

## West Windsor Public Event Application for Events with 100 or more participants

If the proposed event will start, finish, or in any other way be conducted on Town property on Mount Ascutney, applicants must consult with Ascutney Outdoors (“AO”) prior to submitting a license application to the Town and AO must agree to co-sponsor the event. AO may require additional information and/or fees in conjunction with their co-sponsorship. For more information regarding AO’s co-sponsorship process, please see the “Events and Rentals” tab at [www.ascutneyoutdoors.org](http://www.ascutneyoutdoors.org) or contact their Executive Director, Shelley Seward, at [sms@shelleyseward.com](mailto:sms@shelleyseward.com).

Please do not submit the application to the Town until it is complete. Partially completed applications will not be accepted. Be sure to submit maps, addendums and/or additional information in the same order as requested on the application.

Any material changes after the application has been approved must be submitted to the Selectboard at least thirty days prior to the start of the event.

### 1. Event Sponsor/Host

- a. Name of Organization: \_\_\_\_\_
- b. Contact Person: \_\_\_\_\_
- c. Mailing Address: \_\_\_\_\_
- d. Phone:     Day \_\_\_\_\_                      Evening \_\_\_\_\_
- e. Email: \_\_\_\_\_

### 2. Event Information

- a. Name of event: \_\_\_\_\_
- b. Type of event (e.g. festival, race): \_\_\_\_\_
- c. Event date(s): \_\_\_\_\_
- d. Event location: \_\_\_\_\_
- e. Expected # of Participants (including volunteers): \_\_\_\_\_
- f. Scope of Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. Event Details:

a. Will public roads be used? Yes No

b. Is camping planned? Yes No

If yes, type: RV tent

Number of sites? \_\_\_\_\_

c. Are bonfires or campfires planned? Yes No AO Firepit

**If yes, a permit *MUST* be obtained by contacting Fire Chief Erik Boedtke at [chief@westwindsorfire.net](mailto:chief@westwindsorfire.net) or Fire Warden Michael Spackman at 802-484-9142.**

d. Will there be alcohol? Yes No If yes: Licensed Vendor BYOB

**If yes, you may need a liquor license; please consult the Town Clerk. If required, the liquor license application must be submitted to the Town Clerk at least 15 days prior to the event.**

e. Will there be live entertainment? Yes No If yes, type: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Will a PA system be used for music, announcements, etc.? Yes No

**If yes, please note that all amplified sound must stop by 10:00 PM per West Windsor's Noise Ordinance.**

f. Set-Up Date: \_\_\_\_\_ Tear-down Date: \_\_\_\_\_

Participant arrival date & time \_\_\_\_\_ Departure date & time \_\_\_\_\_

Race times (if applicable): Start date & time \_\_\_\_\_ End date & time \_\_\_\_\_

**For multi-day or multi-faceted events, please attach schedule.**

g. Will participants need water for:

Washing bikes? Yes No

Portable showers? Yes No

h. Number of port-a-potties? \_\_\_\_\_

### 4. REQUIRED ATTACHMENTS (if applicable):

#### a. LOCATION/LAYOUT

- Course map (in electronic & pdf form) including location of aid stations
- Description of course marking plans
- Base Map (showing fire pits, port-a-potties, dumpsters, licensed alcohol vendor service areas, other vendor sites, camping, parking, start/finish line)
- A list of the adjacent towns that the race route will pass through, and your assurance that they will be notified prior to the event

#### b. PARKING

- On-site Parking Plan (location, number of vehicles, parking attendants)
- Off-site Parking Plan (same as above, plus written permission from property owner)
- Shuttle Service Plan, if any

**c. ALCOHOL**

- Alcohol service plan (beer garden location & dimensions, means of controlling access, licensed provider plan, BYOB plans, etc.)
- You may be required to obtain a separate liquor service license; please consult the Town Clerk. If required, the liquor license application must be submitted to the Town Clerk at least 15 days prior to the event.
- Review the alcohol matrix available on the town website prior to your discussion with the Windsor Police Dept.

**d. PUBLIC SAFETY**

- Traffic control (including race start management plans, if applicable), crowd control & alcohol service plans approved by the Windsor Police Dept.
- Rescue plans approved by the West Windsor Volunteer Fire Dept.
- Emergency medical service plans approved by the West Windsor FAST Squad (or other EMS Service)
- Cell phone coverage is spotty, describe how participants & organizers will communicate in the event of an emergency (e.g. – injury, hazardous weather)

**e. MISCELLANEOUS**

- If applicable, a certificate of insurance naming the Town of West Windsor and Ascutney Outdoors as “additional insureds” must be provided at least 30 days prior to the event.
- Your plan to notify the public of your event.
- The guidance/instructions that will be provided to participants, including conduct expectations
- A trash and recycling plan for the event

***Any additional details you would like to include?***

By signing below, the applicant agrees:

1. to be responsible for preparing for use and returning to pre-use condition all impacted premises owned by the Town. If any of these premises are found to be damaged, the Applicant shall be responsible for repairing that damage, and
2. to abide by and conduct its affairs in accordance with all laws, rules, regulations, and ordinances of the Town of West Windsor and the State of Vermont, and to indemnify and hold the Town of West Windsor, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of, or during, the use and occupancy of the property by the applicant or it's guests, agents, or employees.
3. If applicable, I have reviewed the Terms and Conditions for rental on the Ascutney Outdoors' website.

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Signature of Applicant

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Date

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Signature of Ascutney Outdoors (if applicable)

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Date

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For events with 100 or more (but fewer than 400) attendees, a fee of \$25 is due to the Town of West Windsor. For events with 400 or more attendees, a fee of \$50 is due to the Town of West Windsor. Please send a check payable to the Town of West Windsor (with the name of the event on the "memo" line) to: Town of West Windsor; P.O. Box 6; Brownsville, VT 05037. For more information, you may contact Matt Frederick at 802-484-3520 or townadmin@westwindsorvt.org.

Office Use Only

Town event application fee received:

Amount \$ \_\_\_\_\_ Date \_\_\_\_\_ Fee received by (initials):

Application will be considered at a Selectboard meeting to be held on:

Action taken:

\_\_\_ Approved \_\_\_ Approved w/conditions \_\_\_ Denied \_\_\_ Deferred

Conditions/Reasons for action taken: