

**STATE OF VERMONT  
DEPARTMENT OF PUBLIC SAFETY  
WATERBURY, VT 05671-2101**

APPLICATION FOR COMMERCIAL PUBLIC ASSEMBLY PERMIT  
(Title 20 VSA Section 4501-4511)

1. Contact Information

- A. Name of applicant \_\_\_\_\_
- B. Address of applicant \_\_\_\_\_
- C. Telephone Number of applicant \_\_\_\_\_
- D. Name, address and telephone # of person authorized to represent the applicant in applying for permit (if different, or in addition to above)  
  
\_\_\_\_\_
- E. If acting for a corporation, governmental agency or other organization, list officers of the organization on a separate sheet and attach hereto. Include all addresses and telephone numbers.

2. Event Information

- A. Date and time assembly will begin: \_\_\_\_\_
- B. Date and time assembly will end: \_\_\_\_\_
- C. Will attendees be permitted to camp out at, or near the assembly location?  

Yes                      No                      (please circle)
- D. Date and time attendees will start to arrive: \_\_\_\_\_
- E. Date and time attendees will have departed: \_\_\_\_\_
- F. Town in which the assembly will be held: \_\_\_\_\_
- G. Exact location of assembly (name of street, road, and property owner):  
  
\_\_\_\_\_  
  
\_\_\_\_\_

H. Dimensions of assembly location: \_\_\_\_\_

I. Dimensions of parking lot(s): \_\_\_\_\_

J. Dimensions of camping area(s): \_\_\_\_\_

3. Has the registered property owner or governmental agency, which controls the property, granted permission to hold an assembly on the property? *(A copy of said **written approval must be attached** to this application)*

YES

NO

(circle one)

4. How many people are expected to attend the assembly? \_\_\_\_\_

5. Number of entertainers who will participate in the assembly? \_\_\_\_\_

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

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

8. Fire Safety: Has the Division of Fire Safety been made aware of your event? Please ensure you have contacted Robert Howe, at 479-7566 and discuss your event with him.

YES

NO

(circle one)

9. Advertisement: How will the assembly be advertised? (Free advertisements need not be listed.)

A. Newspapers and periodicals? (List names of papers, dates the advertisement will appear and attach mats or other schematics of the proposed advertisement, if available.)

B. Radio or television? (List stations and dates and times of commercials and attach copies of the proposed commercials, if available.)

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

10. Crowd Control: What arrangements have been made for crowd control, traffic control, security and parking? Attach statement of agreement from the county sheriff, chief of police or constable indicating his willingness to provide a specific number of police officers to police the assembly and related activities.

11. Medical Services: What arrangements have been made for emergency medical services? (Attach a copy of the written agreement made by and emergency medical service.)

12. Fire Services: What arrangements have been made for emergency fire service? (Attach a copy of the written agreement made with an emergency fire service to provide fire protection.)

13. Concessionaires: List the concessionaires and the types or products each will dispense:

14. What arrangements have been made for food and water?

15. What arrangements have been made for toilet facilities?

16. Clean-up: What arrangements have been made to assure that litter, incidental to the assembly, will be cleaned up and disposed of?

REMARKS: (Include any information you believe will be of assistance in evaluating this application – such as, have you conducted a similar assembly before, have other assemblies been conducted at the location you plan to hold an assembly, what type of crowd do you anticipate attracting, has there been a history of problems, etc.?)

\_\_\_\_\_

Date:

\_\_\_\_\_

Signature of Applicant (or Authorized Agent)

Upon completion, return form and all attachments to:

Vermont State Police  
Field Force Commander  
103 South Main Street  
Waterbury, VT 05671