

Montpelier  
**ALIVE**

# Guide to Hosting an Event in Downtown Montpelier



Montpelier Alive  
12/20/21

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***This document is based on the event guide created by the Downtown Rutland Partnership. Our sincere thanks to them!***

## INTRODUCTION

### **So you're organizing an event?! We're excited that you are considering Downtown Montpelier as your event location.**

We think you'll agree that Montpelier offers some of the best community events. As you know, launching a successful event is hard work that requires months of planning and a solid strategy.

This guide, developed by staff and board members of Montpelier Alive, was created to help you navigate the permits, logistics and many other details you'll want to take into consideration for a downtown event. It is intended to assist you in the process and hopefully make things easier. We compiled this information to the best of our knowledge at the time, but please confirm all details with the appropriate entities, as we cannot speak for anyone else.

On the following pages we also include some event planning strategies based on our own experiences and what we believe may be helpful in your process. If you have questions, or want to offer suggestions on how we can make this guide even more useful, we'd be happy to hear from you. We're here to help! We are a downtown resource and want to see both you and our downtown community have a positive experience.

We appreciate your commitment to making Montpelier a better, more vibrant, place for everyone.

## THE ROLE OF MONTPELIER ALIVE



**Montpelier Alive is a nonprofit organization that works to create a vibrant downtown community.** We work to create an attractive downtown streetscape, market the downtown, and support our downtown business community. We provide marketing and promotional services for the many

downtown happenings in addition to organizing our own series of annual downtown events.

Often, we're asked to help run events for other organizations who may



want to come into the downtown. While we love to see events come to Downtown Montpelier, we do not have the capacity and budget to get directly involved in implementing them. Although we put on our own series of events, our primary role as a downtown organization is not to fill the role of community event planner.

We realize that this may be a different approach than we've taken in the past. However, we have limited staff and resources to accomplish the many goals and projects we are already committed to each year as an organization.

The common goal of the events that we do organize, such as Art Walk and Moonlight Madness, is directly focused on getting people into shops and restaurants and exposing the public to all that downtown has to offer. As with all nonprofits, we are required to use our funding for specific outcomes and must report back on how we spend our time and our funds.

Taking on other events, even when they include really fun ideas, is generally outside of our ability and scope. And often, your event may have an entirely different goal that does not directly relate to us, such as raising funds for your own organization. Please know that just because we can't organize your event doesn't mean we are not in support of you and your efforts.



Photo by Paul Richardson

**There are many ways we can support you in having an event downtown, including:**

- **Advise on your event date and specific downtown location.** We can let you know about other events, potential conflicts, and most logical spaces in downtown. We package and brand events offered by other organizations, such as MayFest and New Year's Eve – and you may find success joining in these efforts.
- **Promote your event in our newsletters and our social media channels.** Our Facebook page is a great means of getting the word out about your event. We have more than 7,000 followers (and growing), which is one of the largest reaches of any local Facebook page. We also reach more than 5,000 subscribers through our weekly email newsletter.

- **Add your event to our website and web calendar.** We actively compile downtown events and have a consistently large list of happenings specific to downtown.
- **Help connect you with downtown businesses.** We are happy to make introductions and brainstorm ways in which downtown businesses could get involved and excited about your event. We can host you as a visitor to the Montpelier Business Association, where you'll have the opportunity to present your event to a large group of downtown business owners.
- **Offer event advertising opportunities.** Whether in our email newsletter or through cooperative advertising in the local newspaper or on the radio, we can help get the word out about your event. We may also be able to include your event in our regional marketing efforts.
- **Provide technical assistance.** We've been there, and done that. We are happy to meet with you and provide you with ideas, resources, contacts, and more to help make your event successful.
- **Lend our equipment.** We have an equipment lending program, which includes the use of our sandwich boards, tents, clipboards, walkie-talkies, and other equipment that may be useful to you. You are welcome to borrow them from us. We also have a complete sound system, including mics, cords and stands that can be rented for a reasonable fee.
- **Provide event funding.** Our Downtown Arts and Events grants provide a limited amount of financial support to downtown events. We are especially looking to help new events get off the ground and find stable footing. These grants are made with Downtown Improvement District funds and can only be provided to events taking place downtown. Grants can be up to \$2,000, and the application process is usually in March of each year. Plan ahead and get in touch if you plan to apply.

