

TOWN OF WATERBURY ENTERTAINMENT PERMIT

THE UNDERSIGNED HEREBY REQUESTS PERMISSION TO OFFER PUBLIC ENTERTAINMENT, WITHIN THE TOWN OF WATERBURY, IN A PUBLIC HOUSE OR A NON-PUBLIC HOUSE AS DEFINED BY THE TOWN OF WATERBURY IN ITS PUBLIC ENTERTAINMENT ORDINANCE.

Name of Establishment: _____

Location entertainment will be offered: _____

Name of Applicant: _____

Type of Entertainment (check all that apply):

☐ ☐ ☐ Live music

☐ Dancing

☐ Mechanically or electronically produced music

☐ Live productions (plays, concerts, etc.)

☐ Other (please describe) _____

Please describe the days/time of day and give a brief description for the type of entertainment you have checked above:

Will you require a road closure for a parade? () YES () NO

If you answered YES above, please include Section A, Safety and Security Plan

Will you be serving alcohol at your event? () YES () NO

If you answered YES above, please include Section B, Special Event Permit.

Will you be hanging a Banner to advertise your event? () YES () NO

If you answered YES above, please include Section C, Banner Application

Section A: Security & Safety Plan

1. Event Description

Date / Time: _____

2. Venue Infrastructure

Location: _____

- Vehicular entrance/exit(s):
- Restroom(s):
- Power Source(s):
- Cellular coverage:

3. Parking & Traffic Management

- Traffic Detail:
- Parking (Onsite/ Offsite):
- Signage:

4. Entrance to the Event

- Ingress/Egress Routes:
- Bag inspection:
- Tickets:

5. Recreational Areas

6. Event Arena Layout

- *Please include details regarding stage set-up, vendor placement, fencing, etc. if applicable.*

7. Emergency Resources

Resource	Quantity	Notes

8. Risks & Controls

Hazard

Control Measures

9. Team & Roles (Key Contacts)

- **Event Director:**
- **Operations Lead:**
- **Security Lead:**
- **Volunteer Coordinator:**
- **Production Manager:**
- **Communications Lead:**
- **Emergency Services Liaison:**

Please attach a full contact sheet with phone numbers for each of the people listed above.

10. Communication & Documentation

11. Policies & Procedures

Please include information regarding bag checks, safety plans and procedures, severe-weather calls, etc.

12. Suppliers & Vendors

Category	Supplier / Notes

13. Regulatory & Insurance

Please include details of emergency services and public groups that you have contracted with or received approval from as well as certificates of your insurance.

14. Appendices

Please include a list of all your attachments included within your application.

Section B:

STATE OF VERMONT
DEPARTMENT OF LIQUOR CONTROL
13 Green Mountain Drive
Montpelier, VT 05602

APPLICATION FOR SPECIAL EVENT PERMIT

Fee: \$35.00

Check payable to Vermont Department of Liquor Control must accompany this application

Licensee name _____

d/b/a _____

Address: _____

Town/City: _____ Zip _____

Manufacturer's License No: _____ Email: _____

1. Describe the special event: _____

2. Location (specify defined area, include address of event): _____

3. Date of event: _____

4. Hours of operation: Beginning _____ Ending _____

Signed: _____ Date _____
(manufacturer)

(circle one)

APPROVED

DISAPPROVED

Town/City Clerk signature

Town/City

Date

Submit to Town/City at location of special event. After action by local control commissioners, this application will be forwarded to the Vermont Liquor Control Board at least 5 days prior to the date of the event.

1. The area referred to in the application must be clearly defined by a description (such as “booth”, “tent” etc. and include approximate size).
2. The area referred to in the application must be adequately staffed, controlled and maintained at all times.
3. Service and consumption of alcohol products must be confined to the defined area.
4. Special Event Permits must be referred to the local control commissioners for consideration.
5. All liquor control laws and regulations that apply to first and second class licenses will also apply to holders of Special Event Permits.



Section C:



Banner Posting Application
Town of Waterbury Recreation Department
28 North Main Street
Waterbury VT 05676

Telephone (802) 244-7174

Fax (802) 244-1014

Email: Klisaius@waterburyvt.com

All banners displayed on the posts in Dac Rowe Fields must be approved by the Recreation Department through use of this form in advance of posting. Complete and submit this form to Recreation Department. Many thanks to Waterbury Rotary for design, construction and maintenance of the banner posting structure.

Event Organization or Party promoted by Banner:	
Description of Banner (content wording, color, size, etc., for identification):	
Date Banner will be hung:	Date banner will be removed:
Contact Person:	
Contact Email:	Contact Telephone:
Comments or Special Requests:	
<p>-This structure may be used to hang banners which announce community-wide or special events for the benefit of non- profit or civic organizations. A single individual representing the event or organization must apply to the Recreation Department for permission to use this structure, The Town assumes no liability for banners hung on this structure.</p> <p>-Each banner will be permitted to be erected no more than two (2) weeks before the initial date of an event and must be removed no greater than three (3) days after an event unless otherwise approved by the Recreation Department's Office. Any banner not permitted or not adhering to this protocol will be subject to removal and retrieval at the Recreation Department's Office.</p> <p>-The maximum number of banners that may be permitted to be displayed at one time is four (4). Scheduled hanging of banners will be permitted on a "first come" basis as determined by the Recreation Department. Installation of banners shall be in order from lowest to highest position. Long banners and banners that may be permitted to remain displayed a longer time, must be hung at the lowest positions of the structure. Shorter banners should be hung in the higher two positions.</p> <p>-Banners permitted must be: a.) constructed of material, roping and grommets suitable for withstanding variations in weather conditions at the site, b.) no greater than fifteen (15') long or thirty inches (30") high and c.) should have at least three (3) eight inch (8") diameter half-moon slits installed (on center and five feet (5') on each side of center) to allow air to flow around and through the banner during periods of high wind. The use of alternate or additional ropes and bungee cords is prohibited.</p> <p>Signature _____ Date _____</p>	
For Office Use Only	
Approved By:	Date:

THE APPLICANT IS RESPONSIBLE TO INSURE THAT ALL SECTIONS OF THE TOWN ORDINANCES ARE FOLLOWED. SPECIFICALLY, ALL PUBLIC ENTERTAINMENT SHALL CEASE NO LATER THAN ONE HALF HOUR PRIOR TO THE TIME AT WHICH, BY LAW OR REGULATION, THE SERVING OF ALCOHOLIC BEVERAGES MUST CEASE.

Signature of Applicant: _____

Date: -----

At a Select Board meeting held on _____, this permit was:

() APPROVED Conditions: _____

() DISAPPROVED Reasons: _____

Municipal Manager or Designee: _____

This Permit Shall Expire at 12 Midnight on _____.

Fee (Standard Event) \$25 Paid: _____

Fee (Liquor Permit) \$35 Paid: _____

Total Fees Collected: