prior to the performance and removed no later that 1 hour after the performance. The City's electric outlets, already in place, will be used by the band. City to provide site plan; this is City property.

Event Date: Sundays, 6/28/2026 - 8/30/2026

Event Time: 6:00 P.M. to 9:00 P.M.

Documents:

[APPLICATION.PDF](#)

6.6. SE2026-011; 240-260 Lakeside Ave (146-127-2, 145-127-44); Laconia Motorcycle Week

Proposal is for vending.

Event Date: Saturday, 6/13/2026, to Sunday, 6/21/2026

Event Time: 8:00 A.M. to 12:30 P.M. Daily

Documents:

[APPLICATION.PDF](#)

[SITE MAP.PDF](#)

7. PUBLIC HEARINGS, POSSIBLE CONSIDERATION AND VOTE Note: The Purpose Of This Agenda Section Is For The Board To Have A Presentation From The Applicant And Open A Public Hearing For The Public To Provide Input. The Board May Also Deliberate The Application, Decide And Conduct A Final Vote At This Time.

8. OTHER BUSINESS

9. ADJOURNMENT

This meeting facility is ADA accessible. Any person with a disability who wishes to attend this public meeting and needs additional accommodations, please contact the department at (603) 527-1264 at least 72 hours in advance so necessary arrangements can be made.



**City of Laconia**  
**Special Events Technical Review Committee**  
Wednesday, October 8th , 2025 - 12:00 PM  
City Hall in the Armand A. Bolduc City Council Chamber

10/8/2025 - Minutes

1. CALL TO ORDER

Tyler Carmichael called the Meeting to order at 12:19 PM

2. ROLL CALL

In attendance Nick Schwartz Water Department , Joe Gray Code Enforcement , Wes Anderson Department of public works , Hilary Young Licensing Department , Tyler Carmichael Assistant planning director , Lt Noyes Police , Chief Tim Joubert Fire , Amy Lovisek Parks and Rec.

3. RECORDING SECRETARY

Scott Pelchat

4. STAFF IN ATTENDANCE

Tyler Carmichael, Joe Gray, Nick Schwartz, Wes Anderson, Hilary young, Tim Joubert, Lt Noyes, Amy Lovisek, Scott Pelchat.

5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

the prior minutes were accepted as written

5.1. Minutes

6. CONTINUED PUBLIC HEARINGS, CONSIDERATION AND POSSIBLE VOTE Note: The Purpose Of This Agenda Section Is For The Board To Continue The Public Hearing For The Applicant And The Public To Provide Input. The Board May Also Deliberate The Application, Decide And Conduct A Final Vote At This Time.

7. PUBLIC HEARINGS, POSSIBLE CONSIDERATION AND VOTE Note: The Purpose Of This Agenda Section Is For The Board To Have A Presentation From The Applicant And Open A Public Hearing For The Public To Provide Input. The Board May Also Deliberate The Application, Decide And Conduct A Final Vote At This Time.

8. SE2026-005 Laconia Pumpkin Festival

Amy spoke regarding the application for the Laconia Pumpkin Festival Amy handed out maps for the members consumption and Wes asked if it had made it to there shared folder it was shared to him. Amy stated the City has ownership of the festival and thanked staff and her team as well for the hard work in the lead up to Pumpkinfest. Amy again thanked staff as well for the time donated to the event by said staff. Amy explained this is a one day event starting with set up at 5 AM vendors will arrive at 6 in the morning vendors will arrive in sections a hard shut down will occur at 10 Am Wes has been working with me regarding logistics some items will be completed on Friday with the tower being near the bank and flagpole and some items being near Veterans Square Friday morning the beer tent will go up on main St parking lot. Try on Friday to get vendors into the main street parking lot to minimize impact on Saturday. Also pumpkin drop off will occur on Friday on Beacon street east on the street itself are trucks will be in the parking lot adjacent to it to allow for the trucks to unload New spectrum lighting will be handling some or most of lighting on decorations.

Amy continued to describe some of the decor at some of the locations and how each would operate. Referencing a giant scarecrow nearer the welcome to Laconia concrete entry. A laser show will occur off the pumpkin tower as well as a fogger that will inundate the area for effect. This will go until shortly after 8 and the police will then assist in pedestrian dispersal to then allow for the breakdown of some and the clean up that will occur on the evening with more clean up occurring after. Amy expressed the Cake will holding two performances that day so parking may be problematic. Tim Joubert inquired regarding the fogger machines as it pertains to some of the buildings air handling systems. Amy stated it was going to cover the veterans square area. A stage at the Bank of NH parking lot 3 bands and one dance performance will take place. A craft fair will occur as well Amy stated she asked Nancy and it was around 85 vendors. Amusement and bouncy houses and parades will occur as there will be a Zombie walk as well. Sunday will still be shut down but clean up will continue as well. Main street lot beer tent will still be there but shall be removed Monday. Wes stated the Lull and scissor lift will arrive earlier than once thought. Wes and LT Noyes discussed the what where when of the closure aspect of the TTO and or road closure. Tim discussed with Wes regarding filling the Barriers. LT Noyes asked do the businesses know about the impact.

Tyler opened to public comment 12:35 and it was closed at 12:35. the motion was was made and was made unanimously amongst the members. Amy recused herself from the vote.

9. OTHER BUSINESS

9.1. After Action Review Of Temporary Traffic Order

Wes brought forward to the committee the findings regarding the temporary traffic order that was given 2025-13 for the Rev, White & Brew fest antique/classic car show on 8/15/2025. stating that for future events the traffic order cannot be issued in this iteration due the traffic disruptions it generated on that night.

10. ADJOURNMENT



Application #:
Fees Paid:
Check #:
Receipt #:

SE2026-006
\$700.00
6/6/26

SPECIAL EVENT APPLICATION

New Special Event

Special Event Renewal (No Changes)

Name of Event: 2026 Laconia Motorcycle Week Event

Type of Event: Annual Motorcycle Rally

Date(s) of Event: 6/13 to 6/21-2026 Time of Event: 8 am to 12am Daily

Tax Map/ Lot # (s): Tax Map163 / Block 248 / Lot #12 Zoning District (s): C/R

Street Address: 1207 Weirs Blvd. Laconia, NH

Number of Parking Spaces: 132 Number of Venders: 25 Number of Tents and Sizes: 10x10

Parks Approval: Loudspeaker Hours: N/A Non-Profit (501C-3) ID #: N/A

Detailed Description of Event: Parking for Motorcycles, Cars and Vendors to accomodate visitors to the Motorcycle week event.

I hereby make application to the City of Laconia for the above-referenced property(s) and the development as described. To the best of my knowledge, the information provided herein is accurate and is in accordance with Chapter 195 of the Laconia City Ordinances. The Special Events Committee and/or City employees are authorized entrance to the property(s) for purposes of reviewing this proposal. I understand that I, or my agent, is responsible for appearing for any and all meetings before the Special Events Committee.

Sign as appropriate (If agent or non-person please attach certification)