## DOWNTOWN LOGISTICS

**When organizing an event downtown, it is your responsibility to coordinate all the necessary logistics. Below are some of the most common needs.**

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### ELECTRICITY

Access to power is available at the top of many downtown light posts on Main Street and State Street. At the top of the posts, you will find a standard outlet where you can plug in a power cord. In order to reach these outlets, you will need a 12-foot ladder. The outlets cannot accommodate large equipment or several items connected via a power strip. They are only to be used for powering lights, electronics, and small equipment with a low power draw. Too much demand can knock out power.

When in doubt, consider using generators or solar powered batteries. If you're having vendors at your event who will need power, please confirm that their needs can be reasonably accommodated before they show up and are unpleasantly surprised! You could try to coordinate (in advance of your event, of course) use of power via a nearby business. We suggest this only if you have a friendly rapport with the business owner and the business will be open during the course of the event.

The City of Montpelier maintains the power of the light poles. If you have specific questions regarding what you can and cannot power, please contact the Department of Public Works. In the event that you lose power during your event, they are who you will need to call. Montpelier Alive does not have access to breakers on the street and cannot assist you in an emergency.

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### ROAD CLOSURES

Road closure requests are coordinated through the City manager's office. You will need to communicate your request through the [Special Event/Street Closure Permit Application](#) at least 45 calendar days prior to your event. Permit applications submitted on a timely basis will have no fee. Please see the attached copies of [the City's Special Event/Street Closure policy and application](#). Take special note of the insurance requirements.

Please note that as part of the application process, you will need approval by Public Works, the Police Department, the Fire Department, and Montpelier Alive. We strongly recommend that you speak to each of these parties long before

the event and before you complete the application form. While the City will notify affected businesses as part of the Street Closure process, we strongly recommend that you speak with affected businesses about your event to ensure your mutual success. We can help connect you with business owners.

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#### TRASH AND RECYCLING

For the majority of the year, there are City trash cans placed at regular intervals on downtown streets. These are emptied regularly by Public Works employees. While they serve the purpose of day-to-day waste in the downtown, they may not be sufficient for accommodating your event as well. Additionally, many trash cans are removed for plowing operations in the winter. If you are expecting a high volume of attendees, you should contact a trash hauler (like Casella or Myers) and inquire about their portable containers that you can place strategically throughout your event. You may also wish to contact Central Vermont Solid Waste Management District about their [Zero Waste Event program](#).

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#### RESTROOMS

Consider how many people your event will draw and where attendees will access restrooms. Downtown businesses do not have public restrooms and do not appreciate having people come in only to use their facility. Public restrooms are available in City Hall, the Kellogg-Hubbard Library, the Vermont History Museum, the State of Vermont Visitors' Center, and the Montpelier Transit Center.

Please consider hiring portable restrooms and situating them in out-of-the-way areas that will not be disruptive. Restrooms cannot typically be left for extended periods (beyond a day) due to flood regulations. As for how many you should hire, consider how many people will attend your event, the duration of the event, and if alcohol is being served. A portable restroom company can help you make the determination.

Consider that restrooms are only useful if people know where to find them. Use clear signage to direct people toward the restrooms and help keep everyone happy.

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#### PARKING

You can find an interactive downtown parking map on the City's website and the Montpelier Alive website. When the legislature is in session (weekdays January to May), parking spaces near the State House tend to fill up early in the day. Parking on weekends is generally more available, as State parking lots are open for public parking. If you know that attendees will be coming from out of town, consider suggesting that they carpool or take public transit options. You may also wish to arrange a private shuttle from remote parking.

If you need to reserve any parking spots for loading or event logistics, contact the City Clerk's office to purchase a parking meter bag (\$10/day/space – fee applies weekdays only).

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#### ACCESSIBILITY

It is important to consider if your event is accessible to individuals with disabilities. This may include handicap accessible restrooms, handicap parking spaces, ease of access into the event space, and allowance of service animals, to name a few. [This guide from the ADA National Network](#) is an excellent resource.

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#### CLEANUP

It is your responsibility to leave downtown in the same condition as you found it. Leaving downtown a mess will reflect poorly on your organization and will frustrate the city, Montpelier Alive, and downtown businesses and property owners who will have to clean up after you. It could also jeopardize your ability to receive approval on locating future events in the downtown. When planning the volunteer team for your event, don't forget to schedule a group to pick up and survey the area afterwards.





