



# Public Assemblies Permit

Required for gatherings of 2,000 or more individuals in a public place which the general public is permitted or invited to attend

Please complete this form and return (no later than 30 days prior to the event) to:  
Town of Hartford, 171 Bridge Street, White River Junction, VT 05001



Serving the Villages of Hartford•West Hartford•White River Junction•Wilder•Quechee  
website: www.hartford-vt.org  
Telephone: (802) 295-9353 Fax: (802) 295-6382

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Event Hours: \_\_\_\_\_ # of attendees: \_\_\_\_\_

Applicant/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Contact Person(s) and Address: \_\_\_\_\_

### Detailed Description of Event

(To include: purpose, arrangements for parking, crowd control, traffic safety and such other measures as will maintain the security and safety of the persons involved in the assemblage and the general public.)  
**Separate Permits are required for: Fireworks Displays/Parades/ Liquor Control Board Festival and Special Events.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature: Event Promoter*

\_\_\_\_\_  
*Signature: Landowner (if applicable)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature: Landowner (if applicable)*

**Services Requested:**

**Please Describe Services Requested: (Please check all that apply)**

Police  \_\_\_\_\_

Fire  \_\_\_\_\_

Public Works  \_\_\_\_\_

Recreation  \_\_\_\_\_

Zoning  \_\_\_\_\_

\_\_\_\_\_  
*Approved*

\_\_\_\_\_  
*Denied*

\_\_\_\_\_  
*Town Manager Signature*

\_\_\_\_\_  
*Date Approved*

*\* For Town Use Only \**

## Department Comments

*Please include #of employees and hours for coverage and the rates of pay.*

POLICE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FIRE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ZONING: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PUBLIC WORKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RECREATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DEPARTMENT	No. of Employees	No. of Hours	Cost
Police:			
Fire:			
Zoning:			
Public Works:			
Recreation:			
Other:			