

Jack's Alley Reservation Policies

Revitalizing Waterbury
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Jack's Alley is fully accessible, ADA compliant and managed by Revitalizing Waterbury (RW). The Alley is a lively community space, located between 21 and 23 Stowe Street in Waterbury, VT. As a welcoming public alleyway, it features comfortable seating, inground plantings, and integrated art installations. Additionally, the Alley may be reserved for:

Special Events: Any event including any of the following is considered a special event and may require a permit as decided by Revitalizing Waterbury:

- Amplified sound may not exceed 85 decibels.
- Selling food, alcohol or merchandise.
- Advertising that the event is open to the public.
- Requiring special set up of stages, tents or other items.

Reservation Terms and Conditions

Non-Reserved Use: *Jack's Alley is always freely available to the citizens of Waterbury following the posted guidelines.* However, users conducting business of any kind require a reservation and permit. Space must be reserved a minimum of 14 days prior to a scheduled event. In the event of multiple requests for simultaneous use of Jack's Alley, the requesting party that first completes the reservation will be issued a permit (first come, first serve). Permits for each reservation should be available at the event to resolve any conflicts regarding usage/scheduling.

Transfer of Permits: You may not transfer or assign your reservation to any other group or organization or use it for any other purpose. Violation of this provision will result in termination of the permittee and any affiliated organizations from the right to make/receive reservations.

Publicizing of Events Using Jack's Alley: No individual or organization may publicize, advertise or accept registrations for a program, event or other activity using Jack's Alley without an active reservation or permit.

Tickets or Cost for Entry: Selling of tickets or cost for entry is prohibited. Suggested donations are allowed. The Alley must remain accessible to the general public at all times regardless of whether they are attending your event.

Use Fee: There is no fee to use Jack's Alley but a donation is suggested to help maintain the space.

Cancellations: For Special Event reservations, timely notification of a cancellation is requested.

Amplified Sound: Any event involving amplified sound and some nonamplified musical instruments (may not exceed 85 decibels) must receive special permission from RW.

Lighting and Electricity Usage: Alley lighting goes on automatically at dusk. There are standard electrical outlets located throughout the alley.

Portable Restrooms: Events with an attendance of 100 people or greater must provide portable restrooms at the ratio of one (1) restroom for each 150 persons in attendance, 10% of which must meet ADA specifications.

Alcohol: Alcohol is not permitted within any Town premises without explicit, advanced written permission from the Town Select Board.

Firearms: Firearms are prohibited at Special Events.

Open Fires: All open fires, on open ground or within containers, are strictly prohibited.

Food Vending or Catering: If food is going to be sold at a Special Permit a permit is required from the Town of Waterbury.

Arrival and Departure: Arrival time is not to exceed 2 hours prior to Special Event start time. Evening events must end no later than 9:30pm. The permittee must clean-up and vacate Jack's Alley by 30 minutes after stated departure time.

Clean up: The Alley must be left clean of all refuse and left as found. The permittee shall be responsible for all clean up after their event that exceeds the capacity of on-site receptacles. Do not leave trash bags at the side of trash receptacles. If trash cans are full, all litter and debris must be bagged and removed from the Alley. This includes recycling, trash, food, etc. Clean-up must be complete and Jack's Alley vacated by 30 minutes after the stated departure time.

Vehicles: Vehicles are restricted to main roads and parking lots for all loading/unloading and are not permitted in Jack's Alley.

Disturbances/Emergency: DIAL 911.

Clean Up: Upon receiving a permit to use Jack's Alley for an event, you, representing your organization, are responsible for leaving the Alley in the same condition as you found it. You assume the responsibility for cleaning the Alley including picking up debris left in the surrounding parking lots and on the sidewalks. Report any damages or problems found before or after your event to Revitalizing Waterbury, roger@revitalizingwaterbury.org. You may be held responsible for the cost of damage or repairs during your event. Make sure you and your organization are aware of and abide by the posted Alley Guidelines and the Terms and Conditions listed here. All listed Terms and Conditions are subject to change at any time without notice.

It is our hope that you enjoy the use of Jack's Alley.



*Committed to preserving, promoting and enhancing the
economic, historic and social vitality of Waterbury, Vermont
for residents, businesses and visitors alike.*

JACK'S ALLEY RESERVATION FORM

Event name: _____

Event organizer: _____

Contact name (if different from above): _____

Address: _____

City: _____ State: _____ Zip: _____

Cell: _____

Email: _____

Event date: _____ Start time: _____ End time: _____

Anticipated number of attendees: _____

Description of event:

Will there be:

- ☐ Music (not to exceed 85 decibels)
- ☐ Food
- ☐ Alcohol
- ☐ Tents/stages

Electricity needs and type: _____

Other needs: _____