



**PORTABLE SANITATION
 REQUIREMENTS FOR TEMPORARY
 EVENTS**

The Environmental Health Department uses the following chart to determine the number of portable toilets required for temporary events in the City of Nashua. In accordance with Chapter 5-45 of the Nashua Revised Ordinances, the Health Officer is responsible for the enforcement of laws and ordinances that deal with the environmental health of the City and its residents. Sanitation is an important component of environmental health.

The Environmental Health Department may reduce the number of portable toilets required for the event should approved public toilets be available. A written agreement (on back) from the authorized business representative must be submitted with the application packet allowing use of the facilities and ensuring the facilities will be maintained and restocked during the event. The Environmental Health Department reserves the right to deny use of a facility if they are not in compliance with current codes.

In order to calculate the required number of portable units, the event organizer must determine the number of attendees and estimate the number of hours the average attendee would participate in the event. That number is then recorded on the Event Coordinator Form.

| MAXIMUM CROWD SIZE | AVERAGE HOURS OF ATTENDANCE Calculated by anticipated attendee average hour(s) at 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 |

This chart is from the Portable Sanitation Association International, derived from an independent study conducted by the Center of Business and Industrial Studies/University of Missouri-St. Louis. The chart assumes a 50/50 mix of males and females, and that portable units are not pumped out during an event. If anticipated maximum crowd size exceeds 20,000, requirements will be adjusted accordingly.

- All portable toilets are required to have hand sanitizer available.
- Event Organizers are responsible to ensure toilets remain clean and stocked with toilet tissue and hand sanitizer throughout the event.
- At least 5% of available portable toilets must be unisex and ADA compliant.
- It is recommended to have some method of hand-washing available to event-goers, especially when a variety of food and beverage options are available.
- If alcohol is to be served or consumed during an event, the Environmental Health Department reserves the right to require a 40% increase of portable toilets if previous or similar events have proven to tax existing facilities.

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CITY OF NASHUA, NEW HAMPSHIRE

AGREEMENT BETWEEN EVENT COORDINATOR AND ESTABLISHMENT
TO ALLOW USE OF TOILET FACILITIES DURING AN EVENT

| |
|---|
| Event Name: |
| Event Coordinator: |
| Date(s) of Event: |
| Times of Event: |
| Name of Establishment: |
| Establishment Address: |
| Establishment Hours of Operation date of event: |
| Establishment Contact Name: |
| Establishment Contact Title: |

_____ will provide expanded public access to our
NAME OF ESTABLISHMENT

toilet facilities during _____
NAME OF EVENT

There are _____ of public male toilets and _____ of public female toilets in my establishment.
NUMBER NUMBER

I agree to the following:

- Restrooms will be clean and maintained, supplied with hot and cold running water, and stocked with toilet paper, paper towels and hand soap.
- Establishment is in compliance with state and local codes.
- I will not exceed our Place of Assembly Permit during the event.
- Event Coordinator may market and advertise my location and hours of operation as a participant in this event.

Establishment Contact Signature Date Event Coordinator Signature Date