

**TOWN OF STOWE, VERMONT
MUNICIPAL CODE
Chapter 4
SPECIAL EVENTS**

The Selectboard of the Town of Stowe hereby ordains:

Section 1 –Authority

This ordinance is enacted pursuant to the authority granted the Town under 24 V.S.A. 2291 (11), (14), 24 V.S.A. Chapter 59 and the Town of Stowe Municipal Charter.

Section 2 - Purpose

It is the purpose of this ordinance to protect, preserve and promote the health, safety, welfare, peace and quiet for the citizens of Stowe through the regulation of large commercial assemblies.

Section 3 - Definitions

For the purpose of this ordinance the terms defined in this ordinance shall have the following meanings:

Special events permit: A written statement, issued by the Selectboard of the Town of Stowe authorizing the holding of a special event under stated conditions as to time, place and manner.

Person: An individual corporation, government, governmental subdivision or agency, business trust, estate, trust, partnership or association, or other legal entity.

Special event: A gathering of 300 or more individuals in a public or private place at one time or over the course of the event, including but not limited to athletic events, circuses, carnivals, menageries, plays, concerts, entertainments, exhibitions of any kind-or races in which the individuals are invited or expected to attend where individuals are admitted on payment of cash, entry fees, advance subscriptions, or donations, or anything of value and the gathering is not regularly and routinely scheduled and conducted at such place.

Section 4 - Permit requirement

No special event shall be conducted outdoors or in temporary structures in the Town of Stowe unless a special event permit has been obtained from the Selectboard in accordance with this ordinance. Events with fewer than three hundred (300) participants (including staff, volunteers, attendees, etc.) are not required to obtain a special events permit.

Section 5 - Application

An application for a special event permit, which may be for a series of activities undertaken by a single permittee, under the provisions of this article should be filed with the Stowe Selectboard at least twenty-one (21) days before the date set for the event and must be accompanied by a \$25.00 application fee. Each event will require a separate permit.

(1) Application for a special events permit shall include:

- (a) The name, address, email and telephone number of the applicant, the principal officers of the applicant, the individual making the application, and any other individual authorized to represent the application in applying for the permit;
- (b) The designation and location of the place where the event is to be held;
- (c) If the permittee is not the owner of the premises where the event is to take place, the name and contact information of the owner shall be given as well as the owner's consent to the event attached to the application;
- (d) A site plan indicating location, layout, state and local highways, entrances and exits, traffic flow patterns, parking and land uses of the surrounding area;
- (e) The intended dates and hours of operation and the number of days that the event will be conducted;
- (f) The maximum estimated total number of people anticipated to participate in or attend the event including staff, volunteers, attendees, etc., and provisions for accommodating the total;
- (g) A description of the event including a schedule and copies of all promotional activity the applicant has engaged in or intends to engage in;
- (h) Details as to what arrangements have been made to protect the public health, safety, welfare and convenience during the event including, but not limited to, arrangements for traffic control by completing a *Special Event & Traffic Detail* police coverage form and emergency medical service by completing an *Emergency Services* form.
- (i) Provisions for food and beverage, if any;
- (j) Proposed directional signage for the day(s) of the event and locations
- (k) Other information deemed necessary by the Selectboard, emergency

management Chiefs or Town Manager.

(k) Any additional information the applicant wishes to furnish that assists the Selectboard in determining that the event will comply with the applicable standards.

The Selectboard may approve, approve with conditions/modifications, or deny each application upon consideration of the approval standards set forth in Section 6. Prior to any action, the Town Manager shall cause the application to be reviewed by town departments including but not limited to police, fire, and rescue.

Any person - aggrieved by a decision of the Selectboard may appeal that decision to the Lamoille County Superior Court.

Section 6 - Approval standards

Prior to the issuance of any permit under this article, the Selectboard shall determine that the proposed event satisfies each and all of the following standards:

- (1) The proposed event is held on a property that is in conformance with any applicable town ordinances including, but not limited to, the Stowe zoning regulations, and the Stowe subdivision regulations.
- (2) The proposed event will not result in undue adverse traffic congestion and unsafe conditions regarding the use of public roads, sidewalks and other public rights-of-ways.
- (3) The proposed event will not present or create a threat to the safety of persons or property because of fire, explosion or other hazard.
- (4) The proposed event will not create unhealthy conditions regarding water supply, sewage disposal or solid waste disposal.
- (5) The proposed event will not unreasonably interfere with the use of neighboring property for its customary use by the creation of noise, dust, noxious odors, lighting or other activities which extend beyond the boundary of the event.
- (6) The proposed event will not overburden the public infrastructure of the town. Special attention shall be given to the cumulative impacts of other activities which may be occurring at the same time.
- (7) The proposed event does not have a history of non-compliance with permit conditions, disturbing the peace or other impacts to the public health safety or welfare of the inhabitants of Stowe.
- (8) The proposed event is not anticipated to have an adverse effect on public health, safety, welfare and convenience of the inhabitants of Stowe.