APPLICANT
Printed Name: David Chinian

AGENT
Zachary Chinian

PROPERTY OWNER
David Chinian

Signature: David Chinian
Date: 12-9-2025

Zachary Chinian
12-9-2025

David Chinian
12-9-2025

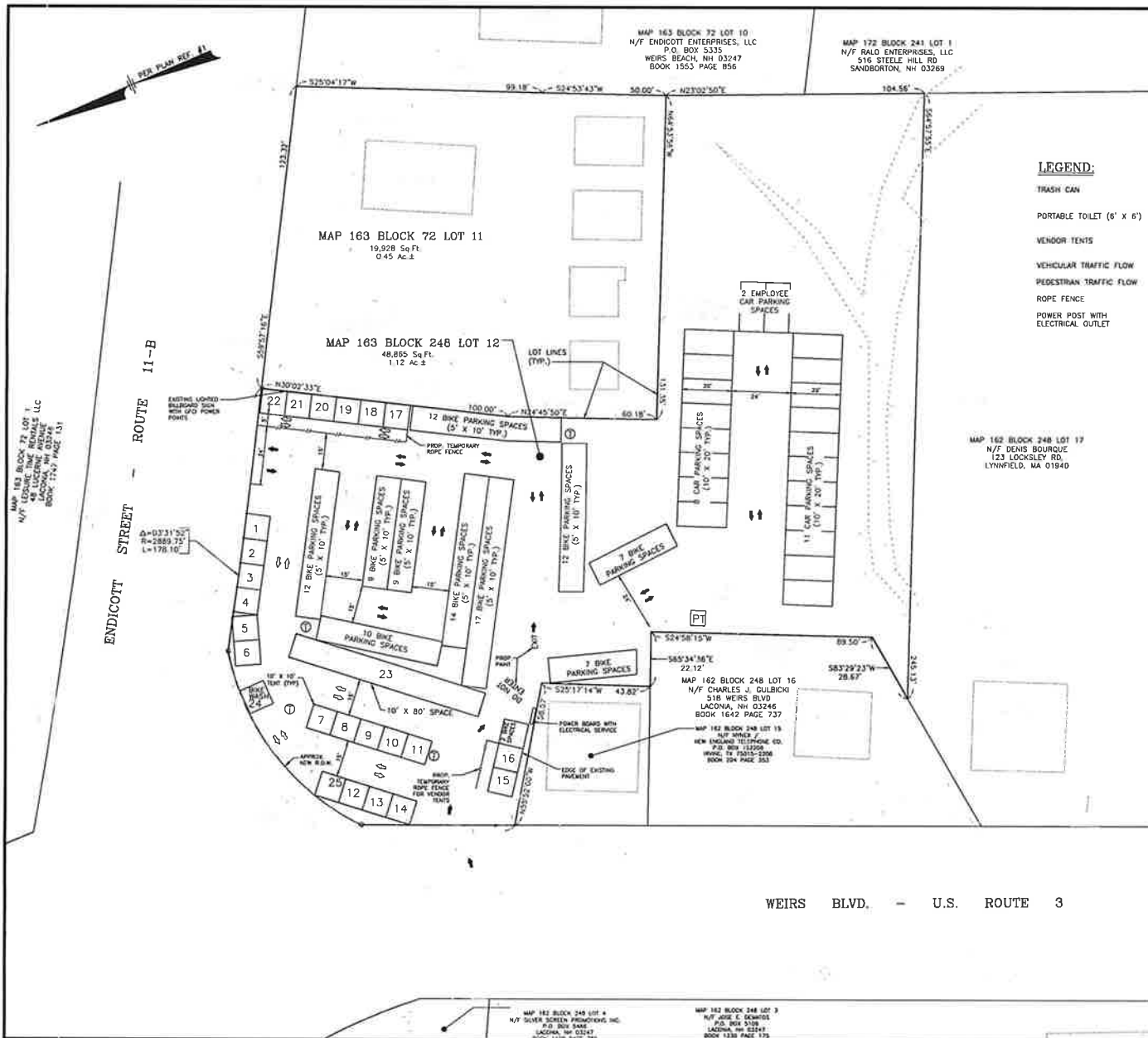
DUE AT SUBMISSION:

- ALL FEES
COMPLETED APPLICATION CONTACT WORKSHEET



## City of Laconia Special Event Checklist

- Site plan must be to scale, using: 1" = 10', 1" = 20', 1" = 30', 1" = 40', or 1" = 50' scale.
- Title block with the following information: plan purpose, property address (must include street number, & property owner)
- North arrow
- Plan scale, including a bar scale as indicated above
- Existing property lines
- Existing streets & street names abutting the property
- Size, location, & use of existing permanent structures
- Size, location, & use of proposed temporary structures, with the structure setbacks shown on the plan
- Size, location, & number of proposed vending sites, including those within any structures NOTE: All sites must be numbered, and all sq. footage is to be indicated.
- Size, location, & use of existing access, driveways & parking areas
- Size, width, surface material & location of any proposed temporary access, driveways, & parking areas, including number of parking spaces
- ATM's (all locations must be indicated on the plan)
- Location & number of existing & proposed trash disposal facilities, along with contracts  To be submitted on:
- Copies of solid waste & sanitary facility maintenance contracts  To be submitted on:
- Location, type & number of existing & proposed restroom facilities
- Location & type of existing & proposed water supply
- Certificate of Insurance  To be submitted on:
- Method & number of private security guards or police on the property  To be submitted on:
- Location & type of any entertainment areas planned on the site; number of persons to be accommodated
- Location, type & number of any portable or permanent fuel supply on site (MUST be shown on plan)  To be submitted on:
- Location & type of existing & proposed electrical supply  To be submitted on:
- Size & location of parking areas for visitors & employees
- Location & width of any existing or proposed driveways or fire lanes to be used for emergency access



**LEGEND:**

- TRASH CAN
- PORTABLE TOILET (6' X 6')
- VENDOR TENTS
- VEHICULAR TRAFFIC FLOW
- PEDESTRIAN TRAFFIC FLOW
- ROPE FENCE
- POWER POST WITH ELECTRICAL OUTLET



LOCATION MAP  
(NOT TO SCALE)

**NOTES:**

- 1) PLANIMETRIC AND BOUNDARY INFORMATION AS SHOWN WAS TAKEN FROM PLAN REFERENCES 1, 2 & 3 AND DO NOT REFLECT AN ACTUAL FIELD SURVEY BY THIS OFFICE.
- 2) THE PARCEL IS ZONED COMMERCIAL RESORT.
- 3) SITE MANAGER DAVID CHINAN (978-852-8808).
- 4) THE SITE PROVIDES THE FOLLOWING:
 

