



TOWN OF BEDFORD

Requirements for SPECIAL EVENTS

This package is intended to serve as a general reference document; to provide guidelines and identify code requirements concerning various events and occasions. It is designed to address the most frequently occurring and applicable codes and standards and is not all inclusive of every possible requirement. For additional information please contact the Bedford Fire, Police, and/or Building departments.

I. PURPOSE

- a. The purpose of permitting for Special Events is to protect the health, safety, and public welfare of the public. The Special Events Permit Application helps ensure that all parties, event participants, attendees, neighbors, residents, and passers-by will not be inconvenienced and that their health, safety, and welfare will have been fully considered and protected.
- b. The permitting process enables local officials to anticipate and plan for municipal services that may be impacted when special events are held. Public safety officials can plan for adequate coverage when they know that an influx of people to the town can be expected. Plans for parking, traffic control, crowd control and emergency medical services can be addressed. Local businesses can better plan staffing and ordering of food and inventory when they are aware that a special event permit has been issued. Perhaps most importantly for local officials during the event, a permitting process will give local officials a "point person" to whom they can go if a problem arises during the event that needs attention.

II. AUTHORITY

- a. NH RSA 286:1 through 286:11 require the issuance of special permits by the Town Council for various types of events before such events are permitted in the community.
- b. Further, NH RSA 105:9 authorizes the Chief of Police to require police details at any event that he/she determines could potentially (a) involve traffic-related problems: or (b) lead to a public disturbance or public nuisance: or (c) endanger public health, safety or welfare.
- c. Further, NH RSA 153 and the NH State Fire Code authorize the Fire Chief to regulate outdoor events as they pertain to access for emergency vehicles, access to fire equipment: placement of stands, temporary structures, concession booths, etc.; and hazardous conditions.
- d. Finally, NH RSA 128:143A and 147:1 authorize the Health Officer to protect public safety regarding Sanitation, Food and Public Health to include appropriate number of facilities and food vendors.

III. APPLICABILITY

- a. Special Events
 - i. Any temporary assembly within a building (other than residential) or structure of 50 or more people, including but not limited to luncheons, dinners, sporting events, carnivals, fairs, political rallies, performances, and private functions. Any events held in an area, space or structure used outside of its normal function or existing permitted use (for example, a stage, seating area, trade show, or exhibition) shall be considered a special event and shall meet the requirements of Town of Bedford. (The final determination is made by the local AHJ or designee.)
 - ii. A Special Event Permit Application is required for all special events within the Town of Bedford, NH as provided for in RSA 286:1 and 2, with the Town Council as the licensing authority.
 - iii. Pursuant to RSA 286:4-a, the Town of Bedford, NH may impose a reasonable charge related to the approximate expense to the municipality of issuing the permit and making inspections to ensure compliance.
 - iv. Permits shall not be issued to applicants until the following have been completed.
 1. All departments have reviewed and completed their portion of the application.
 2. All permit fees have been assigned and collected.
 3. Application signed by the landowner, or a letter of authorization is provided.
 4. Certificate of Insurance (for events on town-property).

- v. For venues hosting seasonal special events, only one (1) permit application shall be required.
- b. Special Events on Town Property
 - vi. In addition to the requirements above, pursuant to RSA 41:11-a, the Town Manager is authorized to grant a permit for use of town property, when not needed for public use.
 - vii. Alcohol is strictly prohibited on town-owned property without an approved permit application and license.
 - viii. All applicants must provide a current Certificate of Insurance naming the Town of Bedford, NH as additional insured. (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.)
 - ix. If the organizer's insurance carrier will not provide them with the coverage, the coverage shall be obtained through Gatherguard Insurance (Tenant Users Liability Insurance Policy) available via Primex.
- c. Community Events
 - i. Community events do not require a permit.

IV. **DEFINITIONS**

Authority Having Jurisdiction (AHJ) – The AHJ is that person or office charged with enforcing the Life Safety Code. In most situations, it is the fire chief or designee, unless the matter is a health or police matter in which case it is the respective department official.

Canopy – A temporary structure, enclosure, or shelter constructed of pliable materials which is open without sidewalls or drops on 75% or more of the perimeter.

Certificate of Flame Resistance – A certificate or affidavit that states the material has been treated in accordance with NFPA 701.

Community Event – Any event sponsored by the Town of Bedford, NH through its municipal departments or Bedford School district on school property.

Cube Tap – A grounded U/L listed adapter that converts one female connector into multiple female connectors.

Display – the use, explosion, activation, ignition, discharge, firing or any other activity which is intended to cause or which causes a firework to do what it is manufactured to do.

Flame Retardant – An approved chemical compound or mixture which, when applied in an approved manner to any fabric or material, will render such fabric or material incapable of supporting combustion.

Floor Plan – A plan drawn to scale showing the proposed event layout and seating with locations of all aisles, exits, and fire protection equipment.

Food Service Establishment- As defined by RSA 143-A:3, IV means any fixed or mobile, attended or unattended restaurant; coffee shop; cafeteria; short order café; luncheonette; grill; tearoom; sandwich shop; soda fountain; tavern; bar; cocktail lounge; night club; roadside stand; industrial feeding establishment; food vending operation; private or public organization or institution, whether profit or nonprofit, which routinely serves food; catering kitchen; commissary, or similar place in which food or drink is prepared for sale or for service on the premises or elsewhere; and any other eating or drinking establishment or operation in which potentially hazardous food is served or provided for the public with or without charge.

Open Flames – Torches, candles, and other devices using flames.

Open Flame Cooking Device – Sterno fuels, grills, stove tops, etc.

Organizer – Any person/s whether acting individually or on behalf of an organization that sponsors, promotes, staffs, schedules or arranges an event.

Power distribution strip – A grounded electricity distribution device containing overload protection that turns one AC wall outlet into several.

Site Plan – A plan illustrating the proposed parking (on and off site), “no parking” areas, traffic flow patterns, locations of temporary structures, locations of food concessions, and locations of exits.

Special Events – Any temporary assembly within a building (other than residential) or structure of 50 or more people, including but not limited to luncheons, dinners, sporting events, carnivals, fairs, political rallies, performances, and private functions. Any events held in an area, space or structure used outside of its normal function or existing permitted use (for example, a stage, seating area, trade show, or exhibition) shall be considered a special event and shall meet the requirements of Town of Bedford. (The final determination is made by the local AHJ or designee.)

Seasonal Special Event – An event held at regular intervals not lasting over one calendar year, typically an organized recreational league, and scheduled in advance.

Splitter or “Y” Tap – A grounded U/L listed adapter in the form of a letter "Y", having two female cord connectors on one end and a male plug at the other end.

Tent – A temporary structure, enclosure, or shelter, either with or without sidewalls, constructed of fabric or pliable material in excess of 400 square feet in accordance with NH State Fire Code. This excludes tents used exclusively for the purpose of camping. No permits are required for tents located on the property of 1 or 2 family dwellings.

Triple or “W” Tap – A grounded U/L listed adapter in the form of a letter "W", having three female cord connectors on one end and a male plug at the other end.

V. **APPLICATION & REVIEW PROCESS**

a. Applying for Special Event Permit

- i. All requests for Special Event Permits shall be submitted in writing to the Parks & Recreation Department. Applications are available from the Town of Bedford, NH office and website. Additional information shall be provided with the application as appropriate.
 1. Site plan showing event layout, emergency service locations and access, sanitary facilities food service locations, etc.
 2. Traffic control and parking plan
 3. Proof of insurance (events on town-owned property)
 4. Other applicable licenses
- ii. It is recommended that the Special Event Permit Application, and additional documents be submitted to the Town of Bedford, NH ninety (90) days before the event but at the minimum of thirty (30) days to allow for processing.
 1. In the event of extenuating circumstances, the Town of Bedford, NH may waive the thirty (30) day submittal requirements.

b. Town of Bedford, NH Review Process

i. Parks & Recreation Department

1. Permit Collection

- a. An applicant must complete a Special Events Permit Application and submit to the Parks & Recreation Department for any special event in the Town of Bedford.

2. The Parks & Recreation department confirms the applicant has submitted the proper certificate of insurance or a properly dated certificate of insurance is on file.
3. The Parks & Recreation department will determine if the application request is for usage of town owned property.
 - a. Fees for usage of Town of Bedford, NH property are determined by the following fee schedule.
4. Fees for usage of town-owned property are determined by the following fee schedule and the Bedford Parks & Recreation Field/Facility Use Policy.

