Town of Jay Public Event Registration Form

All public events in the Town of Jay must register with the Jay Town Clerk.

*30 days prior to the event to ensure safety, security, parking and sanitation (Jay Development & Land Use Regulations 403.15)
*There is no fee to register your outdoor event.
*The Jay Selectboard requests that all outdoor music ends no later than 10 pm
*If needed, it is up to you to apply for a State of VT Liquor Outside Consumption License through the Jay Town Clerk in a timely manner
*Jay Town Hall hours are Mon, Tues & Thurs 7 am-4 pm and Wed 7 am – 12 pm (802) 988-2996
*Permit for Bonfire required from Jay Fire Warden Kurtis Johnson (207) 337-8827
*Permit for Fireworks required from Jay Volunteer Fire Department, Jeff Morse (802) 309-0645

Date(s) of Event:

Name of Event:
Brief Description of Event:

Location of Event:

Time: Begins: Ends:

Anticipated Number of People Attending Events:

If Multi-Day event, are participants staying on property:
If yes, what security measures are you taking:

Liability Insurance: Yes No Company Name:

Contact Name:
Contact Mailing Address:

Contact Phone Number:
Contact Email address:

Parking Area Location:

Bathrooms: Location:
Type:
Are you providing security: Yes No What Type:

Signature of Contact Person: _____ Date: _____

Signature of Jay Town Clerk: _____ Date: _____