

Town of Middlebury  
Public Assemblage Permit

Instructions and  
General Conditions

- A. For all applications - Please enter all required information in order to conform with Section 301 of the Middlebury Ordinance for the Regulation of Public Assemblages.
- B. Where applicable – Please state if parking is anticipated on public streets or if displays or assembly will occupy streets or sidewalks.
- C. Additional Information – Please use number 4 to describe any other arrangements for traffic or crowd control, or safety measures, if applicable. Also, please state if uniformed police will be requested in order to assist in any of the above, and if so, how many. If the permit is for a walk, run, etc., it will only cover Middlebury and applicant will need permission from other Towns. Also, a map or drawn route is required to be attached with the permit application. These applications will also be reviewed by the Chief of Police.
- D. All applications should be filed with the Town Manager at least fifteen (15) days prior to the date of the proposed assemblage (forty-five (45) days prior to events at which applicant wishes to seek Selectboard approval to serve alcohol).
- E. Any applicant may appeal the denial of a permit to the Selectmen by filing with the Town Manager a written notice of appeal within five (5) days of a denial of a permit under Section 501 of the Ordinance.

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General Conditions For All Permits

- 1. All banners, signs and other advertising display used to announce an assemblage should be erected only after a public assemblage permit has been issued to the applicant, and not more than 10 days prior to the date of the assemblage.
- 2. No structure should be erected on public land more than 24 hours prior to the scheduled time of the assemblage. All structures, advertising displays, trash and other materials with the assemblage. All structures, advertising displays, trash and other materials with the assemblage should be removed from the public premises not later than 24 hours prior to the beginning of another assemblage in the same place.
- 3. Applicant should notify the Town Manager or Chief of Police as soon as possible of any damages, incidents or changes in circumstances which may affect the status of the permit, or cause an unreasonable threat to the public safety or health. Failure to give such notification may cause the applicant and property owner to be held responsible for any occurrences not contemplated by the terms of the permit.
- 4. Applicant is required to provide proof of liability insurance (see Attachment A).
- 5. The Town of Middlebury permits the serving and consumption of alcohol on Town property under limited circumstances and only at the sole discretion of the Middlebury Selectboard. Applicant must satisfy the following conditions in order for a request to serve alcohol to be considered by the Selectboard:

A. Applicant must furnish proof that all persons serving alcohol are officially certified by the Vermont Department of Liquor Control (DLC) to serve alcohol during the event. Under no circumstances shall any person not certified by the DLC be permitted to serve alcohol. No server shall provide alcohol to persons under the age of 21 or to persons who are already intoxicated or are apparently intoxicated.

B. Applicant or any third-party engaged by applicant to serve alcohol shall procure and maintain at its sole cost and expense comprehensive general liability insurance with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate, and liquor liability coverage insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. Town and Applicant (if not obtaining such insurance directly) shall both be named as additional insureds. Applicant will furnish the Town with a certificate of such insurance prior to the event.

C. Applicant acknowledges that the Town of Middlebury does not condone the irresponsible use of alcoholic beverages. It shall be the applicant's sole responsibility to monitor the use of alcoholic beverages by applicant's guests.

6. All Public Assemblage Permits that include serving alcohol must be approved by the Middlebury Selectboard at a regularly scheduled Selectboard meeting. The Selectboard meets on the 2nd and 4th Tuesday of the month.

*I understand and agree to comply with the General Conditions set forth above.*

Signature of applicant

Date

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## Attachment A

### General Liability Coverage Requirements

Public Assemblage Permit applicants must provide a Certificate of Insurance (COI) showing proof of liability coverage for the event. This helps protect the Town from third-party lawsuits in the event of injury or property damage resulting from the event. If the event is being sponsored by a business or non-profit, obtaining proof of coverage is usually as simple as contacting the organization's insurance carrier and requesting a copy of the COI. **The certificate must show the Town of Middlebury as an "additional insured."** Individual applicants may also be able to obtain required liability coverage through their existing insurance (with a policy rider, if necessary).

In situations where liability coverage is not available from an existing policy, another option available to applicants is to obtain a Tenant User Liability Insurance Policy (TULIP). This is specialty insurance that provides liability coverage at a reasonable cost for a single event.

To obtain an TULIP quote, go to the [GatherGuard website \(https://app.gatherguard.com/?f=0406\)](https://app.gatherguard.com/?f=0406).

1. Select the category that matches your event and answer a few Yes or No questions.
2. Select "Enter my own venue information" and type in the name and physical address of the municipal location where the event will be held.
3. Proceed through the site's remaining instructions.
4. Once you have accepted your insurance quote paid for your TULIP policy, the Town will automatically be sent your proof of coverage.

Basic liability coverage for small events involving low risk can usually be obtained for less than \$100. If you have questions or need assistance in completing the TULIP process, please contact the Town Manager's Office at 802-458-8001, or by email to [cgrant@townofmiddlebury.org](mailto:cgrant@townofmiddlebury.org).

### **2022 TULIP Coverage Pilot Program**

The Town has set aside limited funds in 2022 to provide financial assistance to individuals who are unable to afford TULIP coverage for an event requiring a Public Assemblage Permit. It is a pilot program, only, at this time, available to applicants demonstrating a financial need for events taking place from June 1 to August 31, 2022. At the completion of the pilot program, the Town may, at its discretion, choose to discontinue the program or renew it for some future period.

For more information about the TULIP Coverage Pilot Program, please contact the Town Manager's Office at 802-458-8001, or by email to [cgrant@townofmiddlebury.org](mailto:cgrant@townofmiddlebury.org)

