

**TOWN OF BRISTOL**  
**Special Event and Street Use/Closure Permit**

*Office Use Only*

Permit #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Town Highway: \_\_\_\_\_

*Check all that apply:*     Special Event                     Street Usage                     Street Closure

A permit is required for the use of public streets, sidewalks, or other Town-owned spaces.

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

E-mail address: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

**EVENT DETAILS**

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Description: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Rain Date (if applicable): \_\_\_\_\_

**LOCATION & STREET USE**

Event Location (address, streets, public space): \_\_\_\_\_  
\_\_\_\_\_

Will any public street(s) need to be closed?:  Yes  No

If yes, list streets and requested closure times: \_\_\_\_\_

Sidewalk use requested:  Yes  No

**TRAFFIC CONTROL & SAFETY**

Will police detail or traffic control be needed?  Yes  No

Will signage, cones, or barricades be used?  Yes  No

Describe safety measures or traffic control plans: \_\_\_\_\_  
\_\_\_\_\_

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**SANITATION & CLEANUP**

Will portable toilets be provided?:  Yes  No

Describe trash and recycling plan: \_\_\_\_\_

**EMERGENCY SERVICES**

Will medical or fire services be on-site or notified?:  Yes  No

If yes, please explain: \_\_\_\_\_

**OTHER DETAILS**

Live or amplified music?  Yes  No

If yes, times: \_\_\_\_\_

Food trucks or vendors?  Yes  No

If yes, how many? \_\_\_\_\_

**ATTACHMENTS REQUIRED**

Your application must include the following:

- Site map showing layout of event, closures, facilities, and access routes
- Certificate of Liability Insurance naming the Town of Bristol as additional insured
- Notification plan for nearby residents/businesses (if applicable)

**PERMIT CONDITIONS**

- Applications must be submitted at least 30 days prior to the event.
- Selectboard approval is required for all street usage, closures, or events on public property.
- The applicant is responsible for cleanup, safety, and compliance with all local ordinances and regulations

I certify that the information provided is accurate. I agree to comply with all Town of Bristol policies and assume responsibility for the event as outlined above.

  
\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

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**Action by Selectboard:**

Approved

Denied

Date: \_\_\_\_\_

Conditions of approval:

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Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_