AREA	2,300 SF
23 VENDOR TENTS AT 10' X 10'	800 SF
1 VENDOR SPACE AT 10' X 80'	100 SF
1 BIKE WASH AT 10' X 10'	4,200 SF
21 CAR PARKING AND EMPLOYEE SPACES AT 10' X 20'	5,550 SF
111 BIKE PARKING SPACES AT 5' X 10'	---
4 TRASH CANS	---
4 TEMPORARY PORTABLE TOILET	---
- 5) LIGHTING WILL BE PROVIDED BY APPLICANT IN CONFORMANCE WITH CITY "ELECTRICAL REQUIREMENTS FOR VENDOR SITES AND TEMPORARY INSTALLATIONS".
- 6) THERE WILL BE 2-4 PRIVATE SECURITY ATTENDANTS UTILIZING 2-WAY CELL RADIOS.

**PLAN REFERENCES:**

- 1) PLAN ENTITLED "BOUNDARY LINE ADJUSTMENT PLAN FOR JOHN & ALFRED VOLLMERDING", DATED: JULY 1990, SCALE: 1"=20', RECORDED AT THE BELMONT COUNTY REGISTRY OF DEEDS (B.C.R.D.) PLAN BOOK 13, PLAN 9.
- 2) PLAN ENTITLED "LAND IN LACONIA (WEIRS BEACH) NH, SURVEYED FOR LAROSE", DATED: DEC. 15, 1961; SCALE: 1"=20', B.C.R.D. PLAN BOOK 15, PLAN 1118.
- 3) PLAN ENTITLED "PLAN SHOWING LAND FOR NEW ENGLAND TEL-TEL CO.", DATED: JAN. 1962; SCALE: 1"=10', B.C.R.D. PLAN BOOK 16, PLAN 1198.
- 4) "US ROUTE 3 & NH ROUTE 118 RIGHT-OF-WAY PLANS", PREPARED BY THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION - BUREAU OF HIGHWAY DESIGN, DATE: 6/14/11; SCALE: 1"=20', SHEET NO. 5.
- 5) "AS-BUILT PLAN", PREPARED FOR WEIRS BLVD. REALTY TRUST, PREPARED BY BUSBY CONSTRUCTION, SCALE: 1"=20', DATE: DEC. 2012.



NO.	DESCRIPTION	BY	DATE
REVISIONS			
<b>SPECIAL EVENT SITE PLAN FOR 2026 MOTORCYCLE WEEK</b>			
ASSESSORS MAP 163 - BLOCK 248 - LOT 12			
LACONIA, NEW HAMPSHIRE PREPARED FOR AND BY: WEIRS BOULEVARD REALTY TRUST			
DAVID CHINAN, TRUSTEE 43 FIREWAY ST. LACONIA, NH 03249			
<b>GPI</b> Engineering Design Planning Construction Management 603.893.0720    GPHRY.COM		Greenman-Pedersen, Inc 44 Siles Road Suite One Salem, NH 03079	
SCALE: 1"= 20'	DATE: JANUARY 6, 2025	DRAWING NO.	DATE: 1/6/25
DRAWN BY: HS	CHECKED BY: HS	PROJECT NO.	SHEET NO.
		157603	1 OF 1

WEIRS BLVD. - U.S. ROUTE 3

MAP 163 BLOCK 248 LOT 4  
N/F SILVER SCREEN PROMOVINGS INC.  
P.O. BOX 5188  
LACONIA, NH 03241  
BOOK 1238 PAGE 251

MAP 163 BLOCK 248 LOT 3  
N/F JOSE E. SEAVAGE  
P.O. BOX 5128  
LACONIA, NH 03241  
BOOK 1238 PAGE 175





Application #: \_\_\_\_\_  
 Fees Paid: \_\_\_\_\_  
 Check #: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_

**SPECIAL EVENT APPLICATION**

New Special Event

Special Event Renewal (No Changes)

Name of Event: 97<sup>th</sup> World Championship Sled Dog Derby  
 Type of Event: Sled dog race - 3 days Since 1929! LRSDC  
 Date(s) of Event: 2/13/26 - 2/15/26 Time of Event: 8:30 am - 4:00 pm each day  
 Tax Map/ Lot # (s): Opechee Bay State Forest Zoning District (s): \_\_\_\_\_  
 Street Address: Corner of Rt 106 + Old N Main Street Laconia, NH  
 Number of Parking Spaces: Field-50 Number of Vendors: 2 Number of Tents and Sizes: 1 12x12  
 Parks Approval: Submitted Loudspeaker Hours: 8:30am-3:30pm Non-Profit (501C-3) ID #: 02-6010787

Detailed Description of Event: A three day race event for mushers. Start/Finish line will be located on Opechee Bay State Forest. We will have a loudspeaker with announcer from 8:30am-3:30pm each day. We are going to have 1 food vendor and selling race memorabilia. We are also requesting a waiver of fees.

