



VILLAGE OF
MANCHESTER
VERMONT

APPLICATION

SPECIAL EVENT PERMIT
(Not Annual)

APPLICATION REQUIRED 45-DAYS IN ADVANCE OF EVENT

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

Type of Event (check all activities that apply):

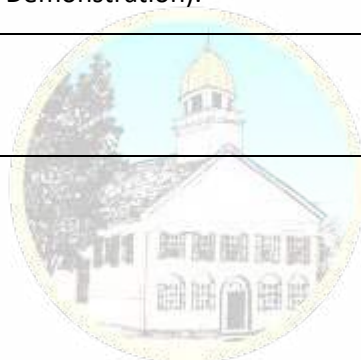
- | | |
|--|--|
| <input type="checkbox"/> Amplified outdoor music | <input type="checkbox"/> Activity that may result in traffic congestion or unsafe conditions on roads, sidewalks, and public areas |
| <input type="checkbox"/> Amplified outdoor public address system | |
| <input type="checkbox"/> Tent | <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 | |

	Copy Received Yes / No
Date(s) and Hours of Event:	
Anticipated 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):



Zoning Office
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



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 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)

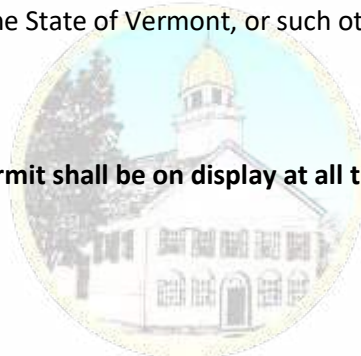
This application is not complete without the following.

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.

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 while the permitted use is occurring.





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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



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