

GLEN FARM
STANDARD OPERATING PROCEDURES
EXHIBIT A – Special Events Application Form and Procedures

PURPOSE: This document sets forth the policies and procedures established to regulate use of the Glen Farm Properties.

GENERAL: The Glen Farm is intended for the recreation and enjoyment of Portsmouth residents but may be used by non-residents for a variety of short-term events and activities. The Portsmouth Town Council is the sole coordinating agency for Glen Farm and for all events/activities conducted on the properties described herein. In the absence of a special event or other use specifically authorized by the Town of Portsmouth, the Glen Farm properties are available to the citizens of Portsmouth for general recreation. A site map of the Glen Farm properties is attached as Exhibit B.

FACILITIES:

1. **SPECIAL EVENTS FIELD – LOT 6:** This is a flat open field consisting of approximately 13.9 acres surrounded by stone walls. It is bounded on the west by East Main Road (Rte 138), on the north by RI Nursery and Union Cemetery, on the east by the Utility Field (Lot 5), and on the south by the Gardner Seveney Sports Field (Lot 8). It is available for public and private events under individual short-term lease agreements. To promote usage the field is divided into four (4) areas designated Red, White, Blue, and Green.
2. **UTILITY FIELD – LOT 5:** This is a 12-acre open sloping unimproved field of which about 6 acres are suitable for limited use. A portion of this field is leased. It is located east of and adjacent to the Special Events Field. It has been primarily used as a parking. The extreme easterly portion of this field contains two rented/leased structures which are separated from the balance of the field by a gravel lane which is used to access the barn area. A wetland area supported by a fresh water spring is located on the northeasterly side of the field limiting the useable area.
3. **GARDNER SEVENEY SPORTS COMPLEX – LOT 8:** This is a developed 16-acre field consisting of Soccer, Little League, and Babe Ruth athletic fields. It is bounded on the west by East Main Road (Rte 138), on the north by the Special Events Field (Lot 6), on the east by Lot 3 (currently under lease to Clemens Equine, LLC) and on the south by private property known as Slocum Farm. This field is dedicated for use by Portsmouth youth groups and under their operational control. Use by outside agencies and organizations may only occur with their concurrence and approval and is otherwise strictly forbidden.

Permission is required for use of the fields by groups of 25 or more, or for the exclusive use of the field by any person, group, or organization.

4. **THE BROWN HOUSE – LOT 7:** The Brown House sits on a 2-acre parcel off Linden Lane in the approximate center of Glen Farm. The structure gets its name not from its color (yellow) but from the name of the original owner, Leonard Brown. The Town of Portsmouth currently uses the building and grounds as offices for the Recreation Director and Facilities Director.
5. **LINDEN LANE:** Linden Lane is a one-way entrance to all the Glen Farm properties. It runs in a west to east direction from East Main Road (Rte 138) to the Barn/Polo field area and provides access to all fields.

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6. BARN AREA and POLO FIELDS – LOTS 3, 25, and 26: These properties, although part of the Glen Farm, are leased by the Clemens Equine, LLC and Newport Polo, Inc. Any use of this area must be approved by the appropriate lessee.

COMMON USE RULES AND REGULATIONS: These rules and regulations are applicable to all users of the Glen Farm properties:

1. The speed limit within Glen Farm is 10 MPH.
2. Parking is permitted only in designated areas and is specifically forbidden on the Special Events Field. A parking plan for each Special Event must be approved by the Town. The plan will include staffing details including the number of parking monitors and the location at which they shall be stationed. There is **no parking** under the trees lining the driveway.
3. No vehicles are permitted on the Gardner Seveney Sports Complex except in designated areas.
4. No off-street/off-road vehicles such as dirt bikes, all terrain vehicles, and snowmobiles are permitted at Glen Farm.
5. Public equestrian usage other than that associated with sponsored events is permitted on the easterly portion of the Special Events Field, the Utility Field, and on designated bridle/jogging paths along the perimeters of these fields, provided that reasonable and prudent care is exercised.
6. **Users are responsible for the repair of damage to Glen Farm properties. There shall be no climbing upon or destruction of stone walls.**
7. There shall be no open fires. Grills are permitted.
8. There shall be no cutting of trees or other vegetation.
9. There shall be no digging or removal of turf anywhere.
10. All athletic groups using the fields will suspend play in a timely fashion appropriate to the nature of their activity in the event of rain and will be required to repair any damage to the grounds caused by their event or activity.