I hereby make application to the City of Laconia for the above-referenced property(s) and the development as described. To the best of my knowledge, the information provided herein is accurate and is in accordance with Chapter 195 of the Laconia City Ordinances. The Special Events Committee and/or City employees are authorized entrance to the property(s) for purposes of reviewing this proposal. I understand that I, or my agent, is responsible for appearing for any and all meetings before the Special Events Committee.

Sign as appropriate (If agent or non-person please attach certification)

	APPLICANT	AGENT	PROPERTY OWNER
Printed Name:	<u>Jennifer L. Hollaws</u>	<u>President-LRSDC</u>	<u>State of NH</u>
Signature:	<u>[Signature]</u>	_____	<u>Requesting</u>
Date:	<u>12/31/2025</u>	_____	<u>permit</u>

**DUE AT SUBMISSION:**

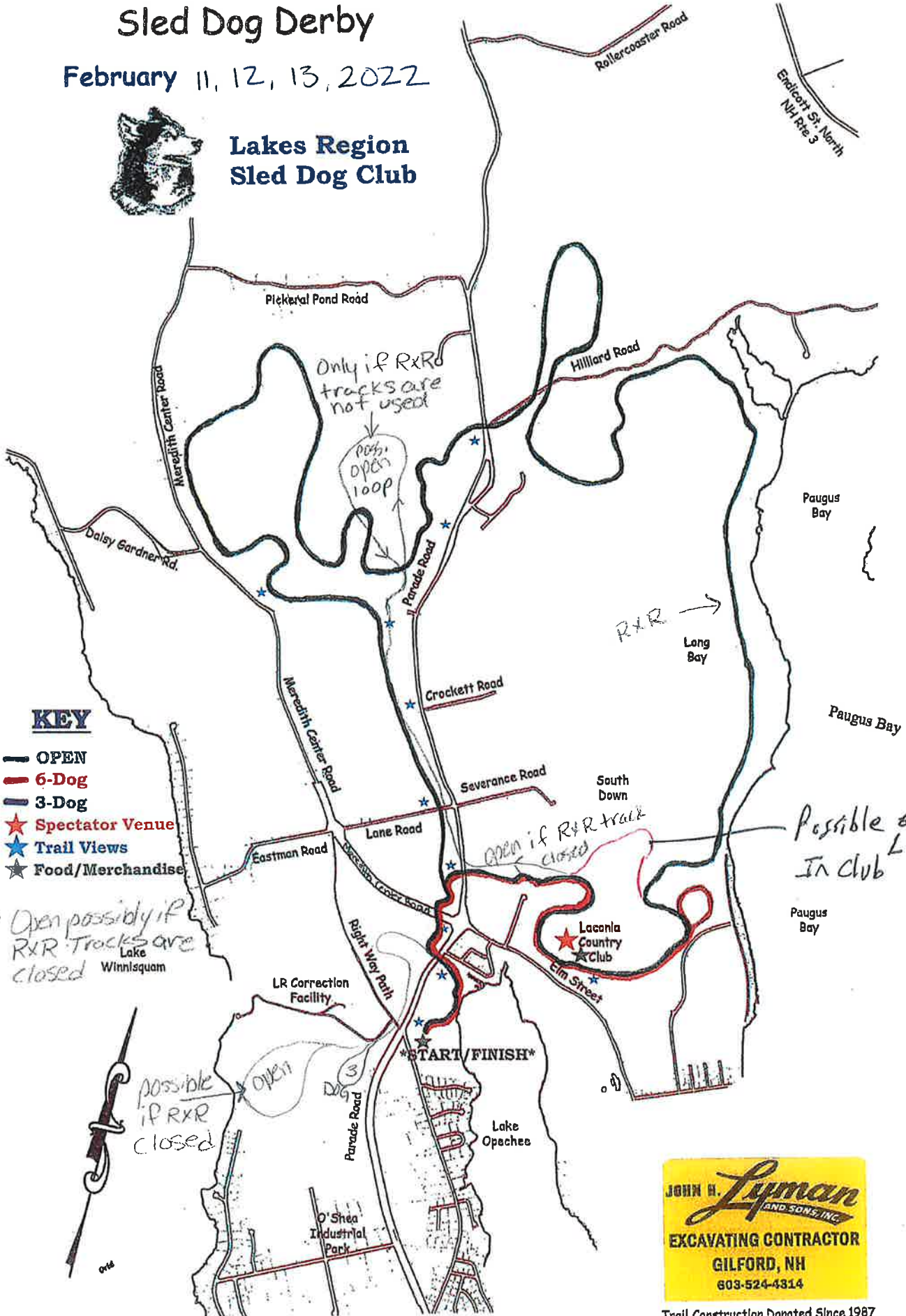
- ALL FEES
- COMPLETED APPLICATION CONTACT WORKSHEET
- COMPLETED CHECKLIST FOR EVENT
- 1 COPY OF ENTIRE SPECIAL EVENT APPLICATION AND SUPPORTING DOCUMENTATION

