

Town of Waterbury, Vermont
Special Event Permit Application

1. Name of Event: WATERBURY SKATEPARK OPENING PARTY
2. Date(s) of Event: 26 OCT 2025
3. Location of Event: HOPKINS DAVEY PARK @ SKATEPARK
4. Property Owner: TOWN OF WATERBURY
5. Hours of Event: 12-4
6. Event Organizer (Contact person): JAMI RASS
802 999 2025

Address

Phone Number

Email Address

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: _____
8. Event Sponsor (organization putting on event): TOWN + SKATEPARK COALITION

Address

Phone Number

Email Address

9. Event Description: SKATEBOARD EXHIBITION / FREE SKATE

(Please attach any promotional information – schedule, poster, flyer etc.)

10. Use of Town Owned Property/Streets Requested:

11. Anticipated Attendance: ? 50-100

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.
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.
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.
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.
16. Number of Staff/Volunteers that will be in attendance: _____

17. If food and/or beverage is to be provided, please describe: MIGHT HAVE A FOOD VENDOR
OF PIZZA WORKING ON THIS (THEY WILL GET A PERMIT)
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.

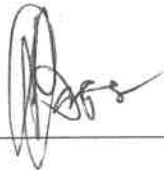
19. Attach site plan indicating event location/layout, state, and local highways, entrances/exits, traffic flow patterns, parking, and surrounding land uses.

20. Will there be any form of amplified entertainment (i.e. music) at the event? THEY MIGHT BE A DJ
THEY WILL GET A PERMIT. WILL KNOW IN A WEEK

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.

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.

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


Signature

TAMI BASS
Printed Name of Applicant

26 OCT '25
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

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: WATERBURY SKATEPARK

Location entertainment will be offered: HOPKINS PARK

Name of Applicant: TAMI BASS

Type of Entertainment (check all that apply):

☒ Live music - DJ

☐ Dancing

☐ Mechanically or electronically produced music

☐ Live productions (plays, concerts, etc.)

☒ Other (please describe) OPENING PARTY FOR SKATEPARK

Please describe the days/time of day and give a brief description for the type of entertainment you have checked above: 26 Oct 2025 12-4

GATHERING TO CELEBRATE THE SKATEPARK OPENING -

THE APPLICANT IS RESPONSIBLE TO INSURE THAT ALL SECTIONS OF THE ORDINANCE 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: [Signature]

Date: 5 Oct 2025

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 APRIL 30, _____.

FEE: \$25.00 PAID: _____

05/2018