



VILLAGE OF  
**MANCHESTER**  
 VERMONT

APPLICATION

ANNUAL SPECIAL EVENT PERMIT

Z-CASE No.: \_\_\_\_\_ - \_\_\_\_\_

Applicant:	
Applicant Address:	
Location of Event or Sale:	
Contact Email:	
Contact Phone:	

Type of Event (check all activities that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Amplified outdoor music                 | <input type="checkbox"/> Activity that may result in traffic congestion or unsafe conditions on roads, sidewalks, and public areas |
| <input type="checkbox"/> Amplified outdoor public address system |  |
| <input type="checkbox"/> Tent                                    | <input type="checkbox"/> Activity between 11:00 pm and 8:00 am that may disturb the quiet enjoyment of a person in the Village     |
| <input type="checkbox"/> Fireworks/Blasting                      |  |

Date(s) and hours of event:	_____	Copy Received
Anticipated number of attendees:	_____	Yes / No
Other permits required:	_____	
	_____	
	_____	

Day of Event Contacts:

Name: _____	Title: _____	Cell: _____
Name: _____	Title: _____	Cell: _____
Name: _____	Title: _____	Cell: _____

Describe Activities (e.g., music, dancing, demonstration):

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Describe Quantity and Type of Facilities (e.g., tents, rest rooms, food, and beverage sale):

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Describe Parking, Traffic, and Pedestrian Controls:

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Describe Outdoor Lighting:

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Describe Sign(s) and Type:

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Up to two on premise signs are permitted. Signs may not exceed four square feet and shall be displayed no sooner than the day of the event. Signs shall be constructed 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:**

1. **Notification of Adjoining Neighbors:** The applicant must notify the adjoining neighbors of the details of the types of event(s) and anticipated dates, range-of-dates, and time of day events will occur.
2. **Certificate of Insurance:** A Certificate of Insurance naming the Village of Manchester as additional insured is required. Minimum accepted coverage shall be \$1,000,000 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.
3. **Fee:** \$100.000

**A copy of the approved permit must be displayed on premise at all times while the permit is valid.**

By my signature below, I attest that the Annual Special Event(s) will be conducted in accordance with Village of Manchester Ordinances, Bylaws, and Land Use Regulations.

Signature of Applicant: \_\_\_\_\_

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

Approved:

Approved with Conditions:

Denied:

Conditions/Comments:

\_\_\_\_\_  
Curan VanDerWielen, Zoning Administrative Officer

\_\_\_\_\_  
Date

45 Union Street  
PO Box 482  
Manchester, VT 05254

Ph: (802) 362-1515  
ZONING@villageofmanchester.com  
Hours: Mon – Thu 9:00 am - 3:00 pm

