

**ASCUTNEY OUTDOORS / TOWN OF WEST WINDSOR**  
**APPLICATION FOR AN EVENT LICENSE (More than 100 people)**

**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:

Will you 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. Damage:**

Applicant agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises. If the building, grounds, fixtures are found to be damaged, the Applicant will be responsible for that damage. If cleaning services are not included in the Fees, applicant is responsible for cleaning the facility to its pre-use condition.

**11. Conformance with 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.

**12. Abide by Policies:**

The Applicant agrees to abide by the policies of Ascutney Outdoors, including its

**Events Policy and BYOB Policy.** These policies may be reviewed on the Ascutney Outdoors website [www.ascutneyoutdoors.org/hold-an-event/](http://www.ascutneyoutdoors.org/hold-an-event/).

\_\_\_\_\_ (initial here) Applicant agrees to abide by the above referenced policies.

**13. 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](mailto: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 managed by Mt. Ascutney Outdoors, please contact Marty Hunt at [mhunt4@gmail.com](mailto:mhunt4@gmail.com).

Applicant agrees to pay the Ascutney Outdoors fee of \_\_\_\_\_ promptly after the event takes place. \_\_\_\_\_ (initial acceptance here)

_____	_____
Signature of Applicant	Date
_____	_____
Signature of Ascutney Outdoors, as Co-Sponsor	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: \_\_\_\_\_