SPECIAL EVENTS: Special Events are short-term, organized activities of a recreational, sporting, cultural, exposition, or trade nature involving 25 persons or more. Such events will begin and end within a 5-day period though a longer period, not to exceed 14 days, may be approved by the Town Council for good and sufficient cause. Such events shall not make any permanent improvements or alterations to the Special Events Field or Utility Field and shall leave them in the same condition as they were prior to the event.

A coordinator shall be designated for each Special Event. The coordinator shall be available via cell phone and on site at Glen Farm at all times during the Special Event. It shall be the responsibility of the coordinator to promptly resolve all problems that arise associated with the event.

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ANNUAL EVENTS: The Town Council may approve special events for multiple years, not to exceed five (5), upon the sponsor showing good and sufficient cause. Such events may be renewed annually at the discretion of the Town Council.

SPECIAL EVENT APPLICATION PROCEDURES: The application form procedures are attached as Exhibit A.

GENERAL: Requests for use of any/all portions of the Glen Farm must be submitted to the Town Council for approval.

SPECIAL USE RESTRICTIONS:

1. Single events/activities with show times will not exceed 5,000 persons per event.
2. Day-long events activities with attendees coming and going all day may exceed 5,000 attendees over the duration of the event.
3. Events may not commence prior to 8:00 AM and must end by dusk.
4. Noise levels must conform to Town ordinances.
5. A separate parking area must be designated and controlled by attendants provided by the sponsor. A parking plan for each Special Event must be approved by the Town. The plan will include staffing details including the number of parking monitors and the location at which they shall be stationed.
6. Sponsors are not permitted to change or modify the property without prior approval.
7. All permits must be readily available for inspection, including vendor permits.
8. Vendor permits must be issued by the Town of Portsmouth.

APPLICATION PROCEDURES: Application forms (Appendix 1 to this Exhibit) are available at the Recreation Department and online at www.portsmouthri.com. Completed applications must be returned to the Recreation Director e at least eight (8) weeks before the requested event/activity date. The Recreation Director will inform the Sponsor of the date the application will be considered by the Town Council and the Sponsor of the event/activity must be present when the application is considered.

1. Applications must specify which areas are requested.
2. All applications must include a written format or program indicating what will be presented. It must include as a minimum start times, finish times, parking plan, site plan, concessions and/or vendors to be used, retail sales if any, groups to perform, and security measures.
3. Applications are approved by the Portsmouth Town Council only.
4. Once an event/activity program is approved it cannot be changed, modified, or expanded without approval of the Town Council. Substitution is not authorized without prior approval.
5. The Town Council will designate a Town coordinator for each event.

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SPONSOR AND USE CATEGORIES: The following categories apply when determining daily fees:

1. **RESIDENT:**

- A. Any individual domiciled in the Town of Portsmouth.
- B. Any business whose main/primary office is located in the Town of Portsmouth.
- C. Any organization whose main/primary office is located in the Town of Portsmouth.

2. **NON-RESIDENT:**

- A. All others not identified as residents.
- B. State and County organizations.
- C. Events/activities jointly and/or co-sponsored by residents and non-residents.
- D. Events/activities sponsored by residents that will produce revenue for the benefit of non-residents, non-resident businesses and/or non-resident organizations.

3. **PUBLIC USE:**

- A. Any event/activity open to the general public
- B. Any event/activity open to the general public that uses the Glen Farm properties to generate revenue through any combination of ticket sales, admission fees, retail/wholesale transactions, concessions, donations or any other form of revenue generation.
- C. Use of the Glen Farm for promotional events/activities.

