



**CITY OF RUTLAND, VERMONT  
SPECIAL EVENT PERMIT APPLICATION**

OFFICE OF THE CITY CLERK  
1 STRONGS AVE, P.O. BOX 969  
RUTLAND, VERMONT 05702

NAME/TITLE OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME FROM: \_\_\_\_\_ TIME TO: \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

CONTACT (NAME OR ORGANIZATION): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONTACT NAME & NUMBER ON DAY OF EVENT: \_\_\_\_\_

Use of City Streets or sidewalks requested?  YES  NO (IF YES, attach a 8 1/2 X 11 map indicating area dimensions)

Street closing requested?  YES  NO (IF YES, indicate areas to be closed with a map. You are responsible for notifying adjacent property owners)

Sponsor agrees to arrange for cleanup immediately after event is over.

Sponsor agrees to pay all costs incurred including any overtime payroll expenses.

**\*\*PROOF OF INSURANCE IS REQUIRED WHEN SUBMITTING THIS APPLICATION\*\*** (See City Attorney for questions)

**ADDITIONAL REQUIREMENTS:**

- 1. If location of event includes a City Park, permission must be obtained from the Recreation Superintendent First**
- 2. If articles (including refreshments) are to be sold or funds solicited, a separate license must be obtained from the City Clerk**
- 3. If alcohol will be served, a Catering Permit must be obtained from the Rutland City Board of Liquor Control Commissioners and the Vermont Department of Liquor Control**

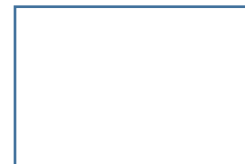
**By signing below Sponsor agrees to adhere to all conditions and responsibilities regarding this event permit**

\_\_\_\_\_  
Signature of Authorized Representative of Sponsor

\_\_\_\_\_  
Date of Signature

**Completed application will be submitted to the Rutland City Board of Aldermen c/o Rutland City Clerk at least 30 days prior to the proposed event.**

**APPROVED BY THE BOARD OF ALDERMEN**



**PRELIMINARY APPROVALS**

List services agreed upon by Sponsor and Department Head & any conditions imposed in the appropriate block.

<p><b>Police Department</b> Security, Crowd Control, Traffic Control</p>       <p>Signature: _____</p>	<p><b>Public Works Department</b> Drop off/pick up barricades, etc.</p>       <p>Signature: _____</p>
<p><b>Fire Department</b> Fire Lanes, etc.</p>       <p>Signature: _____</p>	<p><b>City Attorney</b> Sponsor must supply a Certificate of Insurance naming the City of Rutland as an additional insured in a form and in an amount acceptable to the City Attorney.</p> <p>Amount of Insurance required: \$ _____ Certificate provided as required.</p>   <p>Signature: _____</p>
<p align="center"><b>Superintendent of Recreation and Parks</b> (If using City Parks)</p>    <p align="center">Signature: _____</p>	

**PERMIT**

**BOARD OF ALDERMEN**

**Based upon the information and approvals contained in this application and attachments hereto, the requested Special Event is approved by the Rutland City Board of Aldermen subject to any conditions noted above or attached.**

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

By: \_\_\_\_\_  
**President Board of Aldermen**



**RUTLAND CITY POLICE DEPARTMENT  
PERMIT/LICENSE APPLICATION INFORMATION**

1) Name of Applicant: \_\_\_\_\_  
Address of Applicant: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

2) Date and time event will begin: \_\_\_\_\_  
Date and time event will end: \_\_\_\_\_

3) Exact location of event: \_\_\_\_\_  
\_\_\_\_\_

4) How many people are expected to attend this event? \_\_\_\_\_

5) Number of entertainers who will participate in the event? \_\_\_\_\_

6) What is the price of admission? \_\_\_\_\_

7) What is the general nature or purpose of the event? (Church fair, concert, dairy festival, agricultural fair, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8) How will the event be advertised?  
Newspapers and periodicals? (List names of papers, dates the advertisement will appear and attach maps or other schematics of the proposed advertisement if available)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Radio or television? (List stations and dates and times of commercials and attach copies of Proposed commercials, if available).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Handbills of flyers? (Attach copies of facsimiles, if available. List the names of the cities and Towns in which flyers will be distributed together with the estimated number to be distributed in each location).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9) What arrangements have been made for traffic control, crowd control security and parking?

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10) What arrangements have been made for emergency medical services?

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11) What arrangements have been made for emergency fire services?

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12) List the concessionaires or products each will dispense?

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13) Remarks: Include any information you believe will be of assistance on evaluating this application:

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**REMINDER:**

Permit/License Application and Police Department applicant information form must both be completely filled out.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)