

A copy of this application will be submitted to Police, Public Works, Code Enforcement, Fire, Community Services, and the City Manager for approval. 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. Fees for use of City facilities, streets, and parks are collected upon event approval prior to event permit issuance.

[View a complete list of fees for use of City facilities, streets, and parks.](#)

Required Event Information

Name of Event	Winooski Centennial Birthday Party
Event Website	https://www.legacy.winooskivt.gov/centennial
Event Date(s)	June 4, 2022
Event Hours of Operation	1:00 PM - 4:00 PM
Sponsoring Organization	City of Winooski and Downtown Winooski
Sponsoring Organization Address	27 W Allen St
Point of Contact Name	Meredith Bay-Tyack
Point of Contact Phone	312-925-1930
Point of Contact Email	meredith@downtownwinooski.org
Has the event been held in Winooski before?	No
If yes, when?	<i>Field not completed.</i>
Will there be street closures?	No

Estimated Total Attendance	500
Please give a brief description of your event and its location	An all-ages, outdoor community birthday party to celebrate Winooski's 100th birthday, featuring music, food, kids activities, historical information, and other educational displays.
Insurance Requirements	No certificate attached - event sponsor will review requirements with City staff.
Attach certificate of insurance here.	<i>Field not completed.</i>
If you plan to sell/consume alcohol at your event, applicants requesting a special event permit or catering permit must submit the application no less than ten (10) days prior to the event and receive approval from the City Clerk.	Festival Liquor Permit
Will there be alcohol sales/use?	No
Vermont Department of Liquor Control Application for Festival Permit	<i>Field not completed.</i>
Will there be food/beverage vendors?	Yes
Requirement	Agree to Requirement
Will there be tents and/or canopies?	Yes
Tents over 1,200 square feet require a permit from the Vermont Department of Public Safety Division of Fire Safety. Permits must be filed with the State at least thirty (30) days in advance of the event. The City may	N/A - no tents of that size will be used

issue additional safety requirements or conditions pursuant to review of the site plan.

If the event is held in a City park, please verify that the park facility is available through our parks and facilities portal before applying for an event permit. Fees for each park or facility are due upon approval of the event prior to issuance of an event permit.

[Click here to view our facilities and availability.](#)

Will the event use a City park? Yes

If yes, which park? Rotary Park

Will your event occur at Rotary Park with 200 or more attendees? Yes

Describe your plan for providing crossing guards for an event at Rotary Park with 200 people or more. We will have volunteers and staff act as crossing guards during the event hours.

Will your event require power supply usage? Yes

Will there be a stage at your event? No

Stage vendor name *Field not completed.*

Will your event include amplified sound? Yes

Agree to requirements: Amplified sound will end by 10 PM

How will you dispose of garbage generated at your event? Other

If other, please describe.	We don't anticipate a lot of trash generated from this event.
Please describe your recycling plan.	We don't anticipate a lot of recycling generated from this event.
Please describe your compost plan.	We don't anticipate a lot of compost generated from this event.
Please describe your plan for event restroom access.	We will not be providing restrooms.
Event Security	We will have an entrance and exit with volunteers and event staff.
<p>Ambulance/Medic/First Aid Plan</p> <p><i>Upon request of the City, event sponsor may be required to have a medic on site or a contracted ambulance provider. Applicant will be informed by City staff if a medic or ambulance provider is required after review of application.</i></p>	
Emergency Vehicle Access	I understand that emergency vehicle access must be maintained at all events, and I will work with the City to meet requirements.
Where will event participants park?	Street parking, garage. We will also encourage walking and biking.
Will a shuttle from distant parking locations be necessary?	No
Site or Route Plan	All entrances and exits , Food/beverage vendors , Other vendors , Tent locations and sizes
Attach Site Map or Route Plan	centennial party map 2022.pdf