4. **PRIVATE USE:**

- A. Any event/activity closed to the general public.
- B. Any event/activity limited to members of a group or organization only.

5. **ANCILLARY USE:** Applies to the use of Glen Farm properties when the primary event is not located on the Special Events or Utility Fields.

- A. Satellite parking.
- B. Staging areas.
- C. Assembly areas.

6. **NON-PROFIT:** A corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive, incorporated under Section 501(c)3 of the Internal Revenue Code. Proof of incorporation must be provided. All volunteer organization.

7. **FOR-PROFIT:** A business or other organization whose primary goal is making money (a profit).

8. **ALL VOLUNTEER PORTSMOUTH GROUP/NO FEE CHARGED PARTICIPANTS:** This group must be comprised of all Portsmouth individuals who are volunteers and there are no fees whatsoever charged to participants, who must be Portsmouth residents.

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9. **PORTSMOUTH GROUP/FEE CHARGED:** This group is comprised of Portsmouth individuals but fees are charged to participants, who must be Portsmouth residents. The fee charged to participants must be disclosed.
10. **NON-PORTSMOUTH OR MIXED GROUP/FEE CHARGED PARTICIPANTS:** This group may be a mixture of Portsmouth residents and nonresidents or all nonresidents, and fees may be charged to participants. The fee charged to participants must be disclosed.

FEE AND DEPOSIT SCHEDULES: Fees and deposits are calculated based on sponsor residency, projected attendance, and revenue generation. What a sponsor or organization does with the revenue it generates will not be a factor in determining fees and deposits charged.

1. There will be no fee charged for the day prior to and the day after an event/activity to allow for set up and take down/clean up.
2. All fees charged for events/activities are due within ten (10) business days after the application is approved and are considered non-refundable.
3. A refundable security/damage deposit equal to one day’s fee may be required for each event/activity.
4. The fields requested will not be considered reserved until the required fees and deposit are paid.
5. After ten (10) days the fields will be considered open and available to other applicants.
6. Applications, fees, and deposits for multiple year annual events/activities are due nine (9) months prior to the date the event/activity will be held and will be coordinated with the sponsor at the time the initial application is submitted.
7. If an event/activity is canceled, the fee(s) are forfeited. Only the security/damage deposit will be refunded.
8. Events/activities are classed into ten (10) categories and assume use of both the Special Events Field and the Utility Field. The charge for the Utility Field is 50% of the daily fee.

FEE SCHEDULE

Event Size	Fee	Usage
Limited use	\$100 per game/event	1 predesignated area/field
Up to 300 participants	\$850 daily	Full Facility
300-800 participants	\$1,000 daily	Full Facility
800-1,500 participants	\$1,500 daily	Full Facility
1,500-3,000 participants	\$2,500 daily	Full Facility
3,000-5,000 participants	\$4,000 daily	Full Facility
Ancillary use	\$850 daily	

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INSURANCE: Sponsor must obtain liability insurance holding the Town of Portsmouth harmless. The Deputy Finance Director will assist in providing information concerning insurance.

LICENSES AND PERMITS: All required licenses and permits must be obtained from the Portsmouth Town offices. The Town Clerk will assist in providing information concerning requirements.

SITE INSPECTION: Sponsors are responsible for all damages to the Glen Farm properties. Sponsors are encouraged to conduct a joint inspection with a representative of the Town to determine the field conditions prior to and after the event/activity takes place.

UTILITIES: The Glen Farm Special Events Fields do not have potable water, electric, or telephone utilities.

PUBLIC SAFETY: Sponsors are required to provide for traffic and parking control, local ordinance/law enforcement, fire safety, emergency medical treatment, and local safety inspections. Direct coordination is required between the sponsor and the Portsmouth Police Department, Fire Department, and Public Works. Coordination with these departments prior to submission of any application is encouraged. Any approval for use of Glen Farm properties granted by the Town Council is subject to any and all restrictions imposed by these departments.

