

**Burlington Police Department
Request for Special Events Permit**

1. Name of Applicant/Organization: _____
Address of Applicant: _____
Applicant Telephone Number: Home: (____) _____ Email: _____
2. Date and time event will begin? _____
3. Date and time event will end? _____
4. Exact location of event (name of street, road, route and property owner):

5. Number of staff on site? _____ Number trained by Department of Liquor Control? _____
6. Has the registered property owner or governmental agency, which controls the property, granted permission to hold an event on the property? **Yes or No** (A copy of said written approval must be attached to this application)
7. How many people are expected to attend? _____ What is the price of admission? _____
Number of entertainers who will participate? _____
8. What is the general nature or purpose of the event? _____

9. How will the event be advertised? Newspapers, periodicals, radio, flyers, television or handbills? (List names of media, dates the advertisement will appear and attach maps or other schematic of the proposed advertisement, if available.) _____

10. What arrangements have been made for emergency medical and/or fire service (if applicable)? *Any special event or festival with an attendance of one thousand (1,000) persons or more shall be required to provide Burlington fire/EMS personnel specially and exclusively assigned to the event.*

11. What arrangements have been made for food, water and toilet facilities (if applicable)? _____

12. What arrangements have been made to assure that litter, incidental to the event, will be cleaned up and disposed of? _____
13. Are there any bus stops within the boundaries of the road closure? _____

14. If law enforcement officials will be hired for your event, please list-billing information.

Name: _____

Address: _____

Telephone: _____

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

Signature of Applicant (or Authorized Agent)

Date

Note: Please mail, scan/email or drop off this completed and signed application to:

Sarah Trieb
Burlington Police Department
1 North Avenue
Burlington, Vermont 05401
802-540-2246
strieb@bpdvt.org