# Sled Dog Derby

February 11, 12, 13, 2022



Lakes Region  
Sled Dog Club



**KEY**

- OPEN
- 6-Dog
- 3-Dog
- ★ Spectator Venue
- ★ Trail Views
- ★ Food/Merchandise

Open possibly if R&R tracks are closed  
Lake Winnisquam

possible if R&R closed

Only if R&R tracks are not used

pos. open loop

open if R&R track closed

Possible 6-Dog Loop In club

**JOHN H. Lyman**  
AND SONS, INC.  
EXCAVATING CONTRACTOR  
GILFORD, NH  
603-524-4314

Trail Construction Donated Since 1987

TRAIL IS SUBJECT TO CHANGE BASED ON SNOW CONDITIONS AT RACE TIME



RECEIVED

JAN 9 3 2025

City of Laconia  
Planning/Zoning

Application #: SE2026-008  
Fees Paid: owed \$700.00  
Check #:  
Receipt #:

SPECIAL EVENT APPLICATION

New Special Event

Special Event Renewal (No Changes)

Name of Event: 2026 SBT East Coast Watercross Rounds 3/4

Type of Event: Closed course jet ski race

Date(s) of Event: June 5-7 Time of Event: 8AM-5PM

Tax Map/ Lot # (s): Zoning District (s):

Street Address: Opechee Park

Number of Parking Spaces: 40-50 Number of Venders: 1 Number of Tents and Sizes: 1 15' x 30'

Parks Approval: Loudspeaker Hours: Non-Profit (501C-3) ID #:

Detailed Description of Event: Closed course jet ski races with Awards Ceremony same event as last year

I hereby make application to the City of Laconia for the above-referenced property(s) and the development as described. To the best of my knowledge, the information provided herein is accurate and is in accordance with Chapter 195 of the Laconia City Ordinances. The Special Events Committee and/or City employees are authorized entrance to the property(s) for purposes of reviewing this proposal. I understand that I, or my agent, is responsible for appearing for any and all meetings before the Special Events Committee.

Sign as appropriate (If agent or non-person please attach certification)

APPLICANT AGENT PROPERTY OWNER
Printed Name: Shawn Dudek
Signature:
Date: 1/6/26

DUE AT SUBMISSION:

- ALL FEES
COMPLETED APPLICATION CONTACT WORKSHEET
COMPLETED CHECKLIST FOR EVENT
10 COPIES OF ENTIRE SPECIAL EVENT APPLICATION AND SUPPORTING DOCUMENTATION



Laconia

ROBERTSON

~~ROBERTSON~~





**APPLICATION FOR OUTDOOR LOUDSPEAKER**

(PLEASE PRINT OR TYPE)

Business Name: East Coast Watercross LLC  
 Address: 334 White Oaks Road Laconia NH  
 Applicant's Name: Shawn Dudek Telephone # 603-387-1859  
 Applicant's Address: 334 White Oaks Rd Laconia NH 03246  
Number Street City State Zip  
 E-mail: Info@eastcoastwatercross.com

Purpose of Loudspeaker:

- General entertainment  
 Dancing & general entertainment  
 Other

Please describe the intended purpose as checked above (print legibly).

