

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: The ORVIS Company (Bracewood/RFA)
Applicant's Address: 178 Conservation Way, Sunderland VT
Location of Event or Sale: 4180 main street - ORVIS Green
Email Address: wendroff3@ORVIS.COM Phone: 802 362 8733

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

<input checked="" type="checkbox"/>	Amplified outdoor music	<input checked="" type="checkbox"/>	Amplified outdoor public address system		
<input checked="" 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: 10/7 - 10/8/23 - 10 AM - 4 pm

Number of Attendees: 400 / day

Other Permits Required: _____

Day of Event Supervisory Contacts:

Name: <u>Jory Myles</u>	Title: <u>Retail Manager</u>	Cell: <u>802 681-3118</u>
Name: _____	Title: _____	Cell: _____
Name: _____	Title: _____	Cell: _____

Describe Activities (Music, Dance, Demonstration):

Green Mtn Dock Dogs will take place on green.
same location as in past.
MARK Krause - 802 379-5742 runs the event.

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

Pool set up on Green. Possible 20x20 tent for food on Green.
20x20 tent at Flagship.

Describe Parking, Vehicle & Pedestrian Control:

Parking at 4180 and 4382.
Officer on Longview to assist with crossing and traffic.

Describe Lighting or Other Visibility Concerns/Issues:

None

Describe Signage to be Used*:

Directional signage from stores to event.

*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: [Signature] Date: 7/26/23

Approved: ☒ Approved with Conditions: ☐ Denied: ☐

Conditions/Comments:

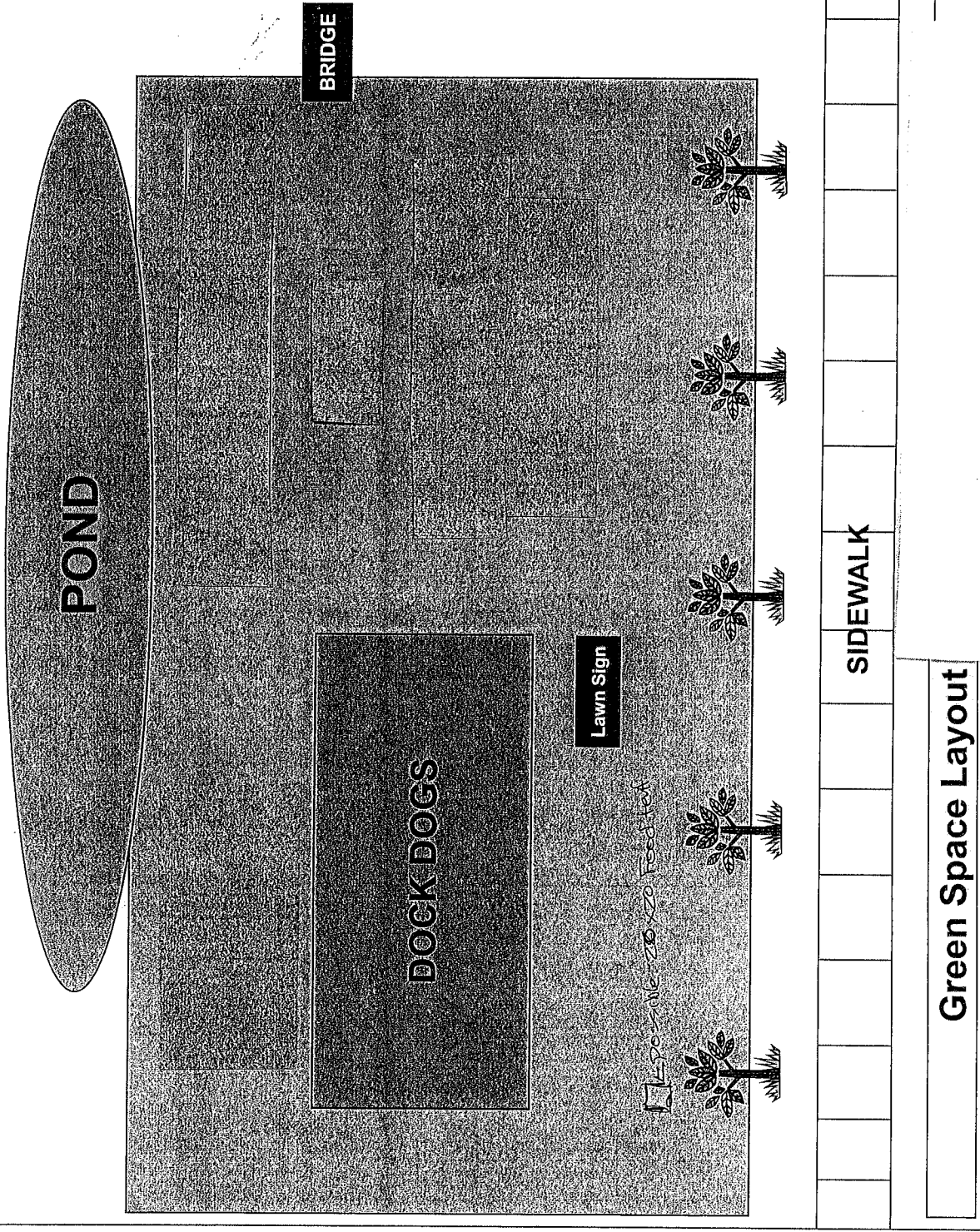
[Signature] Date: 9.12.2023
Village of Manchester, Administrative Officer

Pursuant to approval by the BOT

Vla Wt 9/12/2023.

← main way →

ORVIS®



STREET

Outlet Parking Lot

4382
MCO 11