

**Town of Waterbury, Vermont**  
**Special Event Permit Application**

1. Name of Event: River of Light Parade
2. Date(s) of Event: Sat. 12/6/2025
3. Location of Event: Parade from Brookside #1 to Dac Rowe Field
4. Property Owner: NA
5. Hours of Event: 5pm - 6:30 pm
6. Event Organizer (Contact person): MK Monley / Carol Baitz  
8 Ellinwood Ave 802-585-5201 cbaitz64@gmail.com  
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: MK Monley 802-244-5043
8. Event Sponsor (organization putting on event): River of Light  
8 Ellinwood Ave 802-585-5201 cbaitz64@gmail.com  
Address Phone Number Email Address
9. Event Description: Parade from Brookside Primary - down Stowe St, down N. Main St. to Dac Rowe Park -  
Live bands, Fire spinners, hot chocolate at park  
(Please attach any promotional information – schedule, poster, flyer etc.)
10. Use of Town Owned Property/Streets Requested:  
Dac Rowe, Stowe Street, N Main St.
11. Anticipated Attendance: 500

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: 30+

17. If food and/or beverage is to be provided, please describe: Hot chocolate

+ possibly bake sale  
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? Live band/No amps

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:

Carol Baitz  
Signature

Carol Baitz  
Printed Name of Applicant

10/28/25  
Date

Requesting for the application fee to be waived.

**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

**Safety Plan  
for  
River of Light Lantern Parade  
12/6/2025**

**Parade Information and Route:**

**4:15-4:55 PM** - Participants line up in parking lot and bus loop in front of Brookside Primary School.

Note: Parking is anywhere downtown or in the parking lots behind the school  
There is no parking in the front of the school.

**5:00 to 5:40 PM:**

- Parade starts by turning left (West) onto Stowe Street.
- Parade proceeds down Stowe Street to Main Street.
- Parade turns right (North) onto Main Street.
- Parade turns left (West) into Dascomb Rowe Park where it ends near the park pavilion and parking area.



**Traffic Management:**

- Signs will be posted by the town to give notice of road closures on December 2<sup>nd</sup>.

**Parking Detail - Armory Ave. 4:30-4:55 - 2 people - parking in school lots - NO PARKING on Armory Ave.**

**Road Closures:**

**Stowe Street - Town Truck - 5:00 - 5:20**

Parade lead (*Don Schneider*) will cue town truck driver (*Kyle Guyette*) to block traffic. The town truck will follow the parade until they reach Dac Rowe.

**High Street - 2 people & traffic cones - 5:00 - 5:20**

What to tell drivers: Enjoy the show! Wait for the parade to pass then turn right onto Stowe St. or follow the town truck and turn onto Railroad or Union Street once the parade has passed.

**RR & Union Streets - 4 people & traffic cones - 5:00 - 5:20**

What to tell drivers: Enjoy the show! Wait for the parade to pass then go straight onto RR or Union Streets, or turn north onto Stowe Street.

**Bidwell Lane - 2 people and traffic cones - 5:05 - 5:25**

What to tell drivers:: Enjoy the show! Wait for the parade to pass then go right onto Stowe St. and then onto RR or Union streets.

**Main St. & Stowe St. - State Police - 5:00 - 5:25**

State police close Main and Stowe at 5:00

**Main Street near Roundabout - State Police - 5:00 - 5:30ish**

If cars want to go from the roundabout to Winooski Street until 5:05 that might work. But it'll likely be easier for the road to be closed at 5:00. Roundabout traffic can be redirected to Stowe Street (for which they'll have to wait) or to the parking lot at the post office so they can get out of their cars and watch the parade.

**Winooski Street - 2 people & traffic cones - 5:05 - 5:30ish**

What to tell drivers: Enjoy the show! Wait for the parade to pass then go right onto Main St.

**Dac Rowe Park - 2 people with safety vests - 5:20-5:35ish**

Direct parade participants into the park. *Winterfest Crew and/or Rec Department*

**Events at Dac Rowe 5:45-6:30 PM:**

Warming Fires - managed by Rec Department with volunteers Boy Scouts or Winterfest  
- fire extinguishers at each fire.  
-Hot Chocolate stand at the pavilion - set up by Rec Department, staffed by volunteers  
-Cirque de Fuego fire spinners set up with a fenced off area near the back drive on one of the ball fields.  
-Sambatucada and Brass Balagan will play at the park near the fire spinners

**Parade/Event Contacts:**

Don Schneider (Parade Co-cordinator) 802-578-1352 cell  
MK Monley (Parade Co-cordinator) 802-244-5043 cell  
Carol Baitz (Parade Co-coordinator) 802-585-5201  
Mame McKee (Parade Co-cordinator) 802-793-7182 cell  
Katarina Lisaius (Town Recreation Director) 802-999-7237 cell  
Mae Murdock (State Police) 802-760-9243 cell

**Road Closure Lead Volunteers:**

High Street: -  
Railroad Street: -  
Union Street: -  
Bidwell Lane: -  
Winooski Street: -