Photo by Paul Richardson

The State House Lawn is an amazing venue for events in downtown Montpelier, but you should be aware of the various logistical complications of using the space. First, you will need to review the [Rules for Using the State House Lawn](#). Some important rules include that the lawn may not be used for commercial purposes (no vendors may sell their wares on the lawn itself), and that generators must be placed a certain distance from State office buildings. You will need approval from the State of Vermont Department of Buildings and General Services to use the Lawn. Review the calendar of existing events [here](#). You can find the Request for Use of State Facilities Form [here](#). We recommend that you contact Deb Ferrell, who is the Request to use State Facilities Process Manager, to discuss logistics before filling out the form. Her contact information is in the Contacts section.

**When you bring an event into downtown you need to consider the businesses that are located here.** Although you may already have obtained a special event permit, it is the businesses who will be most directly impacted by the outcome of your event. But we believe you can help make this a positive, rather than a negative, impact in a few ways.

- **Inform businesses of your plans** as early as possible, such as one to two months in advance. Leave behind a description of your event and include all of the pertinent details. If streets are going to be closed, include a map of exactly which streets, where on the street (is it the whole street or just part of one?) and from what times. Employees and customers will need to know how to get in and out of a business well in advance of the day of your event.
- **Leave behind your contact information** and clarify that you are the person to get in touch with regarding the event. Montpelier Alive cannot speak on your behalf.
- **Pitch creative ways in which a business may get involved** in your event. But be considerate. Staying open late, setting up outside and other requests outside of the day to day operations may just not be feasible for some businesses with limited staff and resources.
- **Listen to their thoughts and concerns.** Your event could potentially disrupt one of the busiest days for a business and cost them hundreds or possibly thousands of dollars. But there may be simple ways in which you can accommodate their requests.
- **Realize that just because your event may bring people into the downtown,** that does not mean that equates to sales for businesses. Just think, if you're running a race, would you want to stop and do some shopping afterwards when you're sweaty and tired? Likely not.
- **Please do not intentionally aggravate a business.** If a business chooses not to participate in your event, that does not mean it is a good idea to place a competing vendor right outside their door.

## GETTING STARTED CHECKLIST

Here are some of the most important steps we recommend to get your event off to a good start in downtown.

- Review this entire guide.
- Work through the event planning sheet we've included here or create one of your own.
- Contact Montpelier Alive to check on the timing of other downtown events and avoid conflict. Informing us from the start helps us communicate with businesses and inform others looking to plan events downtown.
- Start planning! Consider all of the logistics you may need, including those mentioned here.
- Obtain a Special Events/Street Closure permit and any other permits, as needed, with the City of Montpelier.
- Once you have determined all of the details, send them to Montpelier Alive to add to our calendars.
- Talk with downtown businesses one to two months in advance, if not earlier. If you're having streets closed or planning to take up space in front of a storefront, let each of the businesses know your plans.
- Create a marketing plan. We can't emphasize this enough. You wouldn't believe how often we hear people say "we didn't know that was going on." Here are a few basic ideas to get started.
  - Create a Facebook event page.
  - Send press releases to local outlets.
  - Advertise in a variety of sources, including those geared towards your target audience.
- Establish a team of volunteers to carry out tasks the day of the event or the days leading up to the event. Create a task list and assign duties to each volunteer. Not sure where to find volunteers? Look to some of the larger local businesses who dedicate time to give back to the community. Or look to organizations who include volunteer work as part of their mission, such as church groups or rotary clubs.



*SOME PLANNING SUGGESTIONS WE HOPE YOU'LL CONSIDER.*

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**Your Goal:** What is the purpose of this event? Are you raising money? Creating awareness? Something else? An event should always have a goal that is clear to everyone involved.

**What:** What is your event? What makes it unique? If there are already similar events happening, try thinking outside the box to get the most interest from the community. It should be fun, interesting and/or exciting! But be clear. A vague or confusing description and name will not resonate with people.

**Who:** There are many different types:

- Who is your target audience? Families? Young professionals? Older adults? "Everyone" is often too broad.
- Who will participate? Are you having vendors? Asking downtown businesses?
- Who will volunteer to help? Look to businesses or organizations dedicated to volunteer work.
- Who can you partner with that can play an active role?