SANITATION AND TRASH REMOVAL: Sponsors are required to make provisions for the installation and removal of portable toilet facilities. For sporting events, it is recommended to have one portable toilet per 75 people. For other events, one portable toilet per 100 people should be adequate.

Sponsors are also required to provide for the collection and removal of trash and recycling (recycling is MANDATORY), as well as cleaning all areas used. NOTE: To minimize litter, Sponsors must use plastic trash liner bags for all trash barrels on the property (55-gallon size, 1.5 mil. thickness). The plastic bags must be closed shut at the end of the event. Sponsors are responsible for trash removal, including the trash in the trash barrels.

One Attachment – Appendix 1 – Application Form

EXHIBIT A, APPENDIX 1, Special Events Application Form, Glen Farm Standard Operating Procedures

Date: _____

EVENT COORDINATOR _____ CELL PHONE _____
ADDRESS _____
EMAIL _____ # DAYS OF USE _____
DATE(S) OF EVENT _____
NAME OF ORGANIZATION _____
ADDRESS _____
PLEASE STATE THE FOLLOWING ABOUT YOUR GROUP:
<input type="checkbox"/> Resident <input type="checkbox"/> Non-resident <input type="checkbox"/> Private Use <input type="checkbox"/> Public Use <input type="checkbox"/> Ancillary Use
<input type="checkbox"/> Non-profit (attach 501(c)3 copy) <input type="checkbox"/> For Profit
<input type="checkbox"/> All Volunteer Portsmouth Group/No Fee Charged Participants
<input type="checkbox"/> Portsmouth Group/Fee Charged Participants - Fee Amount Charged: _____
<input type="checkbox"/> Non-Portsmouth or Mixed Group/Fee Charged Participants - Fee Amount Charged: _____
<input type="checkbox"/> Field Fee Charged _____ <input type="checkbox"/> Field Fee Waiver Requested - Fee Amount _____
SUMMARY OF NATURE OF THE EVENT/USE OF FIELD _____

ESTIMATED NUMBER OF PEOPLE PRESENT OR TICKETS TO BE SOLD _____
FIELDS OR AREA REQUESTED _____
I have read and understand the Glen Farm Standard Operating Procedures and agree to abide by its provisions. Attached is a written format/program indicating what will be present.
Signature of Applicant _____

For Town Use

APPLICATION STATUS <input type="checkbox"/> Granted <input type="checkbox"/> Rejected
CONDITIONS OF APPROVAL _____

FEE REQUIRED _____ DATE _____
FOR THE TOWN _____

Applicants granted permission to use Glen Farm by the Town Council MUST obtain signed approval and pay any required fees for the following:

POLICE _____
FIRE _____
PUBLIC WORKS _____
TOWN CLERK (LICENSING) _____
TOWN FINANCE DIRECTOR (FEES/INSURANCE) _____

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SPECIAL EVENTS FIELD

NATURE OF THE EVENT (Description):

HOURS OF OPERATION _____

WILL YOU:

- | | | |
|--|----------------|----------------------------------|
| Sell Food <input type="checkbox"/> | You will need: | Peddler's License from Clerk |
| Sell Other Items <input type="checkbox"/> | You will need: | Peddler's License from Clerk |
| Have Over 500 People? <input type="checkbox"/> | You will need: | Entertainment License from Clerk |
| Have Tents Larger than 350 sq. ft.? <input type="checkbox"/> | You will need: | Tent License from Clerk |