Town Hall	
Social Event under 5 hours	\$100.00 for residents and private-for-profit
Social Event 5 to 12 hours	\$200.00 for residents and private-for-profit
Meeting less than 5 hours	\$50.00 for residents and private-for-profit
Meeting 5 to 12 hours	\$100.00 for residents and private-for-profit
Under 5 hours	\$150.00 for not-for-profit
5 to 12 hours	\$300.00 for not-for-profit

ii. Planning & Zoning Department

1. The Planning Director or their designee shall review the permit application and proposed site plan layout and determine if the event is consistent with the Planning Board’s approved Site Plan with regards to parking, zoning, hours of operation, special conditions associated with the site, accessible parking, and pedestrian & vehicular circulation.
 - a. The Planning Department may request amendments to the site plan submitted with the application to ensure compliance.
2. Special Events may require approval of an amendment to the approved Planning Board Site Plan, in accordance with Section 340 of the Bedford Land Development Control Regulations. Site Plan amendments may be approved administratively by the Planning Director or referred to the Planning Board for review and approval.
3. All temporary signage associated with the special event shall meet the requirements of the Town Code, Chapter 216 Signs and Banners and the applicant shall be required to obtain any necessary Special Event Sign Permits prior to the issuance of the Special Event Permit

iii. Fire Department

1. General Information
 - a. The Fire Chief or their designee shall review the permit application and determine what is required for the event from the Fire Department.
 - b. All special events shall meet the requirements of the current adopted editions of the NH State Fire Code, Building Code, and National Electrical Code.
 - c. Any venue shall not exceed its posted occupancy limit in accordance with its Place of Assembly permit unless a Life Safety Evaluation has been performed by an independent third-party fire protection engineer.

- d. In accordance with NH State Fire Code NFPA 1 there must be a minimum of one (1) trained crowd manager for every 250 persons in attendance at the special event.
 - i. Crowd managers must submit proof of training with the event application. Should the applicant be unable to provide trained crowd managers, the Bedford Fire Department will provide them at a cost.
 - e. In accordance with NH State Fire Code NFPA 1 standby fire personnel shall be provided if required by the Fire Chief or Designee.
 - f. Standby requirements and fees shall be notated on the Special Events Permit Application.
 - i. Firefighter fees are \$65 per hour (per firefighter) for a minimum of three (3) hours.
 - ii. Apparatus fees are determined by the current FEMA's Schedule of Equipment Rates.
 - g. The Bedford Fire Department requires that the facility hosting the event provides an approved means to determine the occupant load at all times during the event.
 - h. The use of theatrical haze, fog, or smoke machines at indoor events is not permitted unless approved in advance by the Bedford Fire Department.
 - i. The use of pyrotechnics is not permitted unless permits and approvals have been obtained from the NH State Fire Marshall's Office and the Bedford Fire Department in accordance with the NH State Fire Code and Town of Bedford, NH local ordinance.
 - j. Additional Required Documents (where applicable)
 - i. Certificate of flame resistance (materials and tents)
 - ii. NH Certificate of Competency (firework displays)
 - iii. Materials List (fireworks displays)
 - iv. Copy of engineer's statement on structural stability (temporary structures)
 - v. 2 copies of floor and/or site plans.
2. Inflatable Structures
- a. These structures meet the definition of an amusement ride pursuant to RSA 321.
 - b. All inflatable structures must be registered with the State of New Hampshire and carry a current New Hampshire decal with current year and number.
 - c. Daily inspections must be documented and available for review in accordance with NH RSA 321-A:2.
 - d. Any operator of inflatable structures shall be required to provide a certificate of insurance in accordance with NH RSA 321-A:5.
3. Tents
- a. These structures shall have a Place of Assembly Permit in accordance with NH RSA 155-18 and shall meet the requirements of NH State Fire Code, NFPA 1.
 - b. All enclosed tents, canopies, or temporary membrane structures shall be equipped with emergency lights and exit signs. If two (2) or more

exits are provided, illuminated exit signs and emergency lighting shall be provided.

