

APPLICATION FOR SPECIAL EVENT PERMIT



Village of Manchester, Vermont

PO Box 482
Manchester, Vt 05254-0482
(802) 362-1515
villageofmanchester.com

THIS APPLICATION MUST BE RECEIVED 45 DAYS PRIOR TO THE EVENT

Applicant: _____

Applicant's Address: _____

Location of Event or Sale: _____

Email Address: _____ Phone: _____

Type of Event (check all activities that apply to the event):

<input type="checkbox"/>	Amplified outdoor music	<input type="checkbox"/>	Amplified outdoor public address system		
<input type="checkbox"/>	A Tent	<input type="checkbox"/>	Fireworks	<input type="checkbox"/>	Blasting
<input type="checkbox"/>	Activity which results in traffic congestion or unsafe conditions on roads, sidewalks, and public areas				
<input type="checkbox"/>	Activity between 11 PM and 8 AM which disturbs the quiet enjoyment of any person in the Village				

Date(s) and Hours: _____

Number of Attendees: _____

Other Permits Required: _____

Day of Event Supervisory Contacts:

Name: _____ Title: _____ Cell: _____

Name: _____ Title: _____ Cell: _____

Name: _____ Title: _____ Cell: _____

Describe Activities (Music, Dance, Demonstration):

Describe Number & Type of Facilities (Tents, Rest Rooms, Food & Beverage Sales):

Describe Parking, Vehicle & Pedestrian Control:

Describe Lighting or Other Visibility Concerns/Issues:

Describe Signage to be Used*:

*Up to two on premise signs are permitted for such events. Signs may not exceed four square feet in area and shall be erected no sooner than the day of the event. Signs shall be constructed so as to remain in place, and not cause a hazard to motorists or pedestrians. Signs may not be placed on utility poles or trees in the public right of way per Sign Regulations, Section 10.6.3.1)

This application is not complete without the following.

Notification of Adjoining Neighbors. The applicant must notify the adjoining neighbors of the type of event planned, date(s), the hours of the event and expected date and time the Village Trustees will hear the application. Attach to this application proof of delivery to adjoining landowners either by certified mail, return receipt requested, or by written notice hand delivered or mailed to the last known address supported by a sworn certificate of service.

Certificate of Insurance. A Certificate of Insurance naming the Village of Manchester an additional insured shall be required. Minimum accepted coverage shall be \$1,000,000 of public liability insurance from an insurance carrier licensed to do business in the State of Vermont, or such other amount as determined by the Village Trustees.

Fee of \$50.00

A copy of the issued/approved permit shall be on display at all times that the permitted use is occurring.

By my signature below, I attest that this Special Event will be conducted in accordance with all Village of Manchester Ordinances, Bylaws and Regulations.

Signature of Applicant: _____ Date: _____

Approved: Approved with Conditions: Denied:

Conditions/Comments:

Date: _____

Village of Manchester, Administrative Officer