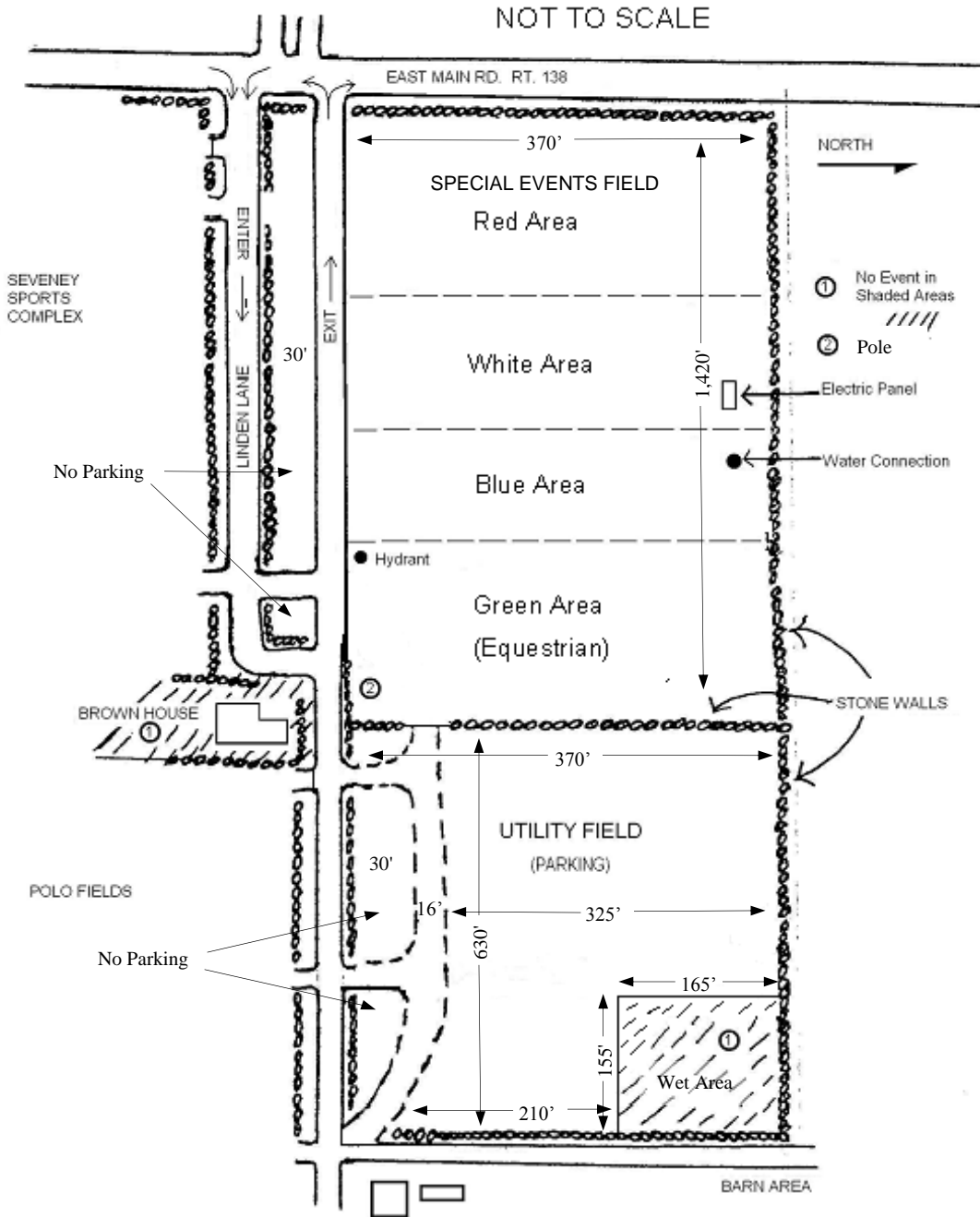
Licenses from the Clerk MUST be obtained prior to the event.

SPECIFY YOUR PLAN FOR PARKING:

A parking plan for each Special Event must be approved by the Town. The plan must include staffing details including the number of parking monitors and the location at which they shall be stationed. NO PARKING ALLOWED UNDER TREES. (See last page for parking diagram.)

