

**Village of Woodstock  
Permit for Use of the Village Green**

Application date: \_\_\_\_\_  
Event name: \_\_\_\_\_  
Name of Non-Profit organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**Event information:**

Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_  
Hours event will occupy the Green, including setup and clean up time: \_\_\_\_\_  
Anticipated crowd size: \_\_\_\_\_  
Will you have booths or stalls? \_\_\_\_\_  
If yes, how many: \_\_\_\_\_  
Equipment to be used on the Green: \_\_\_\_\_  
Event description. Clearly state the scope and nature of the event to be held: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Traffic control plan/arrangements: \_\_\_\_\_  
\_\_\_\_\_

**Please submit a layout for the event.**

Please see the attached conditions and restrictions for use of the Village Green.

**An application fee of \$50.00 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as the certificate holder.**

Fee paid: \_\_\_\_\_  
Cash/Check/Online: \_\_\_\_\_  
Received by: \_\_\_\_\_  
Certificate of Insurance received: \_\_\_\_\_  
Received by: \_\_\_\_\_

The individual designated as responsible to the Village Trustees for compliance with the provisions of the Village Ordinance governing the Use of the Village Green, certification that the organization is based in Woodstock, and the restrictions/conditions on the reverse side.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email: \_\_\_\_\_

**Restrictions/Conditions:**

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonably possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be installed and removed shall be installed and removed on the day of the activity. This standard shall have separate application to any alternate date not immediately following the scheduled date.
3. No signs or equipment shall be attached to or installed upon trees or historic/memorial markers in the Village Green or upon traffic signs, parking kiosks, or light poles surrounding the Village Green.
4. Traffic signs and parking kiosks surrounding the Village Green shall not be obstructed.
5. No structures or tents shall be erected or placed within fifteen feet of the trunk of any tree in the Village Green.
6. No activity shall be carried out on or before 7:00 am or after 10:00 pm without special arrangements.
7. Consideration may be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the Village Green.
8. Parking and traffic control:
  - a. All traffic control arrangements and site layouts shall be reasonable calculated to ensure the maximum safety of the public and to cause the least possible inconvenience to the public. Descriptions of arrangements for traffic control shall include the recommendations of the Village Chief of Police with respect thereto and shall clearly state any variances between actual arrangements made recommendation of the Village Chief of Police.
  - b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Street, Union Street, Court Street, South Street, and the Village Square.
  - c. Police officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
9. Maintenance and Damages:
  - a. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.
  - b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.

10. Applicant should check for electricity of the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.

At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.

11. Applicant’s recycling plan: applicant to describe plans for the event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.

a. Please see the attached recycling protocol for events on the Village Green.

12. The \$50.00 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50.00 fee. Such refund will be made only after the Board of Village Trustees agrees to do so.

I have read and understand the above restrictions and conditions and agree to any additional conditions established by the Board of Trustees.

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

This permit was:

- Approved
- Denied

Additional conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Municipal Manager: \_\_\_\_\_

Date: \_\_\_\_\_

## The Village Green Banner Requirements

### **Banner requirements:**

- Two banners per event (one to place at each end of the Green)

### **All banners must be:**

- Less than 9' long x 30"-36" wide
- Have grommets and wind slots

## Recycling Protocol for Events on the Village Green

Vermont's Universal Recycling Law, Act 148, mandates that we recycle and prevent recyclable items from going into Vermont landfills. As a condition of your event permit, you are required to provide sufficient recycling in addition to regular trash collection.

If you anticipate more than 250 people at your event, you must provide additional bins beyond those normally on the Green.

### **Mandatory recycling on the Green best practices:**

- Several weeks prior to the event give each vendor a list of what is recyclable and instruct them to only use recyclable dishware materials. No Styrofoam allowed!
- Post clear signage about accepted materials on or by the recycle bins. If needed, arrange with Sustainable Woodstock (457-2911) to pick up additional signage. Signage is particularly important if you do not have bin monitors.
- Pair all recycling bins with trash receptacles.
- Line recycle totes with plastic liners if they are provided. This allows overflow to be bagged and stored to the side while the bins refill.
- Assign a Recycling Monitor to check the bins and help direct people about recycling to minimize contamination.
- Education staff and volunteers about what belongs in recycle bins.
- No food is allowed in the recycle bins. Empty containers only. Minor food residue is okay.
- Arrange for a designated spot for overflow or bulky recyclables, like cardboard.
- Collect the recycling and place in a central location at the end of the event.

This policy addresses recycling only. The permit holder must also arrange regular trash collection.

### **The two local haulers providing trash and recycling services are:**

- Able Waste (802) 672-3569 [ablewastemanagementvt.com](http://ablewastemanagementvt.com)
- Casella Waste (802) 295-2660 [casella.com/northeast/index.html](http://casella.com/northeast/index.html)

### **At least 2 weeks prior to your event:**

Arrange to pick up bins and signage from your hauler, returning them with recycling and waste after the event.

OR

Have the hauler deliver bins and signage to the Green before your event and then pick them up with recycling and trash after the event.

Note: Totes smaller than 96 gallons are easier to physically manage

### **Accepted recyclable materials:**

- Paper
  - White and colored
  - Newspapers/magazines

- Softcover books
- Paper bags
- Wrapping paper
- Cardboard
  - Corrugated cardboard (no food residue, but oil okay)
  - Paperboard (cereal boxes, paper towel cores)
  - Frozen food boxes (only if it rips)
- Glass containers
  - All glass bottles & jars
- Metal
  - Cans
  - Aluminum trays and foil (includes lids)
  - Aerosol cans (empty)
- Plastic #1-7 (Pete & Hdpe)
  - Hard containers only – no film/wrap bags
  - Soda, juice, and water bottles
  - Milk jugs
  - Plastic clamshell containers
  - Materials with recycling symbol except as noted below

**Not accepted in recycling:**

Juice/drink/wine/milk cartons, coated paper cups and plates (hot and cold), foam packaging, plastic bags, Styrofoam without recycling symbol, hazardous materials, glass dishes, ceramics

**Please no food in recycle bins!**

**Empty containers only!**

**Minor food residue is okay (e.g., yogurt cups that are scraped clean)**

Thank you!

For more information, contact Sustainable Woodstock at 802-457-2911 or [info@sustainablewoodstock.org](mailto:info@sustainablewoodstock.org)