

# 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):

☐ ☐ ☐ Music

☐ Running events

☐ Other (please describe) \_\_\_\_\_

Please describe the days/time of day and give a brief description for the type of entertainment you have checked above (include the date of the event in this description):

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If your event has the potential to have 100 people or more, in attendance please see below:

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

Will you require alterations to normal traffic flow such as temporary turning lanes that does not necessarily include a road closure? ( ) 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.

*\*If you are planning to serve alcohol and anticipate over 100 people, you will need security or law enforcement to be present.*

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

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

**If you are anticipating over 2,000 people to attend your event, including volunteers, please check state permits.**

## Section A: Security & Safety Plan

### 1. Event Description

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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. Zoning and Fire Chief Review.

While not required, it is strongly encouraged that you review this Safety and Security Plan with local officials. For every official you consulted with, please have them fill out the below signature:

\_\_\_\_\_ Zoning Administrator, Mike Bishop

\_\_\_\_\_ Fire Chief, Gary Dillon

\_\_\_\_\_ Law Enforcement \_\_\_\_\_(specify rank and department)

## 10. 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.*

## 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.*

# 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](mailto: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: -----

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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: