

3045 Theodore Roosevelt Highway
Waterbury, VT 05676
Phone: (802) 434-5075 • Fax: (802) 434-6404
E-mail: clerkbolton@emavt.net



TOWN OF BOLTON
SPECIAL EVENT APPLICATION
(As Per Bolton Special Events Ordinance)

Name of Applicant: _____

Address of Applicant: _____

Phone Daytime: _____ Evening: _____

Name and address of person authorized to represent the applicant in applying for the permit (if different from above): _____

If acting for a corporation, governmental agency or other organizations, please attach a list of officers of the organization, including their addresses and phone numbers.

TIMETABLE

Date and time event will begin: _____

Date and time event will end: _____

Will attendees be permitted to camp out at or near the event location? _____

DESCRIPTION OF LOCATION OF EVENT

Road Name: _____ Property Owner: _____

Dimensions of the event location: _____

Dimensions of parking lot: _____

Dimensions of camping area: _____

PROPERTY OWNER'S PERMISSION

Has the registered property owner or governmental agency, which controls the property, granted permission to hold the event on the property? _____

(Please attach a written copy of this approval to the application.)

EXPECTATIONS

How many people are expected to attend the event? _____

How many entertainers/vendors will participate? _____

What will attendees be charged for and how much will they be charged? _____

EVENT DETAILS

1. What is the general nature or purpose of the event? (e.g., Church fair, concert, dairy festival, sporting event, fund raiser, etc.)
2. Will any structures, either temporary or permanent, be erected (e.g., stages, bleachers, fencing, booths, etc.). *If yes, please attach a list of all structures with detailed descriptions.*
3. What arrangements have been made for traffic control and security? *Please attach statements of agreement from the State Police, County Sheriff and/or local police departments indicating their willingness to provide **a specific number** of police officers to patrol the event and related activities.*
4. What arrangements have been made for crowd control **and** parking? *Please attach statements of agreement from service provider indicating that agency's willingness to provide this service.*
5. What arrangements have been made for medical emergency services? *Please attach statements of agreement from service provider indicating that agency's willingness to provide this service.*
6. What arrangements have been made for emergency fire service? *Please attach statements of agreement from service provider indicating that agency's willingness to provide this service.*
7. What arrangements have been made to provide fresh water and food to participants? *Please attach details of your plan and any related agreements.*
8. What arrangements have been made for sanitation facilities? *Please attach details of your plan and any related agreements.*
9. What arrangements have been made to assure that litter, incidental to the events, will be cleaned up and disposed of? *Please attach details of your plan and any related agreements.*

NOTE: In order for an application to be considered, ALL of the above information and requested attachments MUST be provided.

A list of ALL concessionaires and the types of products each will provide must be submitted to the permit officer a minimum of ten (10) days prior to the assembly.

By signing this application, I understand the procedure for obtaining a Special Event Permit and know I will not be returned the Administration Fee if my permit is denied. I further understand, if all requirements are not met after the conclusion of the event, I will forfeit all or a portion of my bond.

Name of Applicant (printed)

Signature of Applicant

Date

Received by the Town of Bolton on _____ by _____

Approved by the Town of Bolton on _____
Signature of Select Board Chair Date

Bond Required: Yes No Amount Requested: _____

Amount Paid: _____ Receipt Number: _____

Date Bond Returned: _____ Amount Returned: _____

Administration Fee of \$25 Paid: Yes No Receipt Number: _____

Permit Fee of \$100 per Event Paid: Yes No Receipt Number: _____