**When:** Timing is key. If you plan your event the same day as several other events, or in close proximity to another event, you may end up competing for people's time and energy. Look through community calendars, newspapers, school calendars, local theatre schedules and sport schedules and talk to organizations that keep calendars, such as Montpelier Alive and the Central Vermont Chamber of Commerce. If you're planning to fundraise, consider who else may be fundraising at the same time. If you're targeting the same audience, you may want to reconsider to avoid competing for the same dollars.

**Where:** Community events are awesome! But they may have unintended impacts. Think about where your event is located and how it may disrupt the normal schedule of business for others. Also keep in mind important logistics, such as where attendees will park, if the space accommodates the anticipated crowd, the location of restrooms and the accessibility for all. Don't forget safety, either!

**Budget:** Establishing a budget is a great idea. What will your event cost to put on? Think rental fees, entertainment, supplies, giveaways, and advertising. Then

consider opportunities to generate income. Think sponsorships, and participation fees.

**Marketing Strategy:** Half the battle of a good event is getting people to know about it and convincing them to care. Brainstorm all the possible outlets who can promote your event, including free or in-kind options. Newspapers, social media, radio, television, flyers and various digital platforms are all options. Go back to your target attendees then think of where you can best reach them.



**Timeline:** Planning a successful event takes time and organization. Professional event planners suggest 3-6 months for a single day event or up to 9-12 months for a major event or fundraiser. Plan out committee meetings between now and your event and detail due dates for various aspects, such as sponsorship commitments and press releases.

**Day of Strategy:** Take into account logistics such as setup, check-in, troubleshooting and cleanup. Assign roles for your volunteers ahead of time and make sure everyone knows their responsibilities.

**Post Event:** Be sure to thank everyone involved, both with personal thank you cards and publicly in some fashion. Have a debrief session and record notes for future planning.

*Thanks to Karen Nevin at Revitalizing Waterbury ([revitalizingwaterbury.org](http://revitalizingwaterbury.org)) for sharing many of these event planning ideas!*

## EVENT PLANNING WORKSHEET

NAME OF EVENT:

GOAL/PURPOSE:

EVENT DESCRIPTION:

WHEN:

WHERE:

PRIMARY PLANNER:

PARTNERS:

TARGET ATTENDEES:

FUNDING (INCOME/EXPENSE):

TIMELINE:

NEXT STEPS/TO DO's

## USEFUL RESOURCES AND CONTACTS

THE FOLLOWING ARE A FEW LOCAL RECOMMENDATIONS FOR SERVICES AND SUPPORT. THE LIST IS NEITHER COMPREHENSIVE NOR AN ENDORSEMENT OF ANY PARTICULAR BUSINESS. IT IS YOUR RESPONSIBILITY TO CONTACT AND COMMUNICATE ABOUT YOUR EVENT.

### **Montpelier Alive**

Events Coordinator Katie Trrautz  
[katie@montpelieralive.org](mailto:katie@montpelieralive.org)  
802-279-2236

### **City Clerk's Office**

802-223-9500

### **City Manager's Office**

802-223-9502

### **Department of Public Works**

802-223-9508

### **Montpelier Fire Department**

802-229-4913

### **Montpelier Police Department**

802-223-3445

### **Downtown Venues & Conference Rooms**

Kellogg-Hubbard Library: 802-223-3338  
Vermont Historical Society:  
802-828-2291

Unitarian Church of Montpelier:  
802-223-7861

Bethany Church: 802-223-2424

Trinity Church: 802-229-9158

Christ Church: 802-223-3631

Capitol Plaza Hotel and Conference  
Center: 802-223-5252

The Garage Cultural Center:  
[picjkelly1@gmail.com](mailto:picjkelly1@gmail.com)

Montpelier City Hall Conference  
Rooms: 802-223-9502

City Hall Arts Center/Lost Nation  
Theater: 802-229-0492

Montpelier Senior Activity Center:  
802-223-2518

Vermont State House Lawn or other  
State facilities: 802-828-1053/  
[deb.ferrell@vermont.gov](mailto:deb.ferrell@vermont.gov)

### **Trash and Recycling**

Casella: 888-852-2151

Myers: 800-981-5213

Grow Compost: 802-882-8154

Central Vermont Solid Waste  
Management District: 802-229-9383

### **Restroom Rentals**

Hartigan: 800-696-0761

Calkins: 800-282-7634

### **Chair, Table, and Tent Rentals**

GMR Tent Rentals: 802-472-3058

Vermont Tent Company: 802-863-6107

### **Sound, Stage, and Lighting**

Dark Star Lighting and Production:  
802-482-4802

### **Banners/Posters/Printing**

Capitol Copy: 802-223-0500

Minuteman Press: 802-229-0660

SignDesign: 802-229-5956

### **Accessibility Information**

VT Center for Independent Living:  
802-229-0501

### **Event Security**

Green Mountain Concert Services:  
802-662-1210

Chocolate Thunder Security:  
802-777-8448

**Purpose:** The City of Montpelier is proud to host events that have public benefit to our community. This policy outlines the process and requirements for requesting a Street Closure or those seeking to hold a parade/march.

Permission to use public streets, sidewalks and parking lots is a privilege which is granted at the sole discretion of the City Council. Providing event opportunities in a safe and manageable manner is a goal of the City Council and of City staff.

Public streets & highways serve a vital role as the primary transportation link for property access, commerce and are a necessity to connect different parts of town and beyond whether people choose to bike, walk or travel in an automobile. Closure of streets for even short time periods can be perceived as an inconvenience for some or an insurmountable barrier to those who may be prevented from freely coming or going to and from their homes or businesses. All needs of the citizens must be considered when a street closure is contemplated. Street closures will only be approved if the City Council determines that the public benefit from the proposed event exceeds the public benefit derived from the transportation use of the road, street or highway,

People who are directly affected by an event or street closure need adequate notice of both the event itself and the public process for considering the closure or event at a City Council meeting.

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DEFINITIONS:

A special event is defined as a race, parade, festival, open street initiative, or event that utilizes public property in the city (such as a street, parking lot or park), is temporary, and requires approval by City Staff and the City Council. This includes full street closures, full or partial parking lot closures, or use of public facilities in a manner substantially different than their normal public use for an extended period of time.

The Event Sponsor is an individual who has primary responsibility for the Event for which the Street Closure is requested. This individual shall be on-site the day of the event.

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EXCEPTIONS:

Annual street closures will take place for the first Saturday in May (MayFest), the Governor’s Corporate Cup, and the July 3<sup>rd</sup> festivities. These events will be administratively approved and the City will provide notice to the public of these planned closures.

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PROCESS:

Sponsors of a special event in the downtown shall submit a “Street Closure Permit Application” **no later than 45 calendar days** before an event.

Sponsors of a new special event outside of the downtown shall submit an application **no later than 30 calendar days** prior to the planned event. If the event has been held successfully in the past, event sponsors shall submit an **application no later than 7 days prior to the last scheduled City Council meeting before the event date.**

Application forms will be available on the City’s website ([www.montpelier-vt.org](http://www.montpelier-vt.org)), and at the City Manager’s office. Applications for special events shall be submitted to:

Mary Smith, City Manager’s Office  
39 Main Street  
Montpelier, VT 05602  
[msmith@montpelier-vt.org](mailto:msmith@montpelier-vt.org)

1. All Permit Applications will be posted publicly on a dedicated city webpage ([www.montpelier-vt.org](http://www.montpelier-vt.org)) to notify and inform the public.
2. Permit applications submitted on a timely basis will have no fee. Applications for downtown events submitted late (less than 45 days) will be assessed a \$50 fee if there is still time to properly process them. There will be no late fee for other events. Applications submitted without sufficient time to review and conduct a public hearing will not be accepted. The City Manager shall make the final determination whether an application can be processed.
3. If the street closure request is for State, Main, Langdon, Elm Streets or adjacent parking lots, the City will provide public notification of both the proposed closure and the date the Council will consider this request. The City notice for downtown will be provided to abutters through e-mail to businesses, direct mail to residential addresses, posting on the city website, and social media sites.

4. If any other street closure is requested, the Event Sponsor shall use best efforts to notify abutting property owners, residents, and businesses of both the proposed closure date and the date the Council will consider the request. If the street closing is for other than downtown but the City is a partner or participant, the City will assist with notice by preparing mailings and posting publicly.
5. Event Sponsor notice may include a combination of social media notices, written acknowledgements from neighbors, leafletting or direct mail. In advance of the Council meeting the Event Sponsor will be required to certify how they made reasonable attempts to notify abutting residents, businesses, and property owners. In the event that the Council determines that notice was insufficient the Council shall deny the permit.
6. Permit Applications must be reviewed and approved by the Police Department, Public Works, the Fire Department, City Manager's Office and Montpelier Alive (if event is within the designated downtown). During this review period, the Event Sponsor may be contacted to answer questions or make additional arrangements in the interest of public safety or public convenience.
7. Following the staff review, the request will be placed on a City Council agenda, not later than 9 days in advance of the event, for approval consideration. It is the expectation that the Event Sponsor will be present at this City Council meeting.
8. Approved permits will be emailed to the Event Sponsor and the date of the event will be posted on the City-wide calendar at [www.montpelier-vt.org](http://www.montpelier-vt.org).

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CONDITIONS FOR THE TEMPORARY USE OF STREETS:

1. The Event Sponsor shall post signage on any affected parking meters the night before an approved Street closure, or if no parking meters, signs will be placed on a stake or post of sufficient quantity and placed in suitable locations to provide visual notice.
2. Barricades must be placed on State, Main, or Elm by a member of the Montpelier Police Department or Department of Public Works. Barricades and signs shall be placed on other streets by city personnel or coordinated by city personnel with the event sponsor.
3. Streets that are allowed to be closed in the Downtown include:

- State Street – Main to Elm or Taylor to Bailey Ave (with the exception of July 3<sup>rd</sup>.)
  - Langdon Street
  - Elm Street – between State and School
  - Main St (State Route 12) for city sponsored parade route only, and not for extended events. Parking Spaces on Main may be closed for events.
4. City Ordinance Article VIII Section 11-800 “Drinking in Public Place” is in effect unless other permits are obtained by Division of Liquor Control
  5. Permit requests must be received by the City Manager's Office in a timely fashion as outlined above.
  6. Events must be open to the public. Portions of an event may be closed off to meet Department of Liquor Control requirements.
  7. No fee may be charged for entrance to an event on a public street, parking lot or property.
  8. Parades will follow pre-designated and approved routes. Parades along non- designated routes will be assessed the full cost to the city for supporting the event.
  9. General liability insurance for Special Events in the downtown must be obtained by the Event Sponsor. Neighborhood events will not require insurance. Insurance requirement for other events will be determined on a case by case basis.
  10. The temporary use of a public street shall not unnecessarily obstruct or bar public access onto the street. Sidewalks shall remain open at all times for pedestrian use unless specifically noted in the Permit Application.
  11. During Special Events, there must be a plan in place to ensure public safety vehicles could have access to the Street in the event of an emergency.
  12. The Event Sponsor shall coordinate public safety needs with Montpelier staff. This includes sharing with them a plan for the physical use of the space to ensure passage of emergency vehicles is possible at all times. Important contacts are as follows:

- Police Chief Brian Peete – [bpeete@montpelier-vt.org](mailto:bpeete@montpelier-vt.org)
- Fire Chief Robert Gowans – [rgowans@montpelier-vt.org](mailto:rgowans@montpelier-vt.org)
- Public Works Director Donna Barlow Casey –  
[dbarlowcasey@montpelier-vt.org](mailto:dbarlowcasey@montpelier-vt.org)
- City Manager's Staff Mary Smith - [msmith@montpelier-vt.org](mailto:msmith@montpelier-vt.org)
- City Manager William Fraser – [wfraser@montpelier-vt.org](mailto:wfraser@montpelier-vt.org)
- Asst. City Manager Cameron Niedermayer –  
[cniedermayer@montpelier-vt.org](mailto:cniedermayer@montpelier-vt.org)
- Montpelier Alive Director Dan Groberg – [director@montpelieralive.org](mailto:director@montpelieralive.org)

13. The City of Montpelier may close down an event and cancel a street closure if public safety needs are not met. Additionally, if such a violation occurs, the City may refuse a future Street Closure permit to the Event Sponsor for a period of two years.

14. The City of Montpelier may close down an event in progress and/or cancel a street closure if weather conditions create (or are predicted to create) a public hazard, if an unsafe incident occurs which places attendees of the event at risk or for any other public safety or emergency reason.

15. Some events may require a variance from this City's noise ordinance. Approval of a street closure permit does not constitute approval of a noise variance. Such a variance may be requested simultaneously but shall be considered separately from the street closure permit.



