



**TOWN OF BEDFORD  
BEDFORD, NH**

**ROAD RACE POLICY**

The Parks & Recreation Department, Police Department, Fire Department and Public Works Department in order to promote the safety of residents and visitors of the Town during road races declare that the following administrative procedures be followed in scheduling and permitting Road Races in any part of the Town. The Town Policy would be to allow Bedford organizations to apply for up to two (2) permits per year. Permits must be for different locations.

**DEFINITIONS**

- 1) “Race Organizer” – Any person whether acting individually or on behalf of an organization that sponsors, promotes, staffs, schedules or arranges a Road Race.
- 2) “Road Race” – Any organized event occurring on one specific day characterized by voluntary participation of numerous individuals either on foot, wheelchairs or on bicycles for the purpose of traveling along public ways in the Town of Bedford with the intent of crossing a finish line.

**APPLICATION PROCESS**

- 1) Race Organizers who wish to hold a Road Race on a certain day within the Town of Bedford must first obtain an application requesting a permit from the Parks & Recreation Department which will then need to be approved by the Police Department, Fire Department and Public Works Department. The application for the permit must be made with the following information and a possible meeting with a designee from the four (4) Departments prior to approval.
  - a) The course that is to be traveled including its length, all street intersections, the start and finish line locations, all stops/or rest areas including a map.
  - b) The type of race (running, walking, bicycles, wheelchairs, or other).
  - c) The expected number of participants.
  - d) The expected parking requirements.
  - e) The number of toilet facilities which the Race Organizers will provide and remove at their own expense and their locations.
  - f) A description of the first aid arrangements which the Race Organizers will have available.
  - g) It is required that all dogs be on a leash attending this type of event.

- h) The type of non-permanent markings or signs which will be used. (**NOTE: Permanent markings of any type, including painted symbols on street pavement are strictly prohibited.**)

## **INSURANCE**

All applicants must provide a current Certificate of Insurance naming the Town as an additional insured on file with the Department. (The insurance policy must provide for general liability coverage with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.)

*\*\* If the organizers insurance carrier will not provide them with the coverage, the coverage should be obtained through Tulip. (Tenant Users Liability Insurance Policy) available via Primex*

## **FEE SCHEDULE**

**POLICE DEPARTMENT:** Police detail after reviewing the race route the Police Department will determine the number of officers needed to provide a safe race route. The applicant will be charged the current **\$60** per hour minimum of 4 hours per patrolman.

**FIRE DEPARTMENT:** Fire staff detail after reviewing the race route the Fire Department will determine the number of Fire/EMT and/or ambulance is needed to provide a safe race route. The applicant will be charged the current **\$60** per hour minimum of 3 hours.

**PUBLIC WORKS DEPARTMENT:** Applicant will be charged the hourly rate by the Public Works Department for races that require set-up prior to and breakdown after the race.

## **PERMIT ISSUE**

After all (4) Departments have reviewed the information a permit will be provided by the Parks & Recreation Department to the Race Organizer.

Recommended by Parks & Recreation Manager – May 28, 2013  
Approved by Parks & Recreation Commission – June 11, 2013  
Revised by Parks & Recreation Commission – March 19, 2014  
Fire/Police Detail Revised – February 12, 2016



# **TOWN OF BEDFORD**

## **APPLICATION FOR ROAD RACE**

NAME OF ORGANIZATION: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

SET-UP TIME: \_\_\_\_\_ ACTUAL EVENT START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

TYPE OF EVENT\*: \_\_\_\_\_  
(\*Road Race map of route attached)

EXPECTED ATTENDANCE: \_\_\_\_\_ BEDFORD RESIDENTS: \_\_\_\_\_ NON-RESIDENTS: \_\_\_\_\_

NON PROFIT ORGANIZATION: YES \_\_\_\_\_ NO \_\_\_\_\_ (Provide 501 (c) (3))

ARE THERE ANY FEES TO BE CHARGED TO PEOPLE ATTENDING THE EVENT:  No  Yes

**INSURANCE:** Is a certificate of Insurance naming the "Town of Bedford" as an ADDITIONAL INSURED attached to this form?  No  Yes

**PERSON IN CHARGE:** E-mail: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: HOME: \_\_\_\_\_ CELL: \_\_\_\_\_

**WAIVER:** I have read and understand the procedures and requirements for requesting a Special Event permit and further understand that the Town of Bedford Cannot be held liable for any claims incidental to the conduct of the event. I also acknowledge that I am 21 Years or Older.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Person in Charge of Event

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Police Department

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Fire Department

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Public Works Department

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parks & Recreation Department

\*\*\*\*\*OFFICE USE\*\*\*\*\*

Application Rec: \_\_\_\_\_  Approved  Denied Permit issued: \_\_\_\_\_