

**WILLISTON, VERMONT  
SPECIAL EVENT PERMIT**

AS REQUIRED BY WILLISTON  
DEVELOPMENT BYLAW APPENDIX E

<b>Fee Collected:</b>
\$25.00 as of July 1, 2017
Collected by: _____
Check #: _____

<b>Date Received:</b>

**EVENT DESCRIPTION**

Location Address: \_\_\_\_\_

Property Description: \_\_\_\_\_

Start date and time: \_\_\_\_\_ End date and time: \_\_\_\_\_

Event Name and Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY OWNER INFORMATION**



Owner Signature: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

<p><b>Applicant Acknowledgement:</b> <i>As the applicant described above, I hereby apply for a special event permit. The information contained in this application is true and accurate to the best of my knowledge.</i></p> <p> Signature: _____ Date: _____</p>
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**SPECIAL EVENT APPROVAL**

<p><b>WILLISTON POLICE DEPARTMENT</b></p> <p>Comments/ conditions: _____</p> <p>_____</p> <p>Signature of Police Chief: _____ Date: _____</p>
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<p><b>WILLISTON FIRE DEPARTMENT</b></p> <p>Comments/ conditions: _____</p> <p>_____</p> <p>Signature of Fire Chief: _____ Date: _____</p>
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*Police Chief and Fire Chief Signatures are required before the third and final signature of the Zoning Administrator.*

<p><b>WILLISTON PLANNING AND ZONING</b></p> <p>Comments/ conditions: _____</p> <p>_____</p> <p>Signature of Zoning Administrator: _____ Date: _____</p>
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**EVENT LOGISTICAL PLANS**

Please briefly describe plans for the following categories. If more space is needed than provided, attach numbered descriptions to this application. Please write "n/a" if category is not applicable.

1. **Attach event diagram** that depicts the layout and facilities for categories #4 – 17 below.
2. **Attach proof of liability insurance** (See Section 12, "Other Documentation" for details).
3. **Maximum number of persons** the applicant shall permit to assemble: \_\_\_\_\_  
**Maximum number of tickets** to be sold or distributed: \_\_\_\_\_
4. **Fencing, gates, and temporary structures** for the event location: \_\_\_\_\_  
\_\_\_\_\_
5. **Potable water** (source, amount, and location of outlets): \_\_\_\_\_  
\_\_\_\_\_
6. **Lavatory facilities** (source, number, location, type, and disposal): \_\_\_\_\_  
\_\_\_\_\_
7. **Solid waste, recycling, and compost** (holding, collecting, disposing): \_\_\_\_\_  
\_\_\_\_\_
8. **Illumination** (power source and amount, location): \_\_\_\_\_  
\_\_\_\_\_
9. **Sound amplification and control** (number, location, and power of amplifiers and speakers): \_\_\_\_\_  
\_\_\_\_\_
10. **Telephone service** (source, number and location of phones): \_\_\_\_\_  
\_\_\_\_\_
11. **Camping facilities** (number available and location): \_\_\_\_\_  
\_\_\_\_\_
12. **Medical facilities** (location and construction of a medical structure; the names, addresses, hours of availability of physicians and nurses; provisions for emergency ambulance service): \_\_\_\_\_  
\_\_\_\_\_
13. **Road Closures** (indicate traffic and pedestrian flow on diagram): \_\_\_\_\_  
\_\_\_\_\_
14. **Parking** (size and lot locations, points of access, interior roads, route between highway access and parking lots): \_\_\_\_\_  
\_\_\_\_\_
15. **Security** (number of guards recommended by Williston Police Dept.): \_\_\_\_\_  
*\*Attach list with names, address, credentials, and hours working for each guard.*
16. **Fire protection** (number, type and location of protective devices including fire alarms, extinguishers, and number of emergency fire personnel available to operate equipment): \_\_\_\_\_  
\_\_\_\_\_
17. **Food concessions and concessionaires** (provide names, addresses and license/permit number for each):  
Vendor 1: \_\_\_\_\_  
Vendor 2: \_\_\_\_\_