- Playing music During Jet ski event
- Relay information to racers, announcing racing
- Awards ceremony

Date (s) and times and location requested for the outdoor loudspeaker (must comply with Chapter 161-B of License Code):

June 5 11AM - 5PM  
June 6-7 8AM - 5PM

(FOR CITY USE ONLY)

Application Fee: \_\_\_\_\_ Received on (date): \_\_\_\_\_ By: \_\_\_\_\_

Licensing Board Approval on: \_\_\_\_\_ License Expires on: \_\_\_\_\_

Insurance Certificate Attached: \_\_\_\_\_ yes \_\_\_\_\_ no

**CHAPTER 161-4 B. OF THE LACONIA LICENSING CODE STATES:**

Notwithstanding the provisions of this section, no licensed outdoor sound equipment and/or loud speakers shall be permitted to operate past the hour of 9:00 p.m. Sunday to Thursday, and 10:00p.m.on Friday and Saturday, with the exception of Motorcycle Week, when such equipment shall not be permitted to operate past the hour of 12:30 a.m. Sunday to Sunday. The provision shall not apply to the operation of any radio broadcasting station operating by virtue of a license from the Federal Communications Commission or loud speakers or sound equipment operated exclusively within any building or other permanent structure.

Special Conditions of Approval:



Application #: \_\_\_\_\_  
 Fees Paid: \_\_\_\_\_  
 Check #: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_

**SPECIAL EVENT APPLICATION**

**Weirs Action Committee**

New Special Event

Special Event Renewal (No Changes)

Name of Event: Laconia Motorcycle Week

Type of Event: Bike Week

Date(s) of Event: 6/13-6/21, 2026 Time of Event: 8am-8pm daily

Tax Map/ Lot # (s): 155-252-16 Zoning District (s): Commercial Resort

Street Address: 17 Endicott St N. (Endicott Rock Park/Weirs Beach)

Number of Parking Spaces: \_\_\_\_\_ Number of Venders: 0 Number of Tents and Sizes: 0

Parks Approval: 8/18/25 Loudspeaker Hours: NA Non-Profit (501C-3) ID #: 02-0493577

Detailed Description of Event: Proposal is for parking motorcycles and cars. City Council approval on 11/10/25 included waiver of SETRC application fee. This is City land; this the City's parking lot; so the City will provide the site plan, which includes the layout of the parking lot and the number of parking spaces.

I hereby make application to the City of Laconia for the above-referenced property(s) and the development as described. To the best of my knowledge, the information provided herein is accurate and is in accordance with Chapter 195 of the Laconia City Ordinances. The Special Events Committee and/or City employees are authorized entrance to the property(s) for purposes of reviewing this proposal. I understand that I, or my agent, is responsible for appearing for any and all meetings before the Special Events Committee.

Sign as appropriate (If agent or non-person please attach certification)

	<b>APPLICANT</b>	<b>AGENT</b>	<b>PROPERTY OWNER</b>
Printed Name:	<u>Weirs Action Committee</u>	<u>Robert Ames</u>	<u>City of Laconia</u>
Signature:	<u><i>Robert Ames</i></u>	<u><i>Robert Ames</i></u>	_____
Date:	<u>1/7/2026</u>	<u>1/7/2026</u>	_____

**DUE AT SUBMISSION:**

- ALL FEES
- COMPLETED APPLICATION CONTACT WORKSHEET
- COMPLETED CHECKLIST FOR EVENT
- 10 COPIES OF ENTIRE SPECIAL EVENT APPLICATION AND SUPPORTING DOCUMENTATION



# City of Laconia Special Event Checklist

## Weirs Action Committee

- Site plan must be to scale, using: 1" = 10', 1" = 20', 1" = 30', 1" = 40', or 1" = 50' scale.
- Title block with the following information: plan purpose, property address (must include street number, & property owner)
- North arrow
- Plan scale, including a bar scale as indicated above
- Existing property lines
- Existing streets & street names abutting the property
- Size, location, & use of existing permanent structures
- Size, location, & use of proposed temporary structures, with the structure setbacks shown on the plan
- Size, location, & number of proposed vending sites, including those within any structures NOTE: All sites must be numbered, and all sq. footage is to be indicated.
- Size, location, & use of existing access, driveways & parking areas
- Size, width, surface material & location of any proposed temporary access, driveways, & parking areas, including number of parking spaces
- ATM's (all locations must be indicated on the plan)
- Location & number of existing & proposed trash disposal facilities, along with contracts  To be submitted on:
- Copies of solid waste & sanitary facility maintenance contracts  To be submitted on:
- Location, type & number of existing & proposed restroom facilities
- Location & type of existing & proposed water supply
- Certificate of Insurance  To be submitted on: **on or before 6/12/2026**
- Method & number of private security guards or police on the property  To be submitted on:
- Location & type of any entertainment areas planned on the site; number of persons to be accommodated
- Location, type & number of any portable or permanent fuel supply on site (MUST be shown on plan)  To be submitted on:
- Location & type of existing & proposed electrical supply  To be submitted on:
- Size & location of parking areas for visitors & employees
- Location & width of any existing or proposed driveways or fire lanes to be used for emergency access

