

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. *Activities conducted by schools licensed by the State Department of Education and/or churches, on school or church grounds, and on municipal lands are exempt from the requirement to obtain a license and pay a permit fee.*

Name of Establishment: Central Vermont Runners Club_____

Location entertainment will be offered: State facility on Horseshoe Drive-----

Name of Applicant: Will Robens, Central Vermont Runners_____

Type of Entertainment (check all that apply):

--- Music

X 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):

See attached description.

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 (x) NO

Will you require alterations to normal traffic flow such as temporary turning lanes that does not necessarily include a road closure? () YES (X) NO

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

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

If you answered YES above, please include Section B, Special Event Permit. This step MUST be completed on the Department of Liquor Control portal

**If you are planning to serve alcohol and anticipate over 200 people, you will need security or law enforcement to be present.*

Will you be hanging a Banner to advertise your event? () YES (X) 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

Half and Full Marathon road run, starting and finishing at the State Facility on Horseshoe Rd.

Date / Time: ___October 4, 2026_____

2. Venue Infrastructure

Location: _____State Facility_____

- Vehicular entrance/exit(s): State Dr, Park Row, into state facility parking.
- Restroom(s): Rental toilets on site.
- Power Source(s): State Facility.
- Cellular coverage: Yes

3. Parking & Traffic Management

- Traffic Detail: See Attached.
- Parking (Onsite/ Offsite): Onsite
- Signage: Signage will be placed at the intersections of Park Rd and Main St, and State Dr and Main St to direct traffic into the facility parking.

4. Entrance to the Event

- Ingress/Egress Routes: Same as driving access
- Bag inspection: NA
- Tickets: pre-purchased online.

5. Recreational Areas

See attached for route maps

6. Event Arena Layout

See attached map.

7. Emergency Resources

See attached.

8. 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

_____ Fire Chief

_____ Law Enforcement _____(specify rank and department)

We will obtain Washington Co Sherriff approval and on site support once we have the date approved form the town. Wa County Sherriff provide on site safety and traffic control.

Additional permitting approved by State Police, and VT Dept of Transportation.

9. Team & Roles (Key Contacts)

- **Event Director: Will Robens 802-793-1104**
- **Operations Lead: Will Robens 802-793-1104**
- **Security Lead: TBD**
- **Volunteer Coordinator: Will Robens 802-793-1104**
- **Production Manager: Will Robens 802-793-1104**
- **Communications Lead: Will Robens 802-793-1104**
- **Emergency Services Liaison: TBD**

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

10. Policies & Procedures

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

11. Suppliers & Vendors

None	Supplier / Notes
Wasted	Rental toilets on site.

12. Regulatory & Insurance

Event Liability COI will be provide to the town of Waterbury.

Section B: TO BE COMPLETED ON DLC PORTAL

STATE OF VERMONT
DEPARTMENT OF LIQUOR CONTROL
("DLC")
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

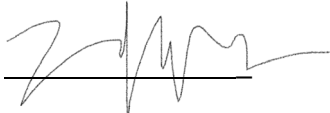
Fax (802) 244-1014

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 lf (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: ---04/08/2026-----

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: