

ASCUTNEY OUTDOORS / TOWN OF WEST WINDSOR
APPLICATION FOR AN EVENT LICENSE

1. Event Description:

Name of event _____

Type of event (e.g. festival, race) _____

Start date/time _____ End date/time _____

Attendee arrival date/time _____ Attendee departure date/time _____

Location/scope of event and activities _____

Will you require use of the Ascutney Outdoors Center (AOC)? _____

Will public roads be used? _____ *If so, attach route.*

Will the public water system be used? _____ *If so, please specify use:*

drinking water showers other _____

Expected number of vehicles? _____

Where will people park? _____

Will music be broadcast over loudspeakers? _____

Will a public address (P.A.) system be used? _____

2. Applicant/Authorized Representative Information:

Name _____

Contact Person _____

Address _____

Phone Number (day): _____ (eve.): _____

Email Address _____

Is the applicant a non-profit organization? yes no

3. Audience/Attendee Information:

of people expected to attend _____

Cost to attend/participate _____

Will attendees be permitted to camp out at or near the event location? _____

If so, please note location and dimensions of camping area(s) _____

4. Vendor Information:

of vendors expected to attend _____

Products (including food & beverages) to be offered for sale _____

of entertainers expected to attend _____

Type of entertainment _____

5. Alcohol:

Are you planning to have a licensed vendor serve alcohol at this event? yes no

If yes, you must receive approval from the West Windsor Selectboard and the State Liquor Board. Applications must be submitted at least 15 days prior to the event.

Do you anticipate BYOB at this event? yes no

If yes, please read the Ascutney Outdoors BYOB Policy.

Do you agree to abide by the Ascutney Outdoors BYOB Policy? yes no

6. Public Safety:

What arrangements have been made for traffic control, crowd control and security?

If applicable, attach a statement from the Police Chief, County Sheriff or other service provider.

What arrangements have been made for emergency medical service? _____

If applicable, attach a written agreement with an emergency medical service.

Will the event include any fires (bonfires, camp fires, etc.)? _____

Please note: Fires are not allowed without the express written approval of the Fire Chief/Forest Fire Warden

What arrangements have been made for emergency fire service? _____

If applicable, attach a copy of a written agreement with an emergency fire service.

7. Sanitary Services:

Are AOC toilet facilities sufficient? _____

If not, what arrangements have been made for other toilet facilities? _____

What arrangements have been made to ensure that litter, incidental to the event, will be cleaned up and disposed of? _____

8. INSURANCE:

Applicants may be required to provide general liability insurance coverage naming Ascutney Outdoors and the Town of West Windsor as Additional Insureds.

If required, please provide a copy of your Certificates of Insurance naming the additional insureds to Ascutney Outdoors (P.O. Box 706; Brownsville, VT 05037) and the Town of West Windsor (P.O. Box 6; Brownsville, VT 05037).

9. REMARKS:

Include (or attach) any additional information that you believe will be of assistance in evaluating this application: _____

10. CONFORMANCE WITH THE LAW AND INDEMNIFICATION:

Applicant agrees to abide by and conduct its affairs in accordance with all laws, rules regulations, and ordinances of the Town of West Windsor, and will indemnify and hold the Town of West Windsor and Mt. Ascutney Outdoors, their 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.

Signature of Applicant

Date

Signature of Ascutney Outdoors, as Co-Sponsor

Date

FEES:

Event Application Fee due to the Town: 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

Mt. Ascutney Outdoors Fee: For information on fees for events taking place on the mountain, on property owned by the town and leased to Mt. Ascutney Outdoors, please contact Marty Hunt at mhunt4@gmail.com or Chris Eggleton at chris@mountascutneyoutdoors.com

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: _____

