

Agenda Summary
August 26, 2019

Agenda Item No. 6-1C
Special Event Permit Applications

Summary: The Town of Stowe has received the following Special Event Applications for return events in 2019:

- Fall Art on Park , September 21 11:30-3:30pm, Park Street and Village Green
- British Invasion Block Party, September 13 5:00-10:00pm Main Street, Park Street, Village Green

The applications and supporting documents are all attached. Police Chief Don Hull, as well as the Parks & Recreation staff and other relevant Town staff have reviewed and approved of these applications. Police agreement for the British Invasion Block Party is in place, Police Coverage for Art on Park is not required.

Town Plan Impact: N/A

Fiscal Impact: N/A

Recommendation: Move to approve the Fall Art on Park and British Invasion Block Party Special Event Permit Applications as submitted.

Town of Stowe Special Event Permit Application



1. Name of Event: British Invasion Block Party

2. Date(s) of Event: Friday, September 13, 2019

3. Location of Event: Main Street, Park Street, Stowe Village

4. Hours of Event: 5:00 - 10:00 PM

5. Event Organizer (Contact person): Heidi Scheuermann

<u>P.O. Box 908 Stowe VT</u>	<u>(802) 793-3889</u>	<u>heidi@heidischeuermann.com</u>
Address	Phone Number	Email Address

If this is a new event to Stowe, and the Organizer has done similar events in the past, Organizer must provide three references, with contact information, from other communities in which you have hosted events. At least one of these references must be the municipality where an event was held and one must be the landowner where an event was held. If Organizer has not held similar events they should provide three personal references.

6. If the Event Organizer will not be on-site the day of the event, name & phone number for contact person for the day of the event: N/A

7. Event Sponsor (organization putting on event): Stowe Vibrancy, Inc.

<u>P.O. Box 482, Stowe</u>	<u>(802) 793-3889</u>	<u>heidi@heidischeuermann.com</u>
Address	Phone Number	Email Address

Town of Stowe - Sidewalks, Park & Main

8. Property Owner (If not Sponsor): Streets, Village Green

<u>Address</u>	<u>Phone Number</u>	<u>Email Address</u>
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If Event Organizer is not the Property Owner, please attach proof of owner's consent to use property, unless applying to use Town Property.

9. Event Description: 1) Live band on stage in front of Akeley from 6:30 - 9:30 PM; b) Food Court on Village Green; c) British cars along Main and Park Street; d) Main Street closed to thru traffic 6:30-10:00; e) Park Street closed from 6:00-10:00 PM; f) No parking in front of Akeley all day.

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

10. Use of Town Owned Property/Streets Requested (**attached Recreation Field Use Forms**):
Main Street and Park Street; Village Green; Front of Akeley Memorial Building

(Stage built in front on Thursday evening. Removed on Saturday morning)

11. Anticipated Attendance: 1500

Public Assembly Permit is required for attendance of 2,000 or more. Permit application & information can be found at <http://vsp.vermont.gov/permit/assembly>

12. Number of Staff/Volunteers that will be in attendance: 10

13. If food and/or beverage is to be provided, please describe: Food Court on Village Green.
Beer Garden will be set up on private property (a separate permit)

If alcohol will be served, all vendors must have Liquor Permits filed through Vermont Department of Liquor and Stowe Town Clerk (253-6133).

14. 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.

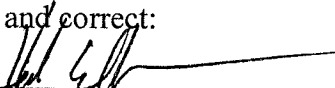
15. Attach site plan indicating event location/layout, state and local highways, entrances/exits, traffic flow patterns, parking and surrounding land uses.

16. Will there be any form of amplified entertainment (i.e. music) at the event? Yes
If yes, describe and mark location on site plan: On stage in front of Akeley

17. The Selectboard must approve all signage for Special Events. Please include all proposed signage with this application. No off-site signage will be allowed except for directional signage. Directional signage must include directional information and may be posted in the public right-of-way up to seven (7) days before the event. Attach a map that includes location of all proposed directional signage.

18. A Certificate of Liability Insurance demonstrating \$1 million of general liability insurance per occurrence, \$2 million aggregate must be provided to the Town. If the event is held on Town Property the Certificate must name the Town of Stowe as additional insured. Certificate of Insurance must be filed with the Town at least ten (10) days prior to the event.

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


Signature

Heidi Scheuermann 8/6/19
Printed Name of Applicant Date

File application with the Town Managers Office at least thirty (30) 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: ~~\$25.00~~ 7/2/19
Department Head Review: 8/6/19

Certificate of Insurance Received: _____
Police & EMS Forms Received: _____

Selectboard Review on _____

Application has been approved denied

Conditions of approval by the selectboard: _____

Town of Stowe
Special Event Permit Application



1. Name of Event: **Stowe Vibrancy’s “Stowe Foliage Art on Park”**
2. Date(s) of Event: **Saturday, September 21 (rain date: Sunday, Sunday 22) 2019**
3. Location of Event: **Town of Stowe: Park Street, Main Street Village Green; 4 parking spots in front of Village Green; all parking spots on Park Street**
4. Hours of Event: **Event runs: 11:30am–3:30pm. Park Street + 4 parking spots in front of Village Green closes for set up at 9:30am. Park Street and parking spots reopen at 4:30pm after breakdown.**
5. Event Organizer (Contact person): **Stowe Vibrancy, Inc. PO Box 482, Stowe, VT. 05672**
802-503-5771 aimee@stowevibrancy.com

If this is a new event to Stowe, and the Organizer has done similar events in the past, Organizer must provide three references, with contact information, from other communities in which you have hosted events. At least one of these references must be the municipality where an event was held and one must be the landowner where an event was held. If Organizer has not held similar events they should provide three personal references.

6. If the Event Organizer will not be on-site the day of the event, name & phone number for contact person for the day of the event: **See above**
7. Event Sponsor (organization putting on event): **Ferro Jewelers and The UPS Store are Co-Sponsors of this event.**
8. Property Owner (If not Sponsor): **Town of Stowe**

If Event Organizer is not the Property Owner, please attach proof of owner’s consent to use property, unless applying to use Town Property.

Event Description: **This now annual Village street artisan market is a fun “welcome to fall foliage” event for locals and visitors. There will be approximately 30 vendors, featuring artists, artisans, specialty foods and beverages, food trucks/carts, face painting, henna art and live music. The live band will be Cooie DeFrancesco on the Village Green. There will be**

the judging tent for the 4th Annual Open Entry Vermont Amateur Blue Ribbon Apple Pie Baking Contest (hosted by Stowe Vibrancy with cash prizes for Blue, Red and White ribbons: 1st, 2nd and 3rd places). Park Street and all spots on that street. 4 parking spots in front of Main Street Village Green. We will use the parking spots for Stowe Vibrancy's event tent and to help our musician park and load in and set up.

Use of Town Owned Property/Streets Requested (attached Recreation Field Use Forms)

9. Anticipated Attendance: **500+ pp, based on prior years.**

Public Assembly Permit is required for attendance of 2,000 or more. Permit application & information can be found at <http://vsp.vermont.gov/permit/assembly>

10. Number of Staff/Volunteers that will be in attendance: **10+**

If food and/or beverage is to be provided, please describe: **We will have fresh food vendors, and similar to the regular summer season of Art on Park, we will have alcoholic beverage vendors who will sample their beverages only and sell closed bottles. There is no full-size alcoholic beverage service at this event. All alcohol vendors have applied or are in the process of applying for their own permits with the state and Town of Stowe. All food vendors will comply with VT ServSafe laws.**

If alcohol will be served, all vendors must have Liquor Permits filed through Vermont Department of Liquor and Stowe Town Clerk (253-6133).

11. 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. **Aimee Green contacted Chief Hull to discuss at the beginning of the summer events season to inquire about all Stowe Vibrancy summer/fall season events. I was informed that due to the fact that we do not close Main Street to traffic, and that we are located so close to the Public Safety building, no additional coverage is needed from either town department**

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

13. Will there be any form of amplified entertainment (i.e. music) at the event? **See above regarding musician**

If yes, describe and mark location on site plan: **Village Green**

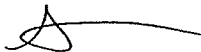
14. The Selectboard must approve all signage for Special Events. Please include all proposed signage with this application. No off-site signage will be allowed except for directional signage.

Directional signage must include directional information and may be posted in the public right-of-way up to seven (7) days before the event. Attach a map that includes location of all proposed directional signage. **Sandwich boards with posters on Park, Main and Corner of 108/100.**

Other promo signage includes: street banner across from South Main Street for 2 weeks prior to event. Stowe Vibrancy welcome banner on ticket tent at top of Park Street, Art on Park feather banner on top and bottom of Park Street.

15. A Certificate of Liability Insurance demonstrating \$1 million of general liability insurance per occurrence, \$2 million aggregate must be provided to the Town. If the event is held on Town Property the Certificate must name the Town of Stowe as additional insured. Certificate of Insurance must be filed with the Town at least ten (10) days prior to the event. **Aimee Green obtaining TULIP insurance certificates for this and all SV events this Summer.**

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



Signature

Aimee Green

Printed Name of Applicant

08/20/19

Date

File application with the Town Managers Office at least thirty (30) 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: _____

Certificate of Insurance Received: _____

Final 9/25/17

Department Head Review: _____

Police & EMS Forms Received: _____

Selectboard Review on _____

Application has been approved denied

Conditions of approval by the selectboard: _____
