

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

Permits must be submitted at least 30 days prior to the date of event/activity.

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

Name of non-profit: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Website/Social media link: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

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

**A representative or designee from the organization seeking the permit must attend a meeting at which the application has been placed on the agenda. The Trustees generally meet the 2<sup>nd</sup> Tuesday of each month at 6:30 pm.**

Name of authorized agent who will be attending the meeting: \_\_\_\_\_

Date of event: \_\_\_\_\_

Time & duration of event: \_\_\_\_\_

If applicable, alternate dates in the event of cancellation(s) due to bad weather: \_\_\_\_\_

\_\_\_\_\_

Anticipated crowd size: \_\_\_\_\_

Equipment to be used on the Green: \_\_\_\_\_

\_\_\_\_\_

Description of the planned organized activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Statement of the purpose of the organized activity including the benefit to be derived for the organization:\_\_\_\_\_

\_\_\_\_\_

Description of the portion of the Village Green to be used in connection with the activity:\_\_\_\_\_

\_\_\_\_\_

Description of all arrangements made for traffic control:\_\_\_\_\_

\_\_\_\_\_

Will it be necessary to drive any motor vehicles over the Village Green or display vehicles on or around the Green in connection with the activity:\_\_\_\_\_

Certification by an insurance company licensed to do business in this state that the entity for which a permit is sought is presently insured in a reasonable amount for any liability which might reasonably arise by reason of such activity. The certificate of insurance must list the Village and Town of Woodstock as additional insured.

COI received:\_\_\_\_\_

Plan for trash & Recycling:\_\_\_\_\_

\_\_\_\_\_

### **Fees**

A non-refundable processing fee of \$50 shall accompany all applications.

Fee received:\_\_\_\_\_

In addition, a refundable security deposit of \$150 must be submitted within 14 days of permit approval. The security deposit will be refunded if the Green is left in satisfactory condition after the permitted event. Requests for security deposits must be made within 30 days after the event.

Security deposit received:\_\_\_\_\_

### **Fees for private events:**

Permitted private events are subject to a usage fee based on the number of people expected to attend.

5-25 people - \$150

26-50 people - \$300

50-75 people - \$450

75-100 people - \$550

Fee received: \_\_\_\_\_

### **Standards**

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of any authorized activity and also, the extent reasonably possible, during the setup and cleanup time for such activity.
2. Any equipment installed or items on display on the Village Green in connection with an 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 easily installed and removed shall be installed and removed on the day of the activity. This standard shall have a 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 located in or on the Village Green or upon traffic signs, parking meters, or light poles surrounding the Village Green.
4. No structures shall be erected or placed within 15 feet of the trunk of any tree in the Village Green.
5. Traffic signs and parking meters surrounding the Village Green shall not be obstructed.
6. All traffic control arrangements and site layouts shall be reasonably 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 and the recommendations of the Village Chief of Police.
7. No activity shall be carried on before 8:00 am or after 10:00 pm.
8. Applications shall be considered by the Board in the order in which completed applications are submitted to the Municipal Manager. Permits may be granted to two or more non-profit organizations from Woodstock for the same date and/or times provided the granting of such permits shall not cause a conflict in the use of any portion of the Village Green.
9. 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.
10. 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.

11. Any damage to the Village Green occurring in connection with an activity 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.

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

Applicant signatures: \_\_\_\_\_

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

**Please call or email completed permit to:**

Town of Woodstock

nlevakis@townofwoodstock.org

Nikki Levakis

PO Box 488

Woodstock, VT 05091

**FOR OFFICE USE ONLY**

This permit was:

Approved

Denied

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

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

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

Permit #: \_\_\_\_\_