

Form 1 Use Information

Stowe Parks & Recreation

Fields & Athletic Facilities 2010

PO Box 730, Stowe, VT 05672 253-6138 / fax 253-3723 Tfaye@townofstowe.vermont.org

The Stowe Parks & Recreation Department will be responsible for the Reservation Requests, Scheduling and Management of use of the Town's Athletic and Recreational Facilities.

All Applicants

- Fill out the Form #2 Application correctly and answer all questions
- Request specific dates and times
- Send in the enclosed application prior to a January 30th Deadline
- Proof of Liability insurance must accompany the Application
- Priority will be given to current users followed by new requests in order of receipt
- When processed the user will receive notification; Approved or not approved
- Changes or cancellations by the User of scheduled use must be made prior to the date of use to be eligible for a refund or credit.
- Payment will be due **at the time of invoicing**. Additional fees will be billed for obvious damages.

Large Event Applicants (over 300 attendees)

- All requests for Large Events must fill out a Special Event Permit Application available from Town Manager's Office or online at townofstowe.vt.org
- Stowe's Selectboard will have final approval and authority for Special Events.
- **Only 8 Special Events** are allowed on the Mayo Events Field followed by any Recreational use requests.
- As part of the Special Event Application, users are responsible for all permits if required such as, Zoning, Health, Liquor, Public Assembly.
- Payment will be due **30 days** post-event plus any fees for obvious damages.
- A site plan must accompany the application. Include layout of how the field space is to be used including a description or map not limited to porta-lets, dumpsters, power, vendors, ingress, egress, security, water, tents or other temporary structures

Form 2 Application

Stowe Parks & Recreation

Fields & Athletic Facilities 2010

PO Box 730, Stowe, VT 05672 253-6138 / fax 253-3723 Tfaye@townofstovermont.org

Name of Sponsoring Organization/Event: _____

Contact Person: _____ Email _____

Contact's Telephone: (H) _____ (W) _____ (Cell) _____

Billing Address: _____ (Fax) _____

Facility Requested _____

Specific Dates Requested: _____

Specific Days of the week requested: _____

Specific Times Requested: _____

Services needed: _____

(Requests for lining or marking of fields required 2 weeks prior to event to Parks, 802-235-6148, bgodin@townofstovermont.org)

Expected number of Users in Attendance: _____

Proof of Liability Insurance Enclosed Will be mailed separately None: Waiver needed

Event type: (check)

Large, 300 people or more, *see additional requirements below Sports Camps/Special Activities

Small, less than 300 people One Time Athletic Use/Activity

Youth Sports/Athletic Jackson Arena (non ice)

Adult Sports/Athletic David Gale Recreation Center

Other (explain) _____

Resident Non-Resident *and* Profit Non-Profit

*Large Event Additional requirements:

1. **Submit Form #2 Application** to Parks & Recreation Department
2. **Submit Special Event Permit** available at the Stowe Selectboard/Municipal offices
3. **Proof of Insurance** accompanying the applications
4. Application will be approved/not approved by the Selectboard
5. An Agreement will be signed with the Parks & Recreation Department including schedules, obligations and responsibilities outlined in writing and agreed upon by both parties.
6. Pre-event planning meeting date to be set and it will be mandatory at least (2) weeks prior to the event with Sponsor, Parks & Recreation, and any necessary Municipal Departments.
7. Post Event meeting date will be set as an Evaluation and follow up procedure with the Sponsor, Parks & Recreation and any necessary Municipal Departments within 48 hrs after the event.

Please review the accompanying fee schedule for estimated costs.

Date submitted _____ Signature of Applicant _____

Submit this Application to the Parks & Recreation Department at the above address

Form 3 Rental Rates

Stowe Parks & Recreation

Fields & Athletic Facilities 2010

PO Box 730, Stowe, VT 05672 253-6138 / fax 253-3723 Tfaye@townofstovermont.org

Large Events: (Over 300 in Attendance as per *Mayo Farm Plan*)

- \$750 /day/ field of the event for the Event field itself
- \$100 /day for each auxiliary field when it is used e.g. (parking)
- \$100 /day during set up and tear down time for any field occupied that cannot be used for other activities
- Plus any cleanup costs and repair of damages to the facility
- The possible costs of having an employee of the Town of Stowe on site to facilitate needs.
The Rate of \$40 / hr. may be charged if deemed necessary and agreed upon in advance of the event

Small Events: (less than 300 in attendance)

- \$300/day/ field
- Plus any cleanup costs and repair of damages to the facility
- The possible cost of having an employee of the Town of Stowe on site to facilitate needs.
The Rate \$40 /hr. may be charged if deemed necessary and agreed upon in advance of the event

Youth Based Sports and Athletic Activities

- No Rental fee to Stowe youth activities
- \$250 fee for costs related to field care for the entire season
- Plus any cost from resultant damages
- Additional fees for field lining/markings, see below.

Adult Based Sports and Athletic Activities

- \$250 fee for the costs related to field care for the entire season
- Plus a \$25/ time of usage fee up to ½ day. Tournaments and Jamborees of greater duration will be considered Small Events as stated above
- Plus any costs from resultant damages
- Additional fees for field lining/markings, see below.

Sport Camps and Special Activities

- \$50 / day / field at the High School, Polo fields, and all others
- \$100/ day for fields at the Mayo Farm A, B, or C
- Plus any costs from resultant damages
- Additional fees for field lining/markings, see below.

One time Athletic Use

- \$25 / use, for a maximum of four hours
- Plus any costs from resultant damages
- Additional fees for field lining/markings, see below.

Field Lining/ Marking

- Requests for lining or marking of fields require 2 weeks notice prior to event to Parks.
(802)-235- 6148 bgodin@townofstovermont.org Approximate fee per marking \$150-\$175.

Jackson Arena (non ice activity)

- \$850 Full day for a Profit Organization, \$350 half-day
- \$350 Full day for a Non-Profit Organization, \$125 half-day
- Plus labor costs, utilities and cleanup
- User must provide parking attendants
- Plus Any damages due to the event itself
- By the Hour, \$75 / hour plus utilities

David Gale Recreation Center

- \$75 Full day
- \$50 half day (birthday party etc.)

**Selectboard and Parks & Recreation reserve the right to waive or reduce fees*