

## LICENSING REQUIREMENTS FOR THEATRICAL EXHIBITS, CARNIVALS AND CIRCUS EVENTS

1. Complete the [Town of Franklin Public Event Application](#)
2. Provide in writing what actions are to be taken to address:
  - A. Pedestrian traffic, parking, and other issues relating to public safety
  - B. Incidents of disruptive behavior
  - C. Noise levels within the area
3. Provide written permission from property owner
4. Provide liability insurance
5. Provide workmen's compensation insurance
6. You must contact the Board of Health, Police Department, Fire Department and Building Department for any applications and inspections that may need to be performed.
7. Fee \$125

**The Town Administrator will forward copies of application/checklist to the departments list below:**

**The Police Chief.**

**Fire Department** - Will do a safety inspection.

**Board of Health** - Board of Health (520-4904) will confirm that all necessary permits are obtained and will do a health inspection on the premises.

**Building Inspection Department** –Determines that applicant is in compliance with all building codes and zoning regulations. They will also do a safety inspection. Applicant must arrange with the Building Inspection Dept. (520-4926) to schedule an inspection.

**The Treasurer/Collector** - will determine that property owner is update on municipal taxes. All taxes must be paid to date.