

How to Apply For Local Permits and Licenses

Every town has a slightly different process for approving an outdoor event such as a circus. The following is a typical approval process for most of the towns we appear in. You can call us if you have any specific requirement that is not covered in this write-up.

1. Call Town or City Hall and speak to the Town Administrator's office to ask how to get permission and permit applications for a circus benefit. This office will usually have knowledge of the process you have to go through to get approval for this type of event
2. Normally you have to get permits from the Town or City Council, the Building Inspector, Fire Dept., Health Dept. and sometimes the Police Dept. Some of these departments will require an inspection on the day of the show.
3. If you are using a municipal park for the circus lot, you will no doubt need to apply for a use permit.
4. The documents you will need to submit to the authorities can be found on our website, www.circusvidbel.com in the Sponsor Info Section under "Permits and Approvals." These will include, a Tent Flammability Report, Lot & Tent Layout diagram w/ Exit & Fire Extinguisher location details, Concession Operation Plan, Electrical Specification Sheet and Seating information.
5. The town will no doubt require a Certificate of Insurance that will be issued and sent to you by our insurance company, Specialty Insurance of Connecticut. The name of your town will normally be listed on the insurance certificate.
6. Be sure to apply for the permits early as some towns have a lengthy approval process.
7. Have the approved permits sent to your mailing address, not the circus', and bring them to the 11am settlement at the Circus office wagon on show day.
8. Let all departments involved in the inspection process know the circus will be ready for inspection between 11 and 12am on show day.

Thank you for your help!