



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 _____



StoweEMS

P.O. Box 291 Stowe, VT 05672

RE: Special Events Coverage

To whom it may concern

Stowe EMS would like to inform you of a change in procedure relative to Special Events Coverage that has occurred since the last time you have requested such assistance.

The primary goal is to provide rapid and reliable care of a high quality to anyone in Town requesting help through the 911 system. It is understood that many organizers of special events desire the presence of EMS at their event to provide for the safety of its attendees. With this careful consideration occurring more and more often, Stowe EMS has seen a rise in the number of requests for such coverage, and this has the potential to put a burden on the care available to the town as a whole.

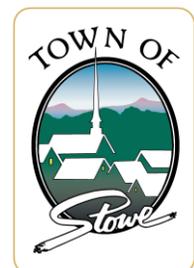
Our organization is unique in that most of our staff are volunteers. In order to have adequate staff for special events, a change in policy has been instituted, paying volunteers for their time when dedicated to such an event. This also requires that Stowe EMS now charge for Special Events Coverage, our rates and conditions are attached.

Understanding this change to Special Events Coverage policy could place a fiscal reality on events that they cannot afford, a Guideline has been drafted to which all events are compared, thus not every Special Event in Town is required to have Special Events Coverage, yet the Town reserves the right to require it based upon circumstances. Although the Town may not require Special Events Coverage for your event, if you would prefer to have it anyway, please see the attached Guideline document and contract for the terms.

Please contact the EMS office at your convenience if you would like to complete a Contract for Special Events Coverage per these new terms. Copies of the Special Events Guideline and Contract have been included for your information.

Sincerely,

Scott Brinkman
Chief of EMS, Town of Stowe



Phone: +1(802) 253.9060 Fax: +1(802) 253.2927
www.StoweEMS.com



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.