**\*This is City property. City to provide site plan. City to provide trash and waste contracts.**





Application #: \_\_\_\_\_  
 Fees Paid: \_\_\_\_\_  
 Check #: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_

**SPECIAL EVENT APPLICATION**

**Weirs Action Committee**

New Special Event

Special Event Renewal (No Changes)

Name of Event: Boardwalk Jazz Concerts

Type of Event: Band Concerts

Date(s) of Event: Sundays, 6/28-8/30, 2026 Time of Event: 6pm-9pm

Tax Map/ Lot # (s): 146/27/31 Zoning District (s): Commercial Resort

Street Address: Weirs Beach boardwalk (Lakeside Avenue)

Number of Parking Spaces: \_\_\_\_\_ Number of Venders: 0 Number of Tents and Sizes: 0

Parks Approval: N/A Loudspeaker Hours: 6pm-9pm Non-Profit (501C-3) ID #: 02-0493577

Detailed Description of Event: Free jazz band concerts on the Weirs Beach boardwalk on Sunday nights in late June, July & August. A 10' x 20' pop-up tent will be erected no earlier than 2 hours prior to the performance and removed no later than 1 hour after the performance. The City's electric outlets, already in place, will be used by the band. City to provide site plan; this is City property.

I hereby make application to the City of Laconia for the above-referenced property(s) and the development as described. To the best of my knowledge, the information provided herein is accurate and is in accordance with Chapter 195 of the Laconia City Ordinances. The Special Events Committee and/or City employees are authorized entrance to the property(s) for purposes of reviewing this proposal. I understand that I, or my agent, is responsible for appearing for any and all meetings before the Special Events Committee.

Sign as appropriate (If agent or non-person please attach certification)

	<b>APPLICANT</b>	<b>AGENT</b>	<b>PROPERTY OWNER</b>
Printed Name:	<u>Weirs Action Committee</u>	<u>Robert Ames</u>	<u>City of Laconia</u>
Signature:	<u>Robert Ames</u>	<u>Robert Ames</u>	_____
Date:	<u>1/7/2026</u>	<u>1/7/2026</u>	_____

**DUE AT SUBMISSION:**

- ALL FEES
- COMPLETED APPLICATION CONTACT WORKSHEET
- COMPLETED CHECKLIST FOR EVENT
- 10 COPIES OF ENTIRE SPECIAL EVENT APPLICATION AND SUPPORTING DOCUMENTATION





## City of Laconia Special Event Checklist

### Weirs Action Committee

- Site plan must be to scale, using: 1" = 10', 1" = 20', 1" = 30', 1" = 40', or 1" = 50' scale.
- Title block with the following information: plan purpose, property address (must include street number, & property owner)
- North arrow
- Plan scale, including a bar scale as indicated above
- Existing property lines
- Existing streets & street names abutting the property
- Size, location, & use of existing permanent structures
- Size, location, & use of proposed temporary structures, with the structure setbacks shown on the plan
- NA**  Size, location, & number of proposed vending sites, including those within any structures NOTE: All sites must be numbered, and all sq. footage is to be indicated.
- Size, location, & use of existing access, driveways & parking areas
- NA**  Size, width, surface material & location of any proposed temporary access, driveways, & parking areas, including number of parking spaces
- NA**  ATM's (all locations must be indicated on the plan)
- Location & number of existing & proposed trash disposal facilities, along with contracts  To be submitted on:
- Copies of solid waste & sanitary facility maintenance contracts  To be submitted on:
- Location, type & number of existing & proposed restroom facilities
- Location & type of existing & proposed water supply
- Certificate of Insurance  To be submitted on: **on or before 6/26/2026**
- NA**  Method & number of private security guards or police on the property  To be submitted on:
- Location & type of any entertainment areas planned on the site; number of persons to be accommodated
- NA**  Location, type & number of any portable or permanent fuel supply on site (**MUST** be shown on plan)  To be submitted on:
- Location & type of existing & proposed electrical supply  To be submitted on:
- Size & location of parking areas for visitors & employees
- Location & width of any existing or proposed driveways or fire lanes to be used for emergency access

**\*This is City property. City to provide site plan. City to provide trash and waste contracts.**