## Special Event / Street Closure Permit Application

### 1. Event Sponsor

Name:	Email:
Address:	
Cell Phone:	Other Phone:

### 2. Event Details

Name of Event:	
General description of the event (1 to 3 sentences):	
Date of Event:	Start and End Time of Event:
Street(s) to be Closed - <b>Please attach a sketch of the event layout.</b>	
Time Street will close (recommend up to an hour before event):	Time Street will reopen (recommend 30 minutes after the event ends):
Number of Staff/Volunteers on site for Event:	
Number of people expected at event:	Number of vendors and/or entertainers who will participate:
Name of General liability insurance carrier – <b>Please attach proof of insurance.</b> (General liability insurance for Special Events in the downtown area must be obtained by the Event Sponsor.)	



## Special Event / Street Closure Permit Application

### 3. Community Support

Is this a reoccurring event in Montpelier?	If no, do you have experience elsewhere with such events? Please explain.
How does this event benefit the public (as outlined in the Street Closure Policy)?	

### 4. Public Safety and Public Health

Please describe any discussions or arrangements that the Event Sponsor has made with public safety or public works professionals in Montpelier.
What arrangements have been made for food, water, and toilet facilities (if applicable)?
What arrangements have been made to assure that litter will be cleaned up and disposed of and that trash and recycling containers will be provided?
If additional law enforcement officials will be hired for your event, please list:
Please note any other unique aspects of this event:
Will noise levels or hours exceed the city's noise ordinance? If so, will this event require a request for variance from the noise ordinance?



## Special Event / Street Closure Permit Application

### 5. Accessibility

As this event will take place on public property, I, as the Event Sponsor, attest that this event and all related programming and facilities meet the Americans with Disabilities Act accessibility requirements. These requirements are available at the City's website.

\_\_\_\_\_  
Signature    Printed Name    Date

### 6. Signature

I, the undersigned, certify that the information provided above is valid and I will abide by any additional provisions note by Officials below. I acknowledge that I have read and understand the Montpelier Street Closure policy and that I am responsible for compliance with all requirements contained in that policy. I also agree to be onsite for the duration of the above mentioned street closure.

\_\_\_\_\_  
Signature    Printed Name    Date

### **Notice Documentation**

Name of Event:	
Date of Event:	Start and End Time of Event:
Street(s) to be Closed:	
Time Street will close (recommend up to an hour before event):	Time Street will reopen (recommend 30 minutes after the event ends):
Date of City Council Meeting to consider permit request:	
Describe Efforts made to notify residents and businesses along the street to be closed. Notification must include both the date/time of the proposed event and the date/time of the City Council meeting where the street closure will be considered.	



## Special Event / Street Closure Permit Application

### FOR OFFICIAL USE ONLY

The following parties have reviewed and approved:

POLICE	
Reviewed by: _____	<input type="checkbox"/> Reviewed – recommend approval with no conditions <input type="checkbox"/> Reviewed – recommend approval with conditions:
Print Name _____	
Signature _____	
Date _____	<input type="checkbox"/> Reviewed – do not recommend approval
PUBLIC WORKS	
Reviewed by: _____	<input type="checkbox"/> Reviewed – recommend approval with no conditions <input type="checkbox"/> Reviewed – recommend approval with conditions:
Print Name _____	
Signature _____	
Date _____	<input type="checkbox"/> Reviewed – do not recommend approval
FIRE DEPARTMENT	
Reviewed by: _____	<input type="checkbox"/> Reviewed – recommend approval with no conditions <input type="checkbox"/> Reviewed – recommend approval with conditions:
Print Name _____	
Signature _____	
Date _____	<input type="checkbox"/> Reviewed – do not recommend approval



### Special Event / Street Closure Permit Application

MONTPELIER ALIVE	
Reviewed by: _____ Print Name _____ Signature _____ Date _____	<input type="checkbox"/> Reviewed – recommend approval with no conditions <input type="checkbox"/> Reviewed – recommend approval with conditions:    <input type="checkbox"/> Reviewed – do not recommend approval
OTHER	
Reviewed by: _____ Print Name _____ Signature _____ Date _____	<input type="checkbox"/> Reviewed – recommend approval with no conditions <input type="checkbox"/> Reviewed – recommend approval with conditions:    <input type="checkbox"/> Reviewed – do not recommend approval

This permit request was reviewed at the \_\_\_\_\_ City Council meeting.  
 (MONTH/DAY/YEAR)

This permit request was:      APPROVED \_\_\_\_\_      DENIED \_\_\_\_\_



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