

Agenda Summary
June 24, 2019

Agenda Item No. 3d
Special Event Permit Applications

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

- Art on Park Summer Series, July 11th, July 18th, July 25th, August 1st, August 8th, August 15th, August 22nd 5:00-8:00pm, Park Street and Village Green
- Spruce Peak Folk Festival, August 10 & 11th 2:30 – 10:00pm Spruce Peak Village Committee

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 agreements for the Spruce Peak Folk Festival is in place, Police Coverage for Art on Park is not required. Please note that while the Spruce Peak Folk Festival is a new name, the event is essentially the same as the Del & Dawg event they held last year.

Town Plan Impact: N/A

Fiscal Impact: N/A

Recommendation: Move to approve the Art on Park Summer Series and Spruce Peak Folk Festival Special Event Permit Applications as submitted.

Town of Stowe
Special Event Permit Application



1. Name of Event: Art on Park Summer Series
2. Date(s) of Event: July 11 through August 22, to include AOP Summer AOP for July 4th – previously submitted and approved.
3. Location of Event: Park Street and Village Green, Stowe Village
4. Hours of Event: Park Street Road Closure: 3:30pm. Event Duration: 5pm – 8pm. Park Street Reopens after breakdown: 9:00pm.
5. Event Organizer (Contact person): Aimee Green, Stowe Vibrancy, ED, PO Box 482, Stowe, VT 05672, 802.503.5771 and aimee@stowevibrancy.com
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: Same
7. Event Sponsor (organization putting on event): Union Bank, 47 Park Street, Stowe, Village. (802) 253-6600.
Town of Stowe
8. Property Owner (If not Sponsor): Town of Stowe

Event Description:

July 11 through August 22 from 5:00 – 8:00 p.m. (including July 4)

Wednesday July 4 from 11:00 a.m. – 3:00 p.m.

Park Street, Stowe Village

This acclaimed Thursday night stop offers local eats, live music and 30+ Vermont artisans and artists. Weekly updates on our Facebook page, Instagram and Front Porch Forum.

9. Use of Town Owned Property/Streets Requested (attached Recreation Field Use Forms):
Park Street between Main and Pond Streets + Village Green + 3 parking spots in front of Village Green for 2 food trucks.
10. Anticipated Attendance: 500+ weekly

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>

11. Number of Staff/Volunteers that will be in attendance: _3pp from Stowe Vibrancy each week
12. If food and/or beverage is to be provided, please describe: We have 4 full-time fresh food vendors: Stowe Carbecue, Caja Madera taco truck, JJ's Maple Popcorn and Cotton Candy and Mediterranean Mix Kitchen. Additionally, we have 2 part-time vendors: Green Mountain Nutrition, Stiff Peaks Macarons. All fresh food vendors have provided notice of their Food Safety Certifications and Food Service Licensing. Additionally, we will have 3 distilleries (Caledonia Spirits and Smugglers Notch). These vendors have liquor permits through the VDL and Stowe Town Clerk. Finally, we have a few specialty food providers like Purely Patrick and Vermont Maple Soda, and possibly PattiCakes Stowe, who do packaged foods or non-alcoholic beverages.

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

13. 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. We will provide updated email from from Chief Don Hull explaining how SPD will provide No Parking Signs and Cones on loan to Stowe Vibrancy for the duration of the event. Stowe Vibrancy has reached out to Chief Brinkman with EMS to confirm that, as with previous years of Art on Park, no EMS service is required at our event.
14. Attach site plan indicating event location/layout, state and local highways, entrances/exits, traffic flow patterns, parking and surrounding land uses. See attached
15. Will there be any form of amplified entertainment (i.e. music) at the event? Live music as listed above, located in a 10 x 10 pop-up tent on the Village Green

If yes, describe and mark location on site plan: See attached
16. 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. Weekly sandwich board signs on the bottom of Park/Pond Streets, on the top of Park Street at Main Street, and at the corner of Routes 100 and 108.

17. 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. Stowe Vibrancy will provide TULIP COI for this event series.

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

19.



Aimee Green
Signature

Aimee Green
Printed Name of Applicant

06.17.2019
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: _____

Department Head Review: _____

Police & EMS Forms Received: _____

Selectboard Review on _____ Application has been approved denied

Conditions of approval by the

selectboard: _____

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

11. Anticipated Attendance: 500-900 per day

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: _____

13. If food and/or beverage is to be provided, please describe: Tacos, Grill station, Beer-line garden, ice cream, pizza, kettle corn.

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: _____

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.

