

**Event Permit Application**  
Community and Economic Development

This application will be reviewed and approved by the Police Department, the Public Works Department, and the Fire & Code Department. Event Permit Applications must be submitted at least 30 days in advance of event date for any event involving street closures or over 200 attendees\*

**Required Event Information**

**Event Name** \_\_\_\_\_

**Event Date(s)** \_\_\_\_\_ **to** \_\_\_\_\_

**Event Hours of Operation** \_\_\_\_\_

**Sponsoring Organization** \_\_\_\_\_

**Organization Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Cell** \_\_\_\_\_ **Address** \_\_\_\_\_

**Email** \_\_\_\_\_ **Event Website** \_\_\_\_\_

**Has the event been held in Winooski previously?**  **Yes**  **No**

**If yes, when?** \_\_\_\_\_



**Will your event involve any of the following?**

- 200+ participants/attendees**     **Street closure**     **Serving alcohol**

**Attendance Information**

\*Events with over 200 attendees require City Council approval

**Anticipated number in attendance (includes, participants, staff, vendors, spectators, etc.):**

\_\_\_\_\_

**Street Closures**     **Yes**     **No**

\*Events with street closures require City Council approval. Fees are collected upon event approval and prior to issuance of event permits.

Fees: \$500/day for Winooski Falls Way  
\$50/day for block parties on residential streets

Street Name	Start Date	End Date	Time Closed	Time Opened

**Please give a brief description of your event, its location, and any additional notes:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Event Element/ Requirements**

Please carefully review and check all boxes that apply to your event.

Element	Description	Requirements
<p><b>Insurance</b></p>	<p>General Liability Insurance in the amount of \$1,000,000 per occurrence is required for: all festivals, moving athletic events, and other events as determined by the City. Insurance certificates must be received before your permit is issued.</p>	<p><input type="checkbox"/> <b>Insurance Certificate Attached</b></p> <ul style="list-style-type: none"> <li>- City of Winooski must be named as additional insured</li> <li>- Include the name and date of event</li> </ul> <p><input type="checkbox"/> <b>No Certificate Attached</b></p> <ul style="list-style-type: none"> <li>- Event sponsor will review requirements with City staff</li> </ul>
<p><b>Alcohol Sales/Use</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If you plan to sell/consume alcohol at your event, applicants requesting a special event permit or catering permit must submit the permit application no less than ten (10) days prior to the event and receive approval from the city clerk. All fees must accompany the application and shall be paid to the Dept. of Liquor Control. Any event of more than 200 people or that requires closure of a city street requires that the application be submitted no less than thirty (30) days prior to the event and must be approved by the Liquor Control Board. (City Ordinance Ch. 5)</p>	<p><input type="checkbox"/> <b>Vermont Dept. of Liquor Control Application for Festival Permit and associated fees attached</b></p>
<p><b>Tents or Canopies</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Tents over 1,200 square feet require a permit from the Vermont Department of Public Safety. Permits must be filed at least 30 days in advance of event. The City may issue additional requirements or conditions pursuant to review of site plan.</p>	<p><b>Tent(s) over 1,200 sf will be used</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>



<p><b>Food/Beverage Vendors</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>All vendors must be licensed by the Vermont Department of Health.</p>	<p><input type="checkbox"/> <b>The event will have food/beverage vending and the event organizer will ensure that all vendors are licensed</b></p>
<p><b>Park Usage</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If the event is held in a City park, please verify that the park facility is available on your date at <a href="http://winooskivt.gov">winooskivt.gov</a> before applying for an event permit. Fees for softball fields, field lights, and Richards Park are listed on the site.</p>	<p>Parks are reserved on a "first come, first served" basis as permit applications are received.</p> <p>Fees are collected upon event approval and prior to issuance of event permit:</p> <p>Casavant \$200/day Gilbrook \$150/day River Walk \$150/day Landry Park \$150/day</p>
<p><b>Rotary Park Usage</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Fee for use of Rotary Park is \$200/day due upon approval of event and prior to issuance of event permit.</p>	<p>Use of Rotary Park may be authorized by the City for some events. This park does not fall under the park and recreation reservation system, thus does not require a reservation. Due to traffic and pedestrian safety concerns, events with over 200 attendees will require crossing guards.</p>	<p><b>Will your event require crossing guards?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is your plan for providing crossing guards?</p>
<p><b>Power Supply Usage</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Event sponsors are responsible for ensuring that all portable wiring and equipment shall be installed in compliance with National Electrical Code. Events are subject to spot inspections at the City's discretion.</p>	<p>City will work with event sponsors to provide information and guidance.</p>
<p><b>Stage</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Stages at events should be erected and inspected by a professional rental or production company.</p>	<p><b>Stage Vendor</b> _____</p>



<p><b>Amplified Sound</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>No musical instrument, phonograph, sound-making device or sound producing system or vocal activity shall exceed 100 decibels as recorded from the curb line outside of the permitted space, or a reasonable distance from the sound producing activity, as applicable. (City Ordinance, Ch. 26) Compliance with the noise abatement period from 10 pm to 7 am shall be required.</p>	<p><input type="checkbox"/> <b>Amplified sound will end by 10 PM</b></p> <p><input type="checkbox"/> <b>Amplified sound will not exceed 100 decibels as recorded from the curb line</b></p>
<p><b>Garbage/Litter/Recycling/Compost</b></p>	<p>No person shall deposit, throw, cause to be deposited or thrown, or permit to remain on any public or privately-owned property in the city, any garbage, rubbish or refuse (City Ordinance, Ch. 7). Events shall comply with all Vermont Universal Recycling Law requirements.</p>	<p>How will you dispose of garbage generated at your event?</p> <p><input type="checkbox"/> <b>Trash hauler will be contracted</b> <input type="checkbox"/> <b>Other (explain):</b></p> <p><b>Please describe your recycling plan:</b></p>
<p><b>Restrooms</b></p>	<p>Events may require restroom access for your participants and attendees.</p>	<p><b>Please describe your plan for event restroom access:</b></p>
<p><b>Security</b></p>	<p>If your event involves alcohol or will have peak attendance of 200 or more, you may require security.</p>	<p><b>Please describe your plan for event security:</b></p>
<p><b>Ambulance/Medic/First Aid Plan</b></p>	<p>Upon request of the City, event sponsor may be required to have a medic on site or a contracted ambulance provider.</p>	<p>Applicant will be informed by City staff if a medic or ambulance provider is required after review of application.</p>
<p><b>Emergency Vehicle Access</b></p>	<p>Emergency vehicle access will be maintained for all events.</p>	<p>The City will determine requirements.</p>



<p><b>Parking</b></p>	<p>Events should consider locations that have sufficient parking options. When attendance is projected to be greater than nearby parking can accommodate, shuttles or other means of attendee access should be considered.</p>	<p><b>Where will event participants park?</b></p> <hr/> <p><b>Will a shuttle from distant parking locations be necessary?</b></p> <hr/>
<p><b>Site Plan or Route Plan</b></p>	<p>For all events on City streets, parks, lots, or property, a detailed site plan must accompany the application. The following must be labeled on the plan:</p> <ul style="list-style-type: none"> <li>- All entrances and exits</li> <li>- Street closures</li> <li>- Sidewalk usage</li> <li>- Stage</li> <li>- Food vendors</li> <li>- Other vendors</li> <li>- If alcohol is served, its gated location</li> <li>- Restrooms</li> <li>- Power supply connections</li> <li>- Tent locations and sizes</li> <li>- Location of barricades</li> <li>- If the event is a moving athletic event (run/walk/cycling) or a parade/motorcade, you are required to submit a detailed route map with arrows indicating direction of travel</li> </ul>	<p><input type="checkbox"/> <b>Site plan showing required items attached</b></p>



**For Office Use Only**

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**PD**

- Approved
- Denied

**DPW**

- Approved
- Denied

**Fire/Code**

- Approved
- Denied

**Health**

- Approved
- Denied

**Community Services**

- Approved
- Denied

**City Manager**

- Approved
- Denied

**Council**

- Approved
- Denied

**Conditions:**

**Permit Issuance Date** \_\_\_\_\_

**Require City Manager Approval (Between Classification)?**

**Yes**

**No**

**City Manager: Require Council Approval (Between Functions)?**

**Yes**

**No**

**City Council Meeting Date Where Approved (Attach Minutes)** \_\_\_\_\_

