

GLEN FARM

STANDARD OPERATING 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). The field has metered water, electrical, and telephone connections. It is available for public and private events under individual short-term lease agreements. To promote usage the field is divided into three (3) areas designated Red, White, and Blue.
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 to the Glen Farm Equestrian Center. It is located east of and adjacent to the Special Events Field. It has been primarily used as a parking area for events/activities being held on the Special Events Field. 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 Glen Farm Equestrian Center) 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 leases the building and grounds to a private organization that will restore the

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building. It can be used for a variety of community activities. Arrangements must be made with the organization leasing the property, the Friends of the Leonard Brown House.

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.
6. **BARN AREA and POLO FIELDS – LOTS 3, 25, and 26:** These properties, although part of the Glen Farm, are leased by the Glen Farm Equestrian Center. Any use of this area must be approved by the Glen Farm Equestrian Center.

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.
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.

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.

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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 attendance 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.
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 Portsmouth Town Clerk's office during regular business hours. Completed applications must be returned to the Town Clerk's office at least eight (8) weeks before the requested event/activity date. The Town Clerk 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.

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.

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- 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.

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 is also 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 seven (7) 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.

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EVENT SIZE	DAILY FEE
No ticket sales – limited use*	\$50
No ticket sales – full facility	\$850
Up to 300 ticket sales	\$850
300 – 1,500 ticket sales	\$1,250
1,500 – 3,000 ticket sales	\$2,500
3,000 – 5,000 ticket sales	\$4,000
Ancillary use	\$850

*Limited use – duration of event/activity less than four (4) hours using not more than one (1) predesignated area.

9. Final cost is based on the following formulas:

Resident/Private	25% of the daily fee
Resident/Public	50% of the daily fee + \$150
Non-resident/Private	Daily fee
Non-resident/Public	Daily fee + \$300

INSURANCE: Sponsor must obtain liability insurance holding the Town of Portsmouth harmless. The 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 properties have water, electric, and telephone utilities available for use.

1. Only the Portsmouth Building Inspector is permitted to make water and electric connections.
2. Charges for water and electricity will be calculated based on actual usage and are to be paid by the sponsor. Security/damage deposit will not be returned until these charges are paid.
3. Connection of telephone lines and payment of charges will be arranged between the sponsor and the telephone company.

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 Building Inspection. 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.

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SANITATION AND TRASH REMOVAL: Sponsors are required to make provisions for the installation and removal of portable toilet facilities. Sponsors are also required to provide for the collection and removal of trash as well as cleaning all areas used. The security/damage deposit will not be returned until these requirements are completed. If cleanup at Town expense is necessary, forfeiture of all or a portion of the security/damage deposit is possible.

One Attachment – Appendix 1 – Application Form

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

Application for use

Date: _____

NAME _____ TELEPHONE _____

ADDRESS _____

DATE(S) OF EVENT _____ # DAYS OF USE _____

NAME OF ORGANIZATION _____

ADDRESS _____

STATUS OF GROUP Resident Public Use Ancillary Use
 Non-resident Private Use Fee Waiver Use Only

NATURE OF THE EVENT/USE OF FIELD

ESTIMATED NUMBER OF PEOPLE PRESENT/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 Granted Rejected

CONDITIONS OF APPROVAL _____

FEE REQUIRED _____ SECURITY FEE DEPOSIT _____ 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 _____

UTILITIES – Building Inspector _____

TOWN CLERK (LICENSING) _____

TOWN FINANCE DIRECTOR (FEES/INSURANCE) _____

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SPECIAL EVENTS FIELD

NATURE OF THE EVENT:

HOURS OF OPERATION _____

DO YOU NEED:

Electricity Water Trash Receptacles Amplification Lighting

WILL YOU:

Sell Food You will need: Victualler's License

Sell Other Items You will need: Sunday Sales Permit

NOTE: Victualler's license and Sunday sales permit are obtained from the Town Clerk.

SPECIFY YOUR REQUIREMENTS FOR PARKING:

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EXHIBIT B – SITE MAP

