



City of Barre, Vermont

6 N. Main St., Suite 2
Barre, VT 05641
www.barrecity.org

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City Manager
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Application for Authority to Conduct an Event on a Public Street or Facility

Parts I and II to be completed by the Applicant. Parts III and IV to be completed by City staff.

I. APPLICANT INFORMATION

NAME OF EVENT

ORGANIZATION HOSTING EVENT

CONTACT PERSON

PHONE #

EMAIL ADDRESS

II. EVENT INFORMATION

DATE(S) OF EVENT

ANTICIPATED ATTENDANCE

EVENT START TIME

EVENT END TIME

DESCRIPTION OF EVENT (INCLUDE PUBLIC STREETS AND/OR FACILITIES TO BE USED OR IMPACTED)

Please complete if your event requires use of public streets

STARTING LOCATION

ENDING LOCATION

ROUTE (Please attach a map to the form or email)

Police Department traffic control may be required after a review of the proposed event. The cost for details is \$70/hour/officer, with a 3 hour minimum. If a cruiser is required, the rate is \$75/hour + mileage outside City limits.

TRAFFIC CONTROL REQUESTED

Please complete if your event requires use of a City facility

FACILITY(IES) BEING USED

Alumni Hall	Municipal Auditorium	BOR
City Hall	City Hall Park	Currier Park
Cow Pasture	Playgrounds2000/Pool	Rotary Park

In order to reserve a facility, the organizer must pay a 50% deposit at the time of reservation. The balance is due the day of the event.

IF NOT LISTED ABOVE, WHERE IS YOUR EVENT BEING HELD

Rates are located in the Appendix.

DO YOU HAVE A VALID ENTERTAINMENT PERMIT WITH THE CITY OF BARRE?

Yes

No

NAME ON THE PERMIT

III. DEPARTMENT REVIEWS

POLICE DEPARTMENT

COMMENTS

STAFF/SET UP REQUIRED? Yes No

FIRE AND EMERGENCY MEDICAL SERVICES

COMMENTS

STAFF/SET UP REQUIRED? Yes No

PUBLIC WORKS

COMMENTS

STAFF/SET UP REQUIRED? Yes No

BUILDINGS AND COMMUNITY SERVICES

COMMENTS

STAFF/SET UP REQUIRED? Yes No

CLERK

COMMENTS

ZONING

COMMENTS

COSTS TO BE INVOICED

DEPARTMENT	EMPLOYEES ASSIGNED	# HOURS	COST
POLICE			\$
FIRE			\$
PUBLIC WORKS			\$
BCS			\$
TOTAL			\$

PAYMENT RECEIVED Yes No

IV. CITY MANAGER APPROVAL

APPROVED Yes No

ADDITIONAL CONDITIONS OR REASON FOR DISAPPROVAL

SIGNATURE

DATE

APPENDIX – CITY OF BARRE FACILITY USE RATES

Item	Approved rate	"Alternate" rate
Alumni Hall(main) 4-8 hours	\$170.00	
Alumni Hall(main) up to 4 hours	\$105.00	
Alumni Hall(class rooms)	\$65.00	
AUD/BOR Custodial services	\$65.00	
AUD/BOR daily rental	\$1,550.00	See notes below*
AUD basketball up to 5 hours	\$70.00	
BOR hourly ice rental	\$205.00	See notes below*
BOR non-ice hourly rental	\$45.00	
Batting/Golf cages BOR (open)	\$25.00	
Batting/Golf BOR (school/BCBB)	\$35.00	
Dumpster fee-excessive waste	\$175.00	

*AUD daily rental: New (first time) renters will pay \$1,750.00. June 1 - September 30 Monday through Friday \$1,000.00/day

*BOR daily rental: New (first time) renters will pay \$1,750.00. June 1 - September 30 Monday through Friday \$1,000.00/day (Non-ice only)

** BOR hourly ice rental: "Off peak hours" 6:00AM - 3:00PM and after 9:00 PM - \$180.00/hour. 6:00am - 3:00pm applies to weekdays only.

Civic Center Improvement Fund Assessment

Booth rental fee charged	\$20.00/booth/day
No booth rental fee charged	\$200.00
Merchandising Fee	20% of all sales