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 space at any time. We ask that your program/class not impact the public’s ability to use the space.*

Number of Attendees Expected per class: _______________________

*If your program/class will have more than 19 participants, you will need to work with BPRW staff to acquire the necessary permits. Please see below for the permit pricing structure by number of participants. Each program/class that exceeds 19 participants will need its own permit. Classes of 19 or less do not require a permit. These permits do not grant exclusive use of a space.*

<table>
<thead>
<tr>
<th>Number of Participants</th>
<th>Cost Per Permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 – 39</td>
<td>$25.00</td>
</tr>
<tr>
<td>40 – 59</td>
<td>$50.00</td>
</tr>
<tr>
<td>60 – 79</td>
<td>$75.00</td>
</tr>
<tr>
<td>80 – 99</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
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.

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: __________________