



TOWN OF WATERBURY ENTERTAINMENT & EVENT 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: _____

Location entertainment will be offered: _____

Name of Applicant: _____

Email _____ Phone _____

Type of Entertainment (check all that apply):

_____ Music

_____ Running event

_____ Other (please describe) _____

Please describe the day/time of day and give a brief description of the type of entertainment you have checked above (include the date of the event in this 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 () NO

Will you require alterations to normal traffic flow, such as temporary turning lanes that do 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. 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 () NO

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

If you expect over 2,000 people to attend your event, including volunteers, please check with state authorities for permits.

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. 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 signature below:

_____ Zoning Administrator

_____ Fire Chief

_____ 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 person 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:

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

The check payable to the 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: _____ **Ending** _____
Beginning

Signed _____ **Date** _____
(manufacturer)

(circle one) APPROVED

DISAPPROVED

Town/City Clerk signature

Town/City

Date

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



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: Recreation@waterburyvt.com

All banners displayed on the posts in Dac Rowe Fields must be approved by the Recreation Department through the use of this form in advance of posting. Complete and submit this form to the Recreation Department.

Many thanks to Waterbury Rotary for the 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 longer 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 for 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 ft (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 FOR ENSURING 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: