

TOWN OF RANDOLPH, VERMONT
ASSEMBLY PERMIT APPLICATION

This application must be filed with the Town Manager NOT LESS THAN 30 DAYS BEFORE the scheduled event.

A \$10 application fee shall accompany this completed application.

APPLICANT INFORMATION

Applicant _____

Resident Address _____

phone number - -

Principal Officers of the Applicant _____

Name of person making this application _____

Other authorized representatives of the Applicant _____

PROPERTY OWNER INFORMATION

Property Owner _____

Address _____

phone number - -

PUBLIC ASSEMBLY INFORMATION

Name of Event _____

Detailed description of the event location _____

Date(s) of the event _____

Time and duration of the event _____

Estimated number of persons expected to participate in and/or attend the event _____

General nature of the event _____

Will food be served or prepared and served? No Yes (describe)

PUBLIC ASSEMBLY INFORMATION (continued)

Does the event have the potential to generate any of the following: (describe if applicable)

- Noise Smoke Odor

PUBLIC HEALTH INFORMATION

Will sanitary facilities be provided? No Yes

If yes, what type of sanitary facilities are being provided?

- Portable toilets How many? _____
- Existing restrooms How many? _____ Where? _____
- Other How many? _____ Describe _____

Will a first aid station be provided? No Yes

Will emergency medical personnel be provided? No Yes

If yes, please describe, including what times the personnel will on on-site. _____

Will water be provided? No Yes

If yes, describe. _____

Will waste disposal receptacles be provided? No Yes

If yes, describe type, size and number of containers, which company will provide the service and who will remove debris and litter left on-site after the event. _____

PUBLIC SAFETY INFORMATION

Estimated number of cars expected for the event _____

Number of parking spaces available on-site (not on a public road) _____

Will law enforcement be provided? No Yes

If yes, which department (local, state, sheriff), how many, for what times and for what purpose (i.e. crowd control, traffic control)? _____

PUBLIC SAFETY INFORMATION (continued)

Will fire department personnel be provided? No Yes
If yes, which department (Village, Randolph Center, East Randolph) and for what times? _____

APPLICANT AND PROPERTY OWNER CERTIFICATIONS

APPLICANT The undersigned hereby certifies that the information on this application is true and accurate.

Applicant's signature _____ Date _____

PROPERTY OWNER The undersigned hereby certifies that he/she is the title owner of record of the property where the event is scheduled, that he/she has reviewed this application when complete, and that the applicant has full authority to hold the event as described on this application.

Property owner's signature _____ Date _____

SKETCH

Provide a sketch that shows the general layout of the site including the areas and/or locations of the following:
- assembly activity - parking - sanitary facilities - waste disposal receptacles
- limits of activity - water - food prep/service - first aid/emergency personnel station

OFFICE USE

- -
Date of receipt

\$ 10.00
Fee paid (init.)

- -
Date paid

OFFICE USE (continued)

Fire Department

Approved Approved with conditions Denied

Conditions / Reasons for denial (circle one): _____

Signature of Fire Chief or Asst. Fire Chief Date

Police Department

Approved Approved with conditions Denied

Conditions / Reasons for denial (circle one): _____

Signature of Police Chief Date

Health Officer

Approved Approved with conditions Denied

Conditions / Reasons for denial (circle one): _____

Signature of Health Officer Date

Director of Public Works

Approved Approved with conditions Denied

Conditions / Reasons for denial (circle one): _____

Signature of Director of Public Works Date

FINAL ACTION

Approved Approved with conditions as stated above Denied

Reasons for denial _____

Signature of Town Manager or Selectboard Chair Date