

# TOWN OF POMFRET

## APPLICATION FOR LARGE EVENT PERMIT

Pursuant to 24 V.S.A. 2291(14), in order to prevent and abate public nuisances, organizers of events having one hundred (100) or more anticipated attendees must first obtain a Large Event Permit from the Town of Pomfret. A completed application must be submitted no less than thirty (30) days before the proposed event begins.

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

Mailing Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\* \* \* \* \*

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Hours: \_\_\_\_\_ Anticipated Attendees: \_\_\_\_\_

Event Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Has the event been held in Pomfret before?  Yes  No If yes, when? \_\_\_\_\_

Please provide a brief description of your event and its location: \_\_\_\_\_

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### Will your event involve any of the following?

- |                                       |                                                          |                                                                                                                                                                                                                                     |
|---------------------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Use of a Town Highway or Right of Way | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, a Permit to Hold an Event on Public Street(s) may be required. Please contact <a href="mailto:clerk@pomfretvt.us">clerk@pomfretvt.us</a> .                                                                                  |
| Use of other Town Property            | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, general liability insurance in the amount of \$1,000,000 per occurrence and naming the "Town of Pomfret" as additional insured may be required. Please contact <a href="mailto:clerk@pomfretvt.us">clerk@pomfretvt.us</a> . |
| Catering of Alcoholic Beverages       | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, a Request-to-Cater Permit may be required. Please visit <a href="http://www.liquorcontrol.vermont.gov">www.liquorcontrol.vermont.gov</a> .                                                                                  |

### Additional Requirements

- Zoning:** Some zoning requirements may still apply to events that otherwise do not require a zoning permit. Please contact the Zoning Administrator at [karen.hewitt@pomfretvt.us](mailto:karen.hewitt@pomfretvt.us).
- Sanitation:** Sufficient sanitation facilities and waste removal must be provided. Compliance with the Vermont Universal Recycling Law is required.
- Parking:** Sufficient off-street parking must be provided. No parking is permitted that interferes with ordinary roadway maintenance (including winter plowing) or otherwise reduces the usable travelled way to less than twelve (12) feet.
- Safety:** Upon request, organizers may be required to have a medic on site and/or provide traffic control. Adequate emergency vehicle access must be maintained for the event duration.
- Nuisance:** Organizers are responsible for preventing public nuisances that create dangerous, injurious or noxious conditions that adversely affect the reasonable use of adjoining or nearby properties.

