

**Town of West Windsor
Application for Event License**

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 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 or contact their Executive Director, Glenn Seward, at glenn@ascutneyoutdoors.org.

1. Event Sponsor/Host

- a. Name: _____
- b. Contact Person: _____
- c. Address: _____
- d. Phone: Day-_____ Evening-_____
- e. Email: _____

2. Event Description

- a. Name of event: _____
- b. Type of event (e.g. festival, race): _____
- c. Estimated number of participants: _____
- d. Start date/time: _____ End date/time _____
- e. Participant - Arrival date/time _____
Departure date/time _____
- f. Location/scope of event and activities: _____

Attach additional details if more space is needed.

- g. Will the event be conducted on public roads? Yes___ No___ ***If yes, attach details.***
- h. Expected number of vehicles? _____ ***Attach off-street parking plan.***
- i. Will loudspeakers be used to broadcast music or announcements? Yes___ No___

- j. If the event will be held on Town property, the applicant may be required to provide general liability insurance coverage naming the Town of West Windsor as an Additional Insured.
- k. A plan will be required for notifying abutters and any others possibly affected by the event of both its location and schedule.
- l. Depending upon the nature of the event, additional information may be required from the applicant (see Attachment #1 and the Town’s Race Event Planning Checklist if applicable).

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 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.

For events with more than 100 (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 Martha Harrison at 802-484-3520 or townadmin@westwindsorvt.org.

Signature of Applicant _____
Date

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

Reasons for action taken: _____

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Attachment #1

Other Information which may be requested in the course of reviewing an Event License application:

- a. Will camping be permitted at or near the event location? *If so, attach pertinent details.*
- b. Will there be entertainers at the event? *If so, attach pertinent details.*
- c. Will there be vendors on the site? *If so, attach pertinent details.*
- d. Will alcohol be served? *If so, attach pertinent details.*
If yes, you may be required to obtain separate liquor service licenses; please consult the Town Clerk. If required, applications must be submitted at least 15 days prior to the event.
- e. Will participants be allowed to bring their own alcoholic beverages? *If so, attach pertinent details.*
- f. Are outside fires planned? *If so, attach pertinent details.*
- g. Will the public water system be used? *If so, attach pertinent details.*
- h. Have provisions been made for traffic or crowd control? *If so, attach pertinent details.*
- i. Have provisions been made for emergency medical assistance which take into account the area's limited cell phone coverage? *If so, attach pertinent details.*

Sponsors of proposed race events should review the Town of West Windsor's Race Event Planning Checklist where they will find additional information intended to help them prepare their application for an event license.