- c. All tents or temporary membrane structures shall be accompanied by documentation from a licensed structural engineer regarding structural stability to withstand the elements of weather to prevent unintentional collapse.
- d. Tents or temporary membrane structures shall be erected in accordance with the manufacture's specifications or the current IFAI procedural handbook for the safe installation of tentage.
- e. It is the applicant's responsibility to discontinue the use of the tent or temporary membrane structure in the event of severe weather.
- f. All tents shall have a certificate of flame resistance in accordance with NH State Fire Code, NFPA 1.
- g. All outdoor tents, canopies, and temporary membrane structures utilized for cooking shall be separated from other structures (including amusement rides) by a minimum of ten (10) feet in accordance with the NH State Fire Code, NFPA 1.
- h. Compressed gas cylinders, including but not limited to those used for heated cooking devices, shall be located at least five (5) feet from the outside of all tents and booths, and at least ten (10) feet away from any open flame.
- i. All compressed gas cylinders shall be stored in an upright position and secured to prevent accidental tip-over. All compressed gas cylinders not in use shall be capped. All compressed gas cylinders shall be a minimum of 10' from any cooking.
- j. Tents and canopies that are at least ten (10) feet apart are not considered connected.
- k. Fire protection requirements
 - i. Cooking of the following items will be allowed under a tent subject to inspection and approval of the Fire Department.
 1. Grilling/Barbequing of meats that have been prepared in an enclosed mobile unit or commissary.
 2. Cooking/reheating of commercially prepared foods.
 3. Deep frying of commercially prepared foods.
 4. Preparation of non-hazardous foods (kettle corn, popcorn, pretzels, etc.)
 - ii. Cooking is prohibited under tents, temporary membrane structures, and/or canopies which are used for any type of public assembly.
 - iii. Any booth, trailer, tent, or canopy using an open flame cooking device shall have a minimum of one (1) approved fire extinguisher with a 2A: 10B: C rating and a minimum of five (5) pounds of extinguishing agent. In addition, any booth, trailer, tent, or canopy using deep fat fryer/fryolator type cooking device shall also have a minimum of one (1) approved 6L (min) Class K fire extinguisher.

1. All fire extinguishers shall be inspected annually and shall have an inspection tag indicating the same attached to the extinguisher.
2. All individuals utilizing any type of cooking equipment shall be trained in the proper use of a fire extinguisher.
- iv. All commercial cooking equipment located inside a trailer or fully-enclosed booth constructed of permanent materials shall be provided with an approved automatic fire extinguishing system that is UL 300 compliant.
 1. Non-compliant units may be allowed to continue operation after inspection and approval by the AHJ.
- v. Means of egress requirements shall be as follows:

Occupant Load	Number of Exits	Minimum Exit Width
Less than 10	1	36"
10 to 199	2	72"
200 to 499	3	72"
500 to 1000	4	96"
>1000	5	120"

3. Fireworks

- a. Per NH RSA 160-B:7 firework displays are permitted in the Town of Bedford through local ordinance 185-10 B.
- b. An application for a display permit shall be made in writing at least thirty (30) days in advance of the date of display. The town may charge a reasonable fee for a permit to display fireworks. No display permit granted under this section shall be transferable, and each display permit shall be valid for only one display to be held on the date permitted. If, in the opinion of the chief of the fire department or designee, conditions deteriorate during the fifteen (15) days before the date for which such permit is granted so that a fire hazard exists, the permit may be revoked.
 - i. Display fireworks shall be inspected using the State of New Hampshire Display Firework Site Inspection Report.
 - ii. All special events with fireworks other than display fireworks shall be inspected using the Bedford Fire Department Class C Fireworks Display Inspection Form.

4. Floor Plans

- a. A floor plan for indoor special event that shows such features as, but not limited to, aisle width, seating arrangement, stages, press risers, buffet tables, and bars, in accordance with the NH State Fire Code, NFPA 1 and 101 shall be submitted the Bedford Fire Department for review and approval.
 - vi. These requirements also apply to tents/temporary membrane structures over 400 sqft. used for special events.

5. Furnishings & Decorations

- a. All pipes and drapes shall have a certificate of flame resistance or affidavit provided for review and approval. All pipes and drapes shall be secured to prevent tipping.

