



Number of people expected to participate in the event:

Number of spectators expected to attend:

- Please attach **signed** letter from the Town Select Board or Town Manager approving the event.

- If the event is to be held on private property please attach a **signed** letter from the registered property owner approving the event. This letter must contain contact information of the property owner.

### **Public Safety**

Traffic/Crowd Control: What arrangements have been made for crowd control, traffic control, security and parking?

- Please attach a **signed** agreement from the organization(s) providing each of the items above.

- If the Town where the event will be held is policed by a local Police Department, Sheriff's Department or Town Constable please attach a **signed** letter from that department head or designee acknowledging and approving the event.

- Medical Services: Attach a **signed** agreement from the local emergency medical service department providing first response to the event.

First Aid and water station locations:

Ambulance/Medical personnel locations:

What arrangements have been made to ensure participant and spectator safety in and around the water?

### **Food and Sanitation**

What arrangements have been made for food and water?

What arrangements have been made for toilet facilities?

Clean-up: What arrangements have been made to assure that litter, incidental to the event, will be cleaned up and disposed of?

**Advertisements**

How will the event be advertised?

List names of newspapers, websites, flyers etc. and the dates the advertisement will appear. (Please attach copies of the advertisement if available)

Will radio or television be used to advertise the event? (List stations, dates and times of commercials. Attach copies of the proposed commercials, if available)

**REMARKS:** Include any information you believe will be of assistance in evaluating this application such as previous events, historical knowledge etc.

**An ORIGINAL completed application must be received not less than 30 days prior to the event.**

**Missing or incomplete information may result in delayed approval.  
Conditions for approval may be imposed should public health or safety be of concern.**

Signature of Applicant (or Authorized Agent): \_\_\_\_\_

Date Signed: \_\_\_\_\_

Upon completion, return form and all supporting documents to:

**Vermont State Police  
Field Force Commander  
Permit Application  
45 State Drive  
Waterbury, VT 05671 - 1300**