

Agenda Summary

February 14, 2024

Agenda Item No. B-2

Special Event Permit Application

Summary: The Town of Stowe has received Special Event Permit Applications for the following event. This is a new one-time event.

Trapp Family Lodge Solar Viewing Event: Sunday, April 8, 2024, 10:00am – 3:00pm. This event is sponsored by the Trapp Family Lodge and will take place at the Trapp Family Lodge Concert Meadow. The purpose is to view the total solar eclipse that will take place in April. This is a ticketed event with a maximum attendance of 1,200. Food and drinks will be served inside the Lodge, not outside. There will be limited live music, according to an email (attached) from Bob Schwartz. Overflow parking will be located at the Bierhall, and signage will be placed to prevent parking along public roads. SPD will attempt to provide the signage. Chief Hull has determined that police are not required for this event.

Completed application is attached.

Town Plan Impact: N/A

Fiscal Impact: N/A

Recommendation: Move to approve the Special Event Application with the understanding that there will be no parking along public roads.



Town of Stowe Special Event Permit Application

1. Name of Event: Trapp Family Lodge Solar Viewing Event.

2. Date(s) of Event: April 8, 2024

3. Location of Event: Trapp Family Lodge Concert Meadow

4. Hours of Event: 10am - 3pm

5. Event Organizer (Contact person): Trapp Family Lodge.

<u>700 Trapp Hill Road</u>	<u>802-253-5769</u>	<u>BSchwartz@TrappFamily.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: _____

7. Event Sponsor (organization putting on event): Trapp Family Lodge.

<u>Same as above.</u>		
Address	Phone Number	Email Address

8. Property Owner (If not Sponsor): _____

Address	Phone Number	Email Address
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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: Solar Viewing event on the grounds of Trapp Family Lodge.

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

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

Would like signage for roads from police about parking along roads
Not

11. Anticipated Attendance: 1,200 max - overflow parking at Bierhall
(with lodge, guest house + villa guests)

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: 20

13. If food and/or beverage is to be provided, please describe: We are planning a cocktail
party in the lodge, not outside.

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.

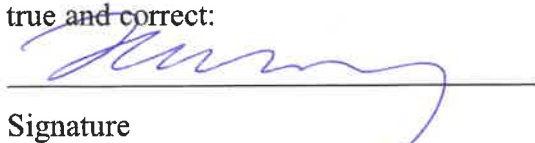
16. Will there be any form of amplified entertainment (i.e. music) at the event? No

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.

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

Robert Schwartz
Printed Name of Applicant

12-11-23
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: _____

Stowe Police Department

Special Event and Traffic Detail Agreement

Name of Event: Trapp Family Lodge Solar Viewing Event

Date(s) of Event: Monday, April 8, 2024

Location(s) of Event: Trapp Family Lodge Concert Meadow

Contact Person: Bob Schwartz

Billing Address: _____

E-mail (To Send Invoice): _____

Telephone Number(s): 802-253-5769

Police Coverage Detailed:

<u>Date</u>	<u># Officers</u>	<u>Yes/ No</u> <u>Vehicle</u>	<u>Additional Details</u>
<u>Additional Information / Requirements:</u>			

No Police Services/Officers Required For This Event.

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

02/02/2024

Date

From: [Bob Schwartz](#)
To: [Will Fricke](#)
Cc: [Bob Stafford](#)
Subject: RE: [EXTERNAL] Trapp Family Lodge - Event Application
Date: Tuesday, February 6, 2024 11:28:00 AM
Attachments: [image002.png](#)

You don't often get email from bschwartz@trappfamily.com. [Learn why this is important](#)

Sounds good, thanks! I'll speak with Bob and we'll let you know if he can make the meeting.

Bob Schwartz, Director of Marketing & Sales

Trapp Family Lodge www.trappfamily.com

By the Family that Inspired "The Sound of Music"

802-253-5769



From: Will Fricke <wfricke@stowevt.gov>
Sent: Tuesday, February 6, 2024 11:20 AM
To: Bob Schwartz <bschwartz@trappfamily.com>
Cc: Bob Stafford <bstafford@trappfamily.com>
Subject: RE: [EXTERNAL] Trapp Family Lodge - Event Application

Got it, I think any questions they might have will center around parking/signage.