Section 7 - Approval conditions

When issuing a permit under this article, the selectboard may attach such reasonable conditions as they may deem appropriate to mitigate or eliminate any impacts reviewable under the approval standards set forth above. Such conditions may include but are not limited to:

- (1) Establishing specific hours for the proposed event;
- (2) Establishing noise limits;
- (3) Requiring the provision of traffic control personnel at no cost to the town;
- (4) Requiring the provision of crowd control and medical personnel at no cost to the town;
- (5) Requiring the provision of firefighting equipment and personnel at no cost to the town;
- (6) Requiring the posting of security bonds or escrow accounts to ensure compliance with applicable ordinances and permit conditions;
- (7) Requiring that trash and litter on public streets attributable to the proposed event be collected and removed at no cost to the town;
- (8) Restricting or prohibiting the consumption of alcoholic beverages in connection with any regulated activity;
- (9) Prohibiting the sale of admission or seating tickets in excess of the established capacity of the event area;
- (10) Requiring public sanitation, food, water, and emergency medical facilities as necessary;
- (11) -Ensuring the event location is suitable to accommodate the number of people anticipated to attend, including vehicles;
- (12) The event will not substantially impair the provision of fire and police protection and medical and other essential public services;
- (13) If the event is held on municipal property, the person holding the special event shall furnish a certificate of liability insurance demonstrating \$1 million of general liability insurance is in effect naming the Town of Stowe as an additional insured and provide the Town Manager's office a copy prior to the event. Such insurance shall be in place throughout the set-up, tear down and the event.

Section 8 - Applicability of other laws and ordinances

The permit required under this article shall not replace or eliminate any requirement to obtain approval under any other applicable laws or ordinances.

Section 9 - Enforcement

- (A) Failure to obtain a permit when necessary, failure to abide by the terms and/or conditions of a permit, or misrepresentation of any information contained within or in support of a permit application shall constitute a violation of this ordinance.
- (B) Violations enforced in the Judicial Bureau shall be in accordance with the provisions

of 24 V.S.A. §§ 1974a and 1977 et seq. For purposes of enforcement in the Judicial Bureau, any law enforcement officer shall be the designated enforcement officer(s). The enforcement officer shall issue tickets and may be the appearing officer at any hearing.

- (C) Violations enforced in the Superior Court shall be in accordance with the Vermont Rules of Civil Procedure.
- (D) The Selectboard may institute an action in the name of the town to obtain injunctive or other appropriate relief.
- (E) Violations of this ordinance shall be punishable by as follows:
 1. The first violation shall be punishable by a fine of four hundred dollars (\$400.00). The waiver penalty, for the purposes of the municipal complaint (civil ticket), for the first violation shall be two hundred dollars (\$200.00).
 2. The second violation within a six (6) month period after the first violation shall be punishable by a fine of five hundred dollars (\$500.00). The waiver penalty, for the purposes of the municipal complaint (civil ticket), for the second violation shall be two hundred and fifty (\$250.00).
 3. The third and subsequent violations within a six (6) month period after the first violation shall be punishable by a fine of six hundred dollars (\$600.00). The waiver penalty, for the purposes of the municipal complaint (civil ticket), for the third and subsequent violations shall be three hundred dollars (\$300.00).
 4. Failure to obtain a permit shall be punishable by a fine of eight hundred dollars (\$800.00). The waiver penalty, of the purposes of the municipal complaint (civil ticket) shall be four hundred dollars (\$400.00).
 5. Each violation of a permit condition shall be treated as a separate violation for purposes of enforcement of this ordinance.
 6. Each day that a violation continues shall constitute a separate violation of this ordinance.
- (E) Depending on the severity of the violation or the number, the Police Chief or his designee may revoke a permit for failure to comply with any conditions contained in such a permit, or for any disturbance of the peace or for occurrences detrimental to the public health, safety or welfare. The Police Chief or their designee may also issue a notice of trespass.

Section 10 - Severability

If any section of this ordinance is held by a court of competent jurisdiction to be invalid such finding shall not invalidate any other part of this ordinance.

This ordinance shall become effective upon final passage by the Stowe Selectboard. If a petition is filed under 24A V.S.A. § 153-204 of the Stowe municipal charter, that statute shall govern the rescission of this ordinance.

IN WITNESS WHEREOF, this **SPECIAL EVENT ORDINANCE** is hereby approved and adopted by Selectboard of the Town of Stowe, on this, the 12th day of November 2013; to be effective immediately; whereby a first reading of this Ordinance was held at a duly warned open meeting of the Selectboard on October 28, 2013, an advertisement for a public hearing to consider this Ordinance was published in the *Stowe Reporter* on October 24, 2013 and November 7, 2013 and a second reading and Public Hearing was held at a duly warned open meeting of the Selectboard on November 12, 2013, as prescribed in Section 204 of the Stowe Town Charter.

ATTEST: The Stowe Selectboard

Lawrence Lackey

Lisa Hagerty

Adam Davis

William Adams

Cornelius Van Dyke

UNDER SEAL OF THE TOWN, received and recorded this the _____ day of _____, 2013
at
_____ m., by:

Office of the Town Clerk



Town of Stowe Special Event Permit Application

1. Name of Event: _____

2. Date(s) of Event: _____

3. Property Owner/Location of Event: _____

(Please attach proof of owner's consent to use property.)

4. Hours of Event: _____

5. Event Organizer: _____

	Name	Address	Contact Info
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6. Event Sponsor: _____

	Name	Address	Contact Info
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7. Event Description: _____

(Please attach any promotional information – poster, flyer etc.)

8. Use of Town Owned Property/Streets Requested (**attached Recreation Field Use Forms**):

9. Anticipated Attendance including staff/volunteers: _____

10. If food and/or beverage is to be provided, please describe: _____

11. Have all applicable state Land Use Permits been obtained?:

Liquor License _____ Health Permit _____

Public Assembly Permit _____ Local Zoning Permit _____

(Public Assembly Permit required for attendance of 2000 or more from State of VT -

<http://vsp.vermont.gov/permit/assembly>)

12. Please contact Stowe Police Chief Donald Hull (802)253-4329 and EMS Director Scott Brinkman (802)253-9060 to determine if coverage is required by their Departments for your event and attach the completed *Special Event & Traffic Detail* form (Appendix A) and *Emergency Services* form (Appendix B). If coverage is not required by these Departments,

attach the form indicating that coverage is not required. Application is not considered complete unless these forms are attached.

13. Attach site plan indicating event location/layout, state and local highways, entrances/exits, traffic flow patterns, parking and surrounding land uses.

14. Indicate proposed directional signage and locations for the day of the event:_____

15. If event location is on town owned property, please attach a Certificate of Liability Insurance demonstrating \$1 million of general liability insurance per occurrence, \$2 million aggregate and naming the Town of Stowe as additional insured.

16. I hereby represent that to the best of my knowledge the information provided in this application is true and correct:

Signature Printed Name of Applicant Date

File application with the Town Managers Office at least twenty-one (21) days prior to the event accompanied by a \$25.00 application fee. Each event will require a separate permit.

For Office Use Only

Fee Received on _____

Department Heads: This application is for your information and review. Please sign off or attach any issues as it pertains to your department. Thank you.

Chief Donald Hull _____

Zoning Director Rich Baker _____

Chief Mark Sgantas _____

Highway Supt. Steve Bonneau _____

Director Scott Brinkman _____

Parks Supt. Bruce Godin _____

PW Director Harry Shepard _____

Town Manager Charles Safford _____

Rec Director Matt Frazee _____

Selectboard Review on _____

This application has been approved / denied by the Stowe Selectboard on this day with the following conditions:

- 1. _____
- 2. _____
- 3. _____
- 4. _____



DONALD B. HULL
Chief of Police

TEL. (802) 253-7126
FAX (802) 253-2584

350 SOUTH MAIN STREET
STOWE, VERMONT 05672

Special Event and Traffic Detail Police Coverage

Special event and traffic detail policing assignments are applicable to a wide variety of events including private, for-profit, charitable and other sponsored functions that take place in the Town of Stowe. Police Officer(s) at special events and traffic details are used to enhance public safety, increase security and to provide traffic control.

Special event policing assignments may include, but not limited to:

- Parades
- Walks, runs, bicycle rides
- Festivals, concerts, trade shows
- Road construction, utility work
- Sporting events
- Facility security, money escorts
- Fundraising events
- Any other special event deemed appropriate by the Police Department

The Stowe Police Department will consider a number of factors to determine whether an event or assignment qualifies for special events policing. These factors will include, but not limited to:

- Public safety
- Traffic, road closures, detours
- Use of Town property or facility
- Anticipated people in attendance
- Type of event or traffic detail
- Alcoholic beverage being served
- Officer safety
- Any other factor deemed appropriate by the Police Department

(A Town Special Event Application must also be submitted to the Town of Stowe, Town Managers Office, P.O. Box 730, 67 Main Street, Stowe, VT 05672)

All requests for special event police officer(s) will be approved by the Chief of Police. Advanced notice is required for all special events to allow for time to assess the needs for the event. The Chief of Police or his designee will work with event organizers to determine the appropriate level of police coverage and other related details. The Chief of Police may require specific signage or other related items, which the event organizer/contractor would need to supply, to

aid in traffic direction and parking. The Chief of Police will have final approval on police staffing levels and finalized event plans relating to police and traffic matters.

