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|  | You may fill out this form on your PC and then print, or print and fill in by hand.Town of WaterfordPublic Festival Permit Application |  |

**Instructions:** This application must be received at the Town Office at least sixty (60) days prior to the commencement date of the festival. Applications are reviewed and permits issued by the Selectboard. The application fee must be paid upon submission of the application, unless the festival is conducted solely for charitable or non-profit purpose and the applicant is seeking a waiver of the fee from the Selectboard.

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| 1. Name of Festival |  |
|  |  |
| 1. Date(s) of Festival |  |
|  |  |
| 1. Location of Festival |  |
|  |  |
| 1. Hours of Festival |  |
|  |  |
| 1. Sponsor of Festival |  |
|  |  |
| Address |  |
|  |  |
| Phone and E-mail |  |
|  |  |
| 1. Owner of Premises |  |
|  |  |
| Address |  |
|  |  |
| Phone |  |
|  |  |
| The owners written consent to use the premises for the festival – consent must include location and date(s) - must be submitted with the application. | |

1. Please provide names of principal individuals responsible for the festival:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name |  | Name |
|  |  |  |
| Title |  | Title |
|  |  |  |
| Address |  | Address |
|  |  |  |
| Phone |  | Phone |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name |  | Name |
|  |  |  |
| Title |  | Title |
|  |  |  |
| Address |  | Address |
|  |  |  |
| Phone |  | Phone |

1. Attendance Information:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Number of tickets to be printed, if applicable: | | | |  | | |
|  | | | |  | | |
| Number of persons reasonably expected to attend | | | |  | | |
|  | | | |  | | |
| Is Festival to be advertised | Yes |  | No | |  |

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| --- | --- |
| If Yes, in what publications? |  |

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1. Fees

The Permit Fee is $25.00 for each 100 people, or portion thereof, expected to attend the Festival. Fees must be paid when the application is submitted.

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| --- | --- | --- | --- |
|  |  | We are requesting a fee waiver as a charitable organization. Our | |
|  | | organization is a |  |

|  |  |  |
| --- | --- | --- |
|  |  | We are requesting a fee waiver as a Non-profit organization. A copy of our IRS Determination Letter is attached. |

1. Event Arrangements
2. Specific arrangements proposed to be made for 1) on-site and off-street parking, 2) sanitation facilities, 3) traffic control, 4) security and crowd control, 5) noise control, and 6) food & beverage service, if any. ATTACH SEPARATE SHEET IF NEEDED.

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1. General nature of the festival, persons scheduled to appear, and description of program. ATTACH SEPARATE SHEET IF NEEDED.

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1. If food and beverage are to be provided, indicate name and address of provider(s). ATTACH SEPARATE SHEET IF NEEDED.

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1. Notification of Abutters

The undersigned certifies that the abutters to the property have been notified that this application is being filed and provided a description of the event. Notification was by  Hand delivery  First Class Mail

I hereby represent that to the best of my knowledge and belief the information provided in this application is true, correct and complete:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Signature |  | Printed Name |  | Date |

Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fees Paid $\_\_\_\_\_\_\_\_\_\_\_\_ Initials \_\_\_\_\_\_\_\_\_\_\_\_

**Disposition of Application – For Town Use Only**

Denied:\_\_\_\_\_\_ Granted: \_\_\_\_\_\_\_ Date of Selectboard Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conditions:

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|  |

By: Waterford Selectboard

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| --- | --- | --- |
| Bill Piper | Warner Hodgdon | Fred Saar |