



# 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: \_\_\_\_\_

Location entertainment will be offered: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

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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

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## 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.

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: [Recreation@waterburyvt.com](mailto: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>	
Signature _____ Date _____	
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: \_\_\_\_\_

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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: