

Town of Waterbury, Vermont
Special Event Permit Application

1. Name of Event: _____ **Waterbury Not Quite Independence Day (NQID)** _____
2. Date(s) of Event: _____ **Saturday June 28th (rain date Sunday June 29th** _____
3. Location of Event: _____ **Parade on Main Street & Music Concert** _____
4. Property Owner: _____ **Town of Waterbury & State of Vermont** _____
5. Hours of Event: _____ **Parade 4pm (road shuts down 3:30), done by 5:30 Music until Dark**
(approx.. 9:15pm) _____
6. Event Organizer (Contact person): _____ – **Contact: Dan McKibben**

150 Deacons Way Waterbury Center, VT 05677
802-233-8933
Dan.mckibben@comcast.net
7. If the Event Organizer will not be on-site the day of the event, name & phone number for contact person for the day of the event: _____ **Dan will be on site all during NQID 802-233-8933** _____
8. Event Sponsor (organization putting on event): _____ **Waterbury Rotary Club**

_____ **PO Box 586 Waterbury, VT 05676**
9. Event Description: **Parade followed by concert**

(Please attach any promotional information – schedule, poster, flyer etc.)
10. Use of Town Owned Property/Streets Requested:
Parade will use Main St from River Road (Ice Center – running race) to Union Street.

Concert at Rusty Parker Park. _
11. Anticipated Attendance: _____ **3000.**

Public Assembly Permit is required for attendance of 2,000 or more. Permit application & information can be found at <http://vsp.vermont.gov/permit/assembly>
12. Traffic Control, Security - Provide a traffic control plan and security detail that will serve for the duration of the event or the hours specific.

See attachment

13. Law Enforcement - Provide details on the plans for law enforcement on site during specific hours. Provide a copy of a signed contract or agreement with this application. The Selectboard may require additional coverage if determined that it is needed.
- **Two Lamoille County Sheriff officers will be on duty from 3:30 until 10 pm**
 - **One VSP trooper assigned to Waterbury has been requested to be on duty during the parade to assist with traffic. 3:30-5:30 pm.**
14. Sanitation - Provide a detailed plan for portable toilets, trash, recycling, and other waste material including material that may be found off site that is generated at the event.
- **Portable toilets will be located near the train station (2) and in parking lot behind the state office complex (1). A dumpster will be brought in near the train station and trash at Rusty Parker Park will be collected and deposited in the dumpster.**
15. Provide to the Office of Town Clerk a copy of the Public Assembly Permit that is required by the State of Vermont, Department of Public Safety if attendance at an EVENT exceeds 2,000 persons.
- Not applicable - Assembly permit does not apply due to this requirement not being met: "Admission will be charged, and you cannot attend the event unless you pay admission."**
16. Number of Staff/Volunteers that will be in attendance: approximately 50 including Rotarians, and Fire Department and other volunteers (not counting food vendors)
17. If food and/or beverage is to be provided, please describe: up to 12 food vendors will be located at Rusty Parker Park. The Rotary club will be selling beer and hard cider, and will have a permit from DLC. (we do not have this permit yet)
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- Sale of alcohol is prohibited at the event site unless a valid liquor license is issued by the State of Vermont and the Town of Waterbury.
18. Please contact Waterbury Fire Department, Chief, Gary Dillon, (802) 371-7515 and EMS Interim Executive Director Kirsten Savage, Waterburyambulance.org, (802) 244-5003 to as notification and to determine adequate coverage by their departments of the event. Provide letters of their availability and ability to support the event if needed.
19. Attach site plan indicating event location/layout, state, and local highways, entrances/exits, traffic flow patterns, parking, and surrounding land uses.
- **see attachment**
20. Will there be any form of amplified entertainment (i.e. music) at the event?
- **Yes, the music at Rusty Parker Park**
21. The Selectboard must approve all signage for Special Events. Please include all proposed signage with this application. No off-site signage will be allowed except for directional signage. Attach a map that includes location of all proposed directional signage.
- **Signs will be located on the banner structure, and in front of Billings Mobile. Road closed signs will be located at the two Winooski River bridges and at the north end of the Stowe St. railroad bridge. Directional signs will be located along roadsides on Route 100 & 2. All**

signage will be removed by 2 days after the event.

22. A Certificate of Liability Insurance demonstrating \$1 million of general liability insurance per occurrence, \$2 million aggregate must be provided to the Town. If the event is held on Town Property the Certificate must name the Town of Waterbury as additional insured. Certificate of Insurance must be filed with the Town at least ten (10) days prior to the event.

Working on getting this document

23. I hereby represent that to the best of my knowledge the information provided in this application is true and correct:

Signature

Printed Name of Applicant

Date

File application with the Municipal Managers Office at least thirty (30) days prior to the event accompanied by a \$25.00 application fee. Each event will require a separate permit.

For Office Use Only

Fee Received: _____

Certificate of Insurance Received: _____

Police & EMS Forms Received: _____

Selectboard Review on _____

Application has been: ☐ Approved ☐ Denied ☐ Conditional Approval

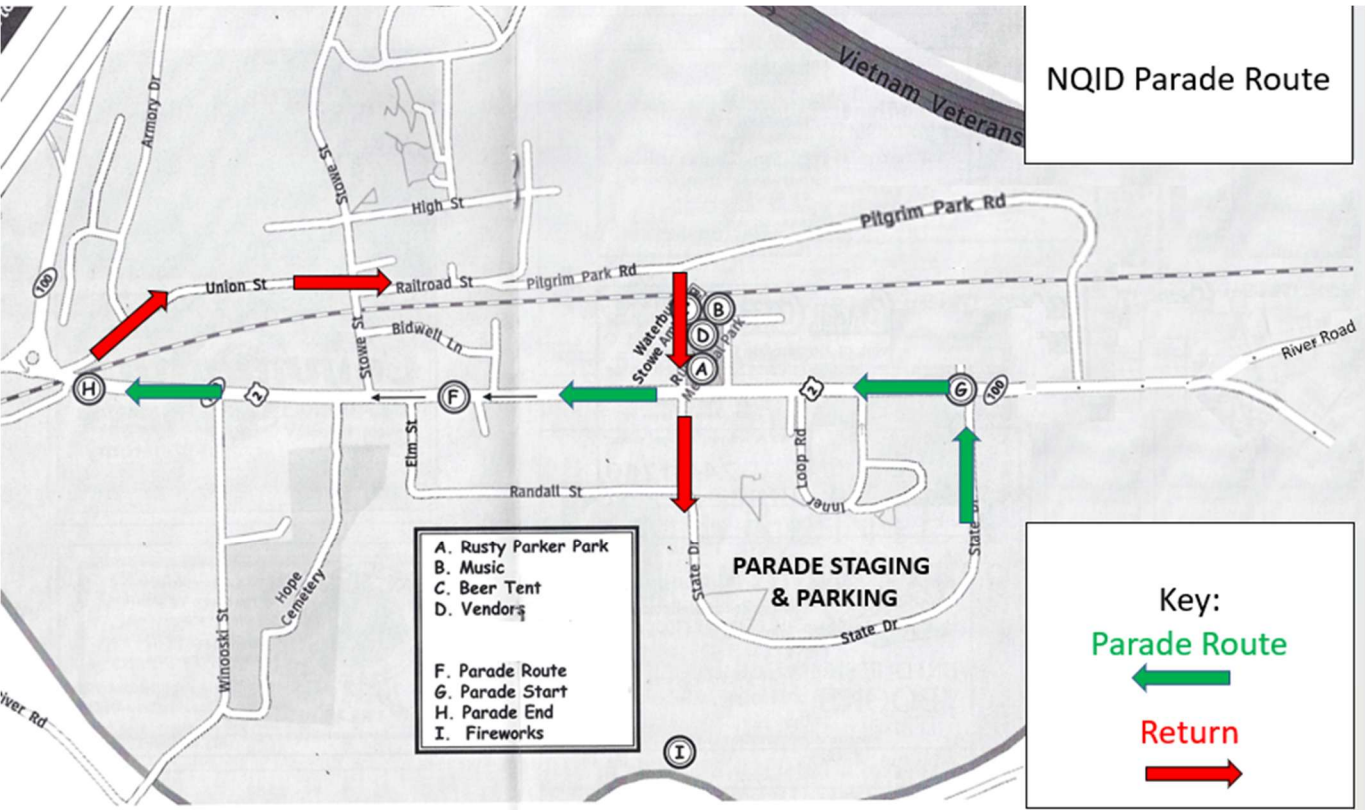
Tom Leitz, Municipal Manager

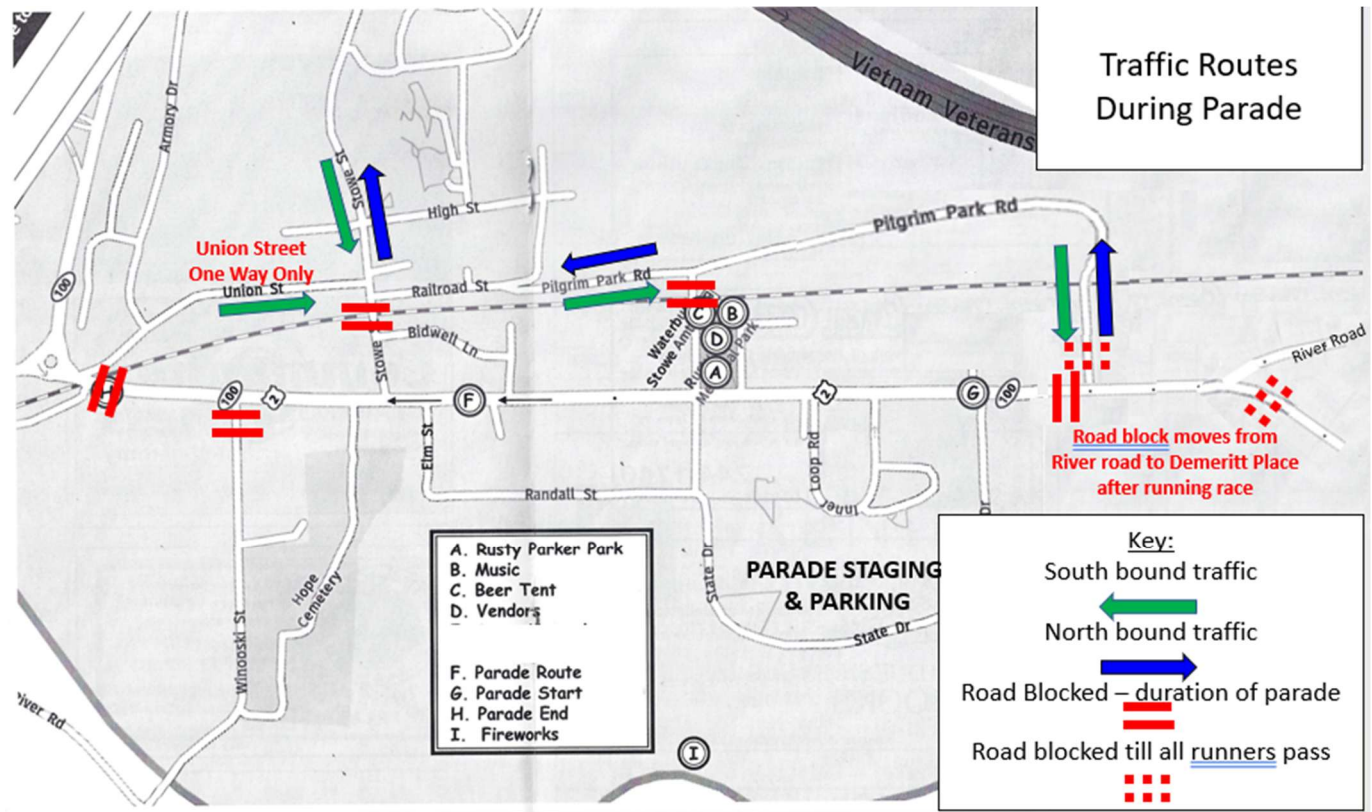
Date

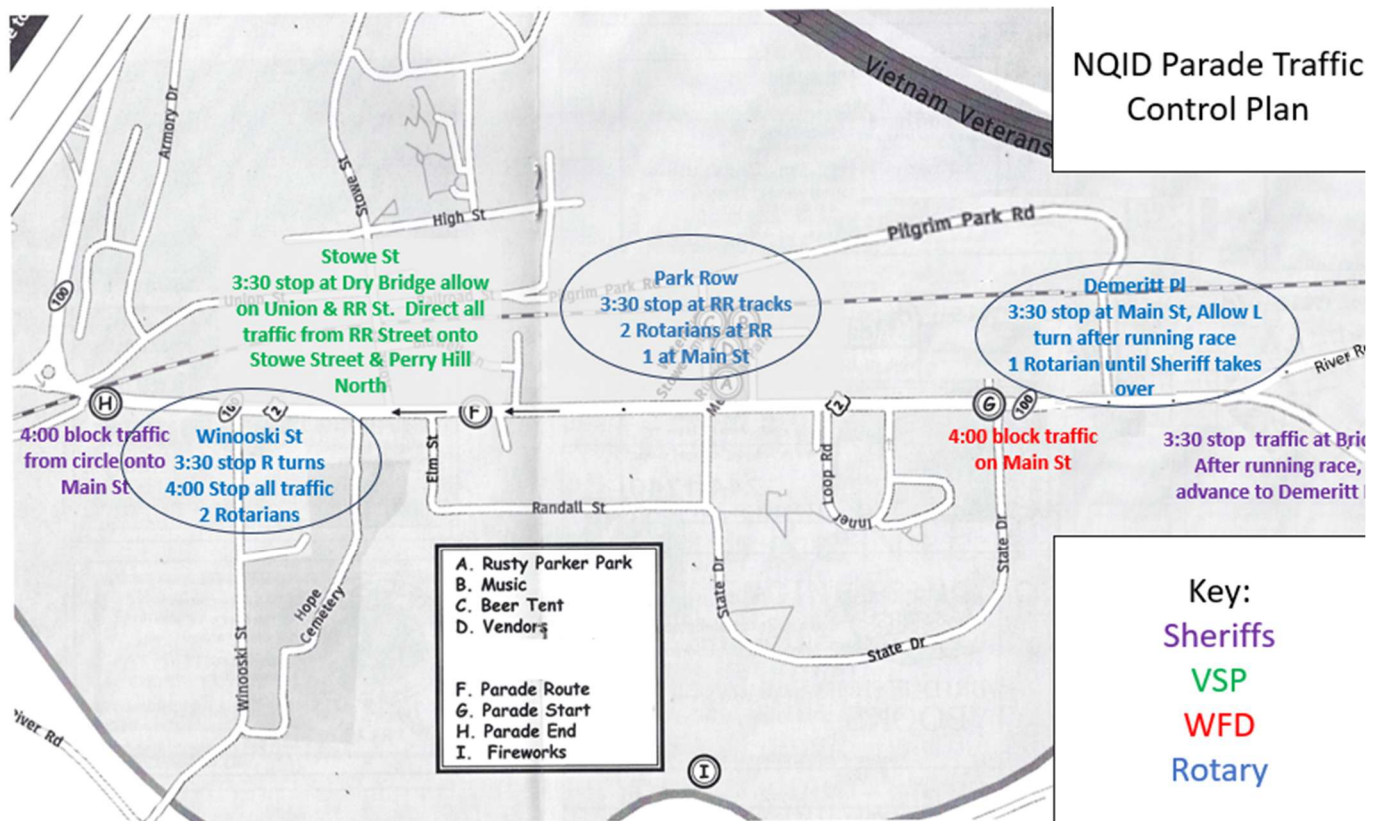
The applicant shall provide information for a complete file on the following items:

- a) Letter from Waterbury Fire Chief, coverage, and availability
 - b) Letter from Waterbury Ambulance EMS, coverage, and availability
 - c) Copy of Public Assembly Permit from VT Dept. of Public Safety
 - d) Traffic control and law enforcement security details
 - e) Sanitation provisions (toilets and trash, etc.) details
 - f) Liquor License
 - g) Other
- _____
- _____

Parade Traffic & Security Plans







Event Plan Site Layout – Rusty Parker Park