6. Seating & Aisles
 - a. Indoor special event festival seating is limited to 250 persons unless a Life Safety Evaluation has been performed by an independent third-party fire protection engineer and approved by the Bedford Fire Department.
 - b. The following minimum aisle widths shall be maintained in accordance with the NH State Fire Code, NFPA 1 and 101.
 - i. The width of aisles serving seating at tables shall be no less than 44" in areas serving 50 persons or more and 36" in areas serving 50 persons or less.
 - ii. Aisle widths may be required to be increased based upon the type of event and occupant load.
 - iii. Where non-fixed seating is located between the table and the aisle, there shall be a minimum of 19" of clear space from back of chair to back of chair.
 - iv. With standard seating, the spacing from the back of the chair to the front of the most forward-facing projection of the chair immediately behind shall be no less than 12" and increased 0.3" for every seat over 14".
 - c. Non-fixed seating (folding) chairs requirements
 - i. All non-fixed seating (folding) chairs shall be firmly secured together in groups of no less than three (3) and no more than seven (7). The chairs shall be secured at both the top and the bottom by either industrial tie wraps or other approved means.
 - ii. There shall be no more than 100 chairs in a row and there shall be a minimum aisle width of 22" from the back of the chair to the front of the most forward-facing projection of the chair immediately behind.
7. Inspections
 - a. Depending on the event details inspections may be required. Any required fire department inspections shall be documented on the Special Event Permit Application.
 - b. It is the responsibility of the applicant to contact the Fire Department to schedule any required inspections.
 - c. All special events shall be ready for inspections by fire inspectors a minimum of 2 hours prior to the start of the event.
- iv. Building & Health Department
 1. The Code Official or their designee shall review the permit application and determine what is required for the event from the Building & Health Department.
 2. All special events shall meet the requirements of the current adopted editions of the Building Code, and National Electrical Code.
 3. Portable Restrooms
 - a. Portable bathroom facilities shall be required in accordance with the Portable Sanitation Associations Special Event Chart when fixed facilities may exceed their rated capacity. (See Appendix 1)
 4. Food Service

- a. All food service mobile units are subject to inspection by the Health Official or their designee.
- b. All food service trucks must have a certified Food Protection Manager.
- c. All food service trucks must be licensed in the town/city they are from.
 - i. If not, they will require licensing through the Bedford Health Department.
- d. No cooking equipment or cooking accessories are allowed outside the mobile unit.
- e. In accordance with NH RSA 143-A the following mobile units are not required to obtain a food service license for operation within the Town of Bedford.
 - i. Temporary Food Service Establishment
 - 1. Any food service establishment which operates at a fixed location for a temporary period of time not exceeding 2 weeks, in connection with a fair, carnival, circus, public exhibition, or similar transitory gathering.
 - ii. Occasional Food Service Establishment
 - 1. Any food service establishment where food is served or provided for the public on the premises of the establishment, whether or not there is a charge for such food, no more than 4 days during a 30-day period.
- f. All mobile units with a food service license must follow the rules set forth in RSA 143-A.

5. Electrical Requirements

- a. All electrical installations shall meet the requirements of the most current adopted editions of the National Electrical Code (NFPA 70) and the NH State Fire Code, (NFPA 1).
- b. An electrical permit shall be obtained by a New Hampshire licensed electrical corporation or Master electrician licensed in NH from the Building Department a minimum of thirty (30) days prior to the scheduled event.
- c. Temporary event specific electrical installations shall comply with the requirements of the National Electrical Code, Articles 518, 520, 525, and 590.
- d. When applicable, the electrician of record or the event coordinator shall supply a floor plan with a wiring schematic that shall include portable power distribution panel location(s), flexible cord locations and lengths, and locations of multi-appliance distribution centers.
- e. GFCI (Ground Fault Circuit Interrupter) protection shall be provided when applicable in accordance with the National Electrical Code.
- f. All extension cords shall be appropriately sized for the intended use and grounded. Volt and Amperage load for the cord size shall be verified by a NH licensed Electrician. If an electrician cannot verify the loads all extension cords shall be a minimum 14-gauge and grounded.

- g. All extension cords that are run within a means of egress or public way shall be secured and protected using an approved means, such as treadle, “yellow jackets”, or trenches.
 - h. Extension cords shall serve only one appliance or fixture, unless appropriately sized and in conjunction with an approved multi-appliance distribution center with overload protection. The current capacity of the supply cord shall be not less than the rated capacity of the appliance(s) or fixture(s).
 - i. Only UL-listed overload protected power distribution strips may be used for additional outlets.
 - j. Power distribution strips connected in series “daisy-chained” are prohibited.
 - k. Cube Taps, “Y” Taps &” W” Taps are permitted, when approved by the event electrician, to supply electricity to a maximum of 3 electronic appliances and when connected directly or by a single extension cord to an approved power distribution strip. The combined amperage usage shall not exceed the rating of the tap adapter, extension cord or power distribution strip.
 - l. Portable generators shall be located five (5) feet or greater from booths, trailers, tents, and canopies in accordance with the NH State Fire Code.
6. Depending on the event details inspections may be required. Any required Building & Health inspections shall be documented on the Special Event Permit Application.
- a. It is the responsibility of the applicant to contact the Fire Department to schedule any required inspections.
- v. Police Department
- 1. Per NH RSA, Chapter 105, Police Officers and Watchmen: Section 105:9 the following is required for special events in Bedford.
 - a. Any person desiring to conduct a public dance, circus or carnival shall make application for police attendance at that function. Any person who conducts a public dance, circus, or carnival without first making application for police attendance at that function is guilty of a violation.
 - b. The Chief of Police of Bedford, NH or designee subject to approval by the governing body shall examine applications and determine if such attendance is necessary. If the Chief of Police or designee decides police attendance is necessary, he shall detail one or more police officers to attend whose services shall be paid for by the applicant.
 - i. Patrolmen fees are \$65 per hour (per patrolman) for a minimum of three (4) hours.
 - ii. Cruiser fees are \$20 per hour (per cruiser).
 - c. The Chief of Police or designee shall have the authority to assign police details to attend any public meetings or functions which he determines may potentially
 - i. Involve traffic-related problems; or
 - ii. Lead to public disturbance or public nuisance; or