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EXHIBIT B – SITE MAP**

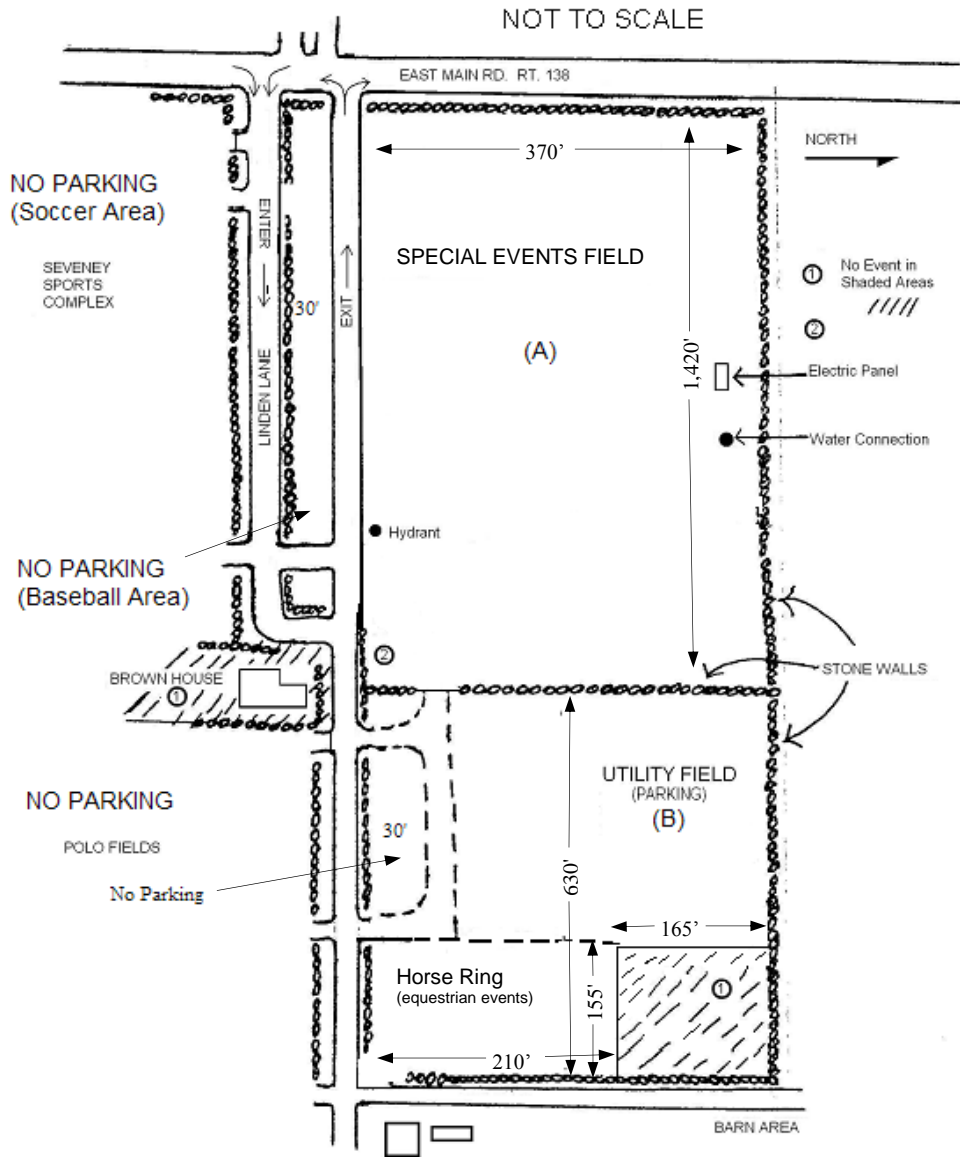
YOUTH SPORTS CONFIGURATION



Parking MUST be limited to the Utility Field.

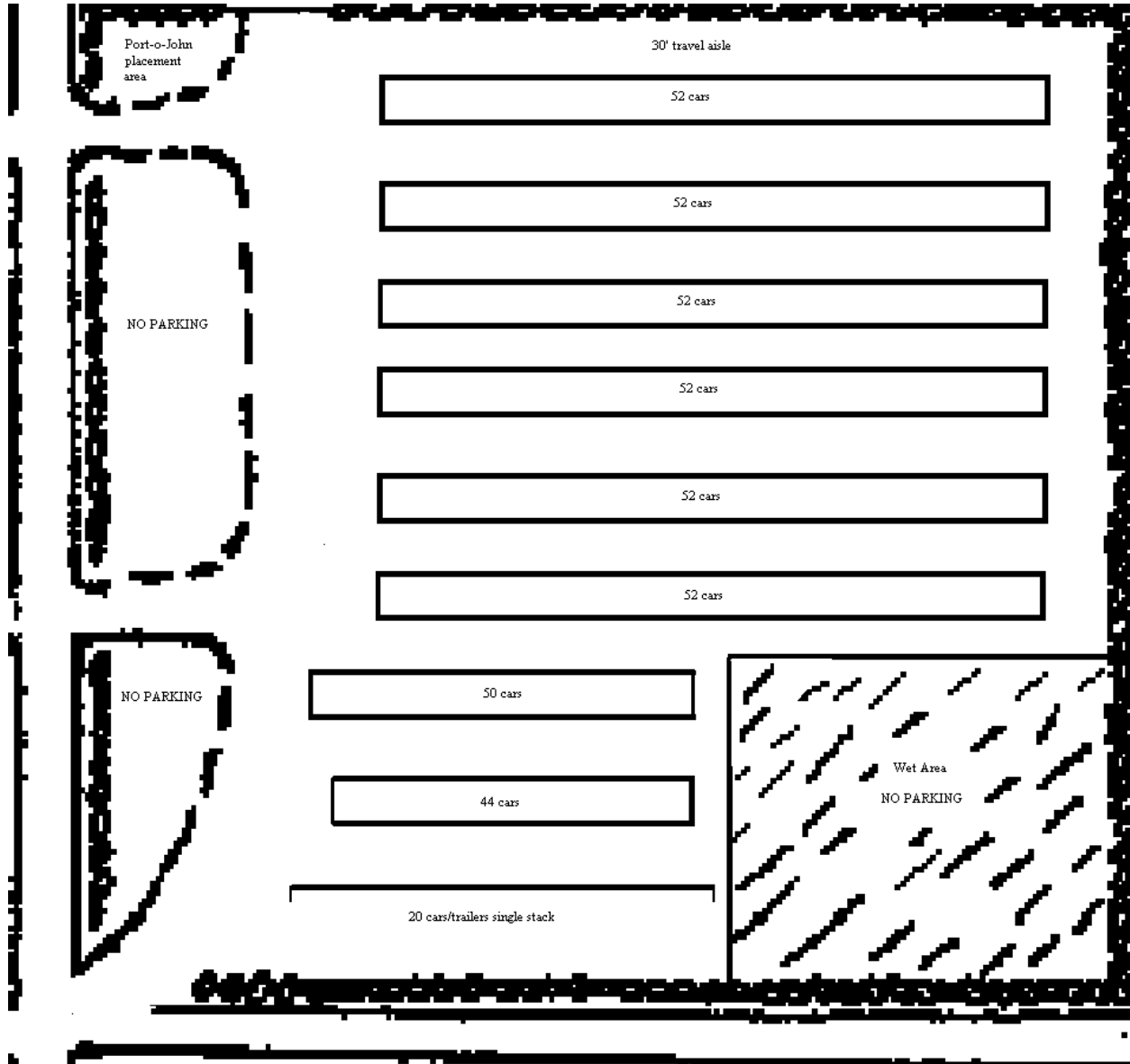
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EXHIBIT B – SITE MAP

SPECIAL EVENT CONFIGURATION



- (A) Events MUST be limited to the Special Events Field.
- (B) Parking MUST be limited to the Utility Field.

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EXHIBIT C – PARKING CONFIGURATION
(UTILITY FIELD)**



ASSUMPTIONS:

- 30' travel aisle between each row of cars and on the rear
- A standard parking space is 10' wide x 20' deep
- Assume double stacking
- Approximately 406 parking spaces
- **PARKING MUST BE CONTROLLED BY ATTENDANTS PROVIDED BY THE SPONSOR.**