The Chief of Police or his designee also reserves the right, at any time, to increase the police staffing levels should there be a need. The increase police officer staffing would be billed to the event.

Requests for traffic details for road construction and utility work may be requested through the Stowe Police Department. Advance notice is required for any prolonged work or work that may require road closures or detours.

Police officers that are assigned a special event or traffic detail will coordinate their duties with the event organizer or contractor. The assigned police officers will adhere to all laws and Stowe Police Department policies and procedures.

In the case of departmental need or emergency, the Chief of Police or his designee may immediately cancel any special event or traffic detail assignment. Should this occur, you will be notified as soon as possible.

The term "Special Event Police Duty or Traffic Detail" shall mean police duty for which the Town of Stowe Police Department is reimbursed for such police service by a third party.

Rates of Pay / Fees:

\$50.00 per hour for each officer

\$19.00 per hour police vehicle usage fee (If vehicle is required)

Special Events and Traffic details are paid at a minimum of four (4) hours; any additional hours are paid for actual time worked.

Cancellation for special event policing or traffic detail must be received at least twenty-four (24) hours in advance of the scheduled start time of the event or detail. Failure to cancel the officer(s) for the event or detail prior to the designated time will result in billing for the full four (4) hours for each officer.

The Stowe Police Department will invoice the event organizer or contractor for the police services. Payment is required within thirty (30) days of receipt of invoice.

If the Stowe Police Department needs to utilize officer(s) from another agency (sheriffs or outside police department) to fill the required shifts, then the other agency will invoice the event organizer or contractor directly.

ALL EVENT ORGANIZERS MUST CONTACT STOWE POLICE DEPARTMENT PRIOR TO SUBMISSION OF THEIR TOWN SPECIAL EVENT APPLICATION FOR DETERMINATION IF POLICE COVERAGE IS REQUIRED.

ALL REQUESTS AND INFORMATION FOR POLICE COVERAGE FOR A SPECIAL EVENT OR TRAFFIC DETAIL CONTACT STOWE POLICE DEPARTMENT AT (802) 253-7126.

DONALD B. HULL
Chief of Police



TEL. (802) 253-7126
FAX (802) 253-2584

350 SOUTH MAIN STREET
STOWE, VERMONT 05672

Special Event and Traffic Detail Agreement

Name of Event: _____

Date(s) of Event: _____

Location(s) of Event: _____

Contact Person: _____

Telephone Number(s): _____

Police Coverage Detailed:

Date	# Officers	Yes / No Vehicle	Additional Details
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Information / Requirements: _____

I/We, the organizer(s)/contractor, of the listed above event/detail, have read the Special Event and Traffic Detail Police Coverage information sheets and agree to the police coverage as listed above and agree to the terms of the billing requirements.

Print Name _____ Signature _____ Date _____

Signed: Chief of Police _____ Date _____



Guideline “Need of EMS Coverage” for Special Events

Any Special Event applying for a *Special Events Permit* within the Town of Stowe that does not appear to need Coverage per the criteria below, may fill in the *Medical Emergencies* line on the second page of a *Town of Stowe Special Event Permit Application* with “Call 911.”

The circumstances of a Special Event hosted within the Town of Stowe differ amongst organizers, expected audiences, and the activities at differing events. This guideline will serve as criteria by which a special event will be suggested to have Special Event Coverage by Emergency Medical Services. To secure Special Event Coverage by town of Stowe Emergency Medical Services for a Special Event, a *Contract for Special Event Coverage* needs to be completed (attached).

Criteria:

1. The Event is of a scale of anticipated attendance, where the number of people brings a significant “large population” to a single locale that could raise the probability of a need for Emergency Medical Attention. (500 or greater)
2. The Event is of a nature that unusual hazards exist, or exist in a quantity/scale that creates potential hazard to those in attendance. In these instances the public good of the audience may be better served with direct on-scene availability of Emergency Medical Coverage.
3. The Event location and/or activity is such that access to anyone requiring Emergency Medical Attention would be difficult and take longer than normal, due to the nature of the Special Event. (Roads closed or difficult access, communications difficulties, etc.)

If the need for Special Event Emergency Medical Services Coverage is not clearly addressed with these guidelines, consultation with the Chief of Emergency Medical Services or his/her designee is necessary. The Town of Stowe reserves the right to require the host of a Special Event to provide Emergency Medical Services coverage for a given Special Event whenever that event may have a disproportionate impact on public safety in the town.

What constitutes “Special Event Coverage”:

Special Event Coverage is the presence of two or more EMS squad members at an event with minimal EMS gear adequate to perform immediate first response for emergencies while awaiting the arrival of an ambulance. Special Events Coverage can include an Ambulance being stationed at the event as well. Please see the *Stowe EMS Contract for Special Events Coverage* for details and their associated costs.