- iii. Endanger public health, safety or welfare.
 - d. The applicant or sponsor of any public meeting or function may be charged for the services of any police officers that may be detailed or assigned to that meeting or function, unless charges authorized by this section for the services of a police officer are waived by the Chief of Police or designee when in his judgment such authorization does not conflict with an existing local ordinance or policy.
 - e. The Chief of Police, the Police Department, and any city, town, or political subdivision shall not be held liable for any decision not to detail police officers to attend any public meeting or function.
- vi. Department of Public Works
 - 1. Confirm that site plan is attached and conduct a field review of the plan.
 - a. Once plan and site review are complete
 - i. Contact primary contact if there are questions.
 - 1. Possible site walk with primary contact.
 - ii. If any town roads or facilities will be impacted;
 - 1. Make sure traffic control/plan complies with local and federal traffic regulations.
 - 2. If event impacts NHDOT roadways, contact District 5,
 - a. If NHDOT requires a permit, forward information to primary contact.
 - 3. Once site review is completed, and if no additional services are needed of Highway, make notations, sign off and forward to Parks & Recreation.

VI. CHANGE OR REVOCATION OF PERMIT

- a. Changes
 - i. Following issuance of permit, the Fire Chief or designee, Police Chief or designee, or Town Manager may approve minor changes in site plans or operational plans prior to or during an event.
 - ii. Events with rain dates included with application may transfer an issued permit to that date.
- b. Revocation
 - i. The permit may be revoked at any time if the applicant does not follow the provisions of the permit and if the exceptions and conditions in the permit have not been completed as specified.
 - ii. Any applicant that breaches the terms and conditions of their permit or any of the exceptions and conditions imposed there under shall be subject to a penalty provided under NH RSA 286:5 as amended.
 - iii. Revocation of the permit will result in forfeiture of all fees.

VII. COMPLIANCE

- a. NH RSA 286:5
 - i. Requires the Town Council to prosecute any person in violation with a misdemeanor or felony.
- b. NH RSA 143-A:10
 - i. Prescribes the penalties for violation of food service regulations
- c. NH RSA 147:9 & 147:22
 - i. Prescribes the penalties for violations of trash and sewerage regulations.
- d. NH RSA 153
 - i. Prescribes the penalties for various violations of the fire code.
- e. NH RSA 321-A
 - i. Prescribes the penalties for violations of amusement attractions.

Appendix 1

Portable Sanitation Association International SPECIAL EVENT CHART EXTENDED BREAKDOWN



**Number of Units required when no pumping service is provided based on 50/50 Mix of Men & Women
One unit provides approximately 200 uses with 4 hours between use**

Average Crowd Size	Average Hours at the Event									
	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125
15,000	20	38	56	75	94	113	131	150	169	188
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313
30,000	46	82	119	156	192	229	266	302	339	376
35,000	53	96	139	181	224	267	310	352	395	438
40,000	61	109	158	207	256	305	354	403	452	501
45,000	68	123	178	233	288	343	398	453	508	563
50,000	76	137	198	259	320	381	442	503	564	626
55,000	83	150	217	285	352	419	486	554	621	688
60,000	91	164	237	311	384	457	531	604	677	751
65,000	98	177	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	533	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	707	805	903	1001
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251

Source: Independent Study by: Center of Business and Industrial Studies / University of Missouri-St. Louis

For more information contact the Portable Sanitation Association International at:
info@psai.org • 952.854.8300 • 800.822.3020 • www.psal.org