The application doesn't need to be amended; I think it's good to go. Any additional details I can provide to them in an agenda item summary in the meeting materials.

Will

From: Bob Schwartz <bschwartz@trappfamily.com>
Sent: Tuesday, February 6, 2024 11:16 AM
To: Will Fricke <wfricke@stowevt.gov>
Cc: Bob Stafford <bstafford@trappfamily.com>
Subject: RE: [EXTERNAL] Trapp Family Lodge - Event Application

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Thanks Will!

Bob Stafford may be able to answer questions on the event for the selectboard while I am out of the country. He is helping coordinate the event so should have the answers as well. We are most likely going to have live music after all for the event, after discussing this yesterday out on the concert stage but it will not be a huge production. Maybe be a few players. We are still working out these details. Let me know if I need to adjust the application on my end as I know we said we would not have music originally.

Thanks!
Bob

Bob Schwartz, Director of Marketing & Sales

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802-253-5769

Trapp Family Lodge

From: Will Fricke <wfricke@stowevt.gov>

Sent: Tuesday, February 6, 2024 9:06 AM

To: Bob Schwartz <bschwartz@trappfamily.com>

Subject: RE: [EXTERNAL] Trapp Family Lodge - Event Application

Hi Bob,

We've moved the Solar Viewing event to the new business section of the agenda because it is a new event, so it will be discussed by the Selectboard in open session (That agenda shuffle is unrelated to my questions below, just a coincidence on the timing).

Chief Hull will also be there to discuss solar eclipse planning in general, but I expect the Selectboard will have at least some questions about your event.

Thanks,



Will Fricke

Assistant Town Manager

67 Main Street, PO Box 730

Stowe, VT 05672

(802) 253-7350 ext. 2221

townofstowevt.org

From: Bob Schwartz <bschwartz@trappfamily.com>

Sent: Tuesday, February 6, 2024 8:36 AM

To: Will Fricke <wfricke@stowevt.gov>

Subject: Re: [EXTERNAL] Trapp Family Lodge - Event Application

Correct!

Sent from my iPhone

On Feb 6, 2024, at 8:33 AM, Will Fricke <wfricke@stowevt.gov> wrote:

Got it, and that number of tickets will be set at 1200, correct?

Will

From: Bob Schwartz <bschwartz@trappfamily.com>
Sent: Tuesday, February 6, 2024 8:28 AM
To: Will Fricke <wfricke@stowevt.gov>
Subject: Re: [EXTERNAL] Trapp Family Lodge - Event Application

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It is. To keep numbers under control.

Sent from my iPhone

On Feb 6, 2024, at 7:58 AM, Will Fricke <wfricke@stowevt.gov> wrote:

Hi Bob,

Is this a ticketed event?

Thanks!

<image002.png>

Will Fricke

Assistant Town Manager
67 Main Street, PO Box 730
Stowe, VT 05672
(802) 253-7350 ext. 2221
townofstowevt.org

From: Bob Schwartz <bschwartz@trappfamily.com>
Sent: Friday, February 2, 2024 1:42 PM
To: Will Fricke <wfricke@stowevt.gov>

Subject: RE: [EXTERNAL] Trapp Family Lodge - Event Application

Thanks!

Bob Schwartz, Director of Marketing & Sales

Trapp Family Lodge www.trappfamily.com

By the Family that Inspired "The Sound of Music"

802-253-5769

<image003.jpg>

From: Will Fricke <wfricke@stowevt.gov>

Sent: Friday, February 2, 2024 1:42 PM

To: Bob Schwartz <bschwartz@trappfamily.com>

Subject: RE: [EXTERNAL] Trapp Family Lodge - Event Application

Relevant portion of meeting will begin at 5:30 ET.

Join the meeting in person, online or on the phone

Zoom Link: <https://us02web.zoom.us/j/81897824430>

Call in numbers: 1-646-876-9923 Meeting ID: 818 9782 4430

<image002.png>

Will Fricke

Assistant Town Manager