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

R. Nicolas Storellicastro
City Manager
(802) 476 - 0241
citymanager@barrecity.org

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)

TRAFFIC CONTROL REQUESTED ☐ Yes ☐ No

Police Department traffic control may be required after a review of the proposed event. The cost for details is $100/hour/officer, with a 3 hour minimum. If a cruiser is required, the rate is $100/hour + mileage outside

Please complete if your event requires use of a City facility
FACILITY BEING USED City Hall Park

IF NOT LISTED ABOVE, WHERE IS YOUR EVENT BEING HELD?
PLEASE ALSO LIST ADDITIONAL SITES IF MULTIPLE CITY FACILITIES WILL BE USED.

FOR ANY CITY HALL PARK EVENTS, PLEASE INDICATE IF YOUR EVENT REQUIRES:
Gazebo Electricity ☐ Yes ☐ No
Church Street Parking ☐ Yes ☐ No

Note: Parking on Church St is not guaranteed for City Hall events, but access to permit-only spots may be requested and granted for use during approved events.

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

FACILITIES & GROUNDS
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
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	$80.00
AUD/BOR daily rental	$1,550.00
AUD basketball up to 5 hours	$70.00
BOR hourly ice rental	$220.00
BOR non-ice hourly rental	$50.00
BOR turf	$90.00
BOR birthday party (2 hour minimum)	$75.00
Dumpster fee-excessive waste	$200.00

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.

Rates are located in the Appendix.

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

NOTE: THE OFFICIAL CITY FEE SCHEDULE IS POSTED ON THE CITY WEBSITE (WWW.BARRECITY.ORG). TO THE EXTENT THERE ARE ANY DISCREPANCIES BETWEEN THIS APPENDIX AND THE CITY FEE SCHEDULE ONLINE, THE ONLINE RATES WILL SUPERCEDE.