



## Programs in the Parks

### Permit Application

Annual Fee: \$100, non-refundable

Business/Organization Name: \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Type of program/activity: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_

Anticipated Frequency: \_\_\_\_\_

Start Time(s): \_\_\_\_\_ End Time(s): \_\_\_\_\_

Park(s) Requested: \_\_\_\_\_

\*Please note that approval of this application does not grant exclusive use of a park at any time.  
We ask that your program/class does not impact the public's access to the space.\*

Number of Attendees Expected per class: \_\_\_\_\_

\*Programs/classes with 19 (or less) participants do not require any additional permits per class.  
\*Programs/classes that exceed 19 participants require an additional permit per class.

Please see below for the permit pricing structure and contact BPRW if your programs/classes will exceed 19 participants:

Number of Participants	Cost Per Permit
20 – 39	\$25.00
40 – 59	\$50.00
60 – 79	\$75.00
80 – 99	\$100.00

\*These permits also do not grant exclusive use of a space.\*

**Are you requesting to have amplified music/sound? Yes \_\_\_\_\_ No \_\_\_\_\_**

\*If yes, amplified sound must be approved by the Parks Commission. If permitted, City Ordinance requires sound to be limited to 3 consecutive hours and 85 decibels.\*

**Is the program open to the public? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Is there a fee to participate? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Please submit the following documents with your application:**

**Certificate of Insurance:** The business/organization must provide a current Certificate of Insurance for \$2 million aggregate, naming the City of Burlington as additionally insured, as well as listed as the Certificate Holder. It must also include the date (or date range) of the program and the location being used.

**Current Certifications (as applicable)**

Programs in the Parks Permit Applications can be e-mailed to [modaniel@burlingtonvt.gov](mailto:modaniel@burlingtonvt.gov).

Or mailed to:

Burlington Parks, Recreation & Waterfront Department  
645 Pine St., Suite B  
Burlington, VT 05401

The \$100 annual fee must be paid at the time of submission. This can be done with a card over the phone (for an electronic application) or with a check (for a mailed application).

Applications will be processed in the order that they and the fee are received.

By signing this document you agree to complete and follow all of the requirements above.

**Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_**