



**STATE OF VERMONT
DEPARTMENT OF PUBLIC SAFETY
WATERBURY, VT 05671-1300**

**Application for Commercial Public Assembly Permit
(Title 20 VSA Section 4501-4511)**

Contact Information

Name of applicant:

Address of applicant:

Cell / Phone / Email of applicant:

Name, address and phone/cell # of person authorized to represent the applicant in applying for permit (if different, or in addition to above):

If acting for a corporation, governmental agency or other organization, list officers of the organization on a separate sheet and attach. Include all addresses and phone numbers.

Contact name and phone number during the event:

Event Information

Event Title:

Event website:

Date and time event will begin:

Date and time event will end:

Rain date:

Town in which the event will be held:

- 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.

Exact physical location of event (name and number of street, road):

Number of people expected to attend the event:

List of entertainers who will participate in the event:

Price of admission:

What is the general nature or purpose of the event? (Church fair, concert, dairy festival, agricultural fair, etc.):

Dimensions of event location:

Dimensions of parking lot(s):

Will attendees be permitted to camp out at or near the event location? Please provide details of camping arrangements to include date/time arrival and departure are allowed.

Number of attendees camping:

Dimensions of camping area(s):

Public Safety

- Contact must be made with the VT Agency of Transportation (AOT) District(s) in which the event will take place. AOT may or may not require an additional permit for the event(s). See website at <http://vtrans.vermont.gov/operations/districts> for District maps and contact information.

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 as well as information from the agency detailing their traffic/crowd control plan.
- Medical Services: Attach a **signed** agreement from the local emergency medical service department providing first response to the event.
- Fire Services: Attach a **signed** agreement from the local Fire Department Chief or designee providing fire services to the event.
- Division of Fire Safety: Please ensure you have contacted the Vermont Division of Fire Safety; Director Michael Desrochers at 802-479-7561 to discuss the event.

Food and Sanitation

What arrangements have been made for food and water?

Concessionaires: List the concessionaires and the types or products each will dispense:

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 assembly be advertised? (Free advertisements need not be listed.)

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**