

# Form

## 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 Select Board 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 Clerk hours are Monday, Tuesday and Thursday 7 am to 4 pm, Wednesday 7 am to Noon. (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 Chief Jeff Morse (802) 309-0645.

### Date of Event



Month   Day   Year

### Name of Event

### Brief Description of Event

### Location of Event

## **Time Begins**

Hour Minutes

## **Time Ends**

Hour Minutes

## **Anticipated Number of People Attending Event**

## **If Multi-Day Event, are participants staying on Property?**

**\*If yes, what security measures are you taking?**

## **Liability Insurance**

## **Insurance Company Name**

## **Company Name**

## **Contact Person**

**Mailing Address**

**Phone Number**

**Email Address**

**Parking Area Location**

**Bathroom Type**

Example: Portalet, etc.

**Bathroom Location**

**Are you providing Security?**

**\*Security - What Type**