

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: Brett LaRose, Fire Chief Phone: 802-798-2673

Mailing address: P.O. Box 249 - Bristol, VT 05443

E-mail address: chief@bristolfiredepartment.org

Organization (if applicable): N.H. Munsill Hose, Hook, & Ladder Co. 501(c)(3) (Bristol Fire Dept)

EVENT DETAILS

Event Name: Bristol Fire Department - Donation Drop Event Date(s): 10-11-2026

Event Description: Annual donation drop to raise money to fill equipment needs gap.

Event Start Time: 8:00 a.m. End Time: 5:00 p.m.

Rain Date (if applicable): 10/18/2026

LOCATION & STREET USE

Event Location (address, streets, public space): 14 West Street

In front of the Community Bank

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: All FD staff wear Safety Vests. Standardized Warning Sign package.

"DONATION DROP AHEAD" / "SHOULDER CLOSED" / "BE PREPARED TO STOP"

TOWN OF BRISTOL

Special Event and Street Use/Closure Permit

SANITATION & CLEANUP

Will portable toilets be provided?: ☐ Yes ☒ No

Describe trash and recycling plan: IF any trash/recycling is generated, it will be taken to fire station for disposal.

EMERGENCY SERVICES

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

If yes, please explain: Fire Department fundraising event.

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.

Brett LaRose, Fire Chief

Applicant's signature

09-17-2026

Date

TOWN OF BRISTOL
Special Event and Street Use/Closure Permit

Action by Selectboard:

☐ Approved

☐ Denied

Date: _____

Conditions of approval:

Authorized Signature: _____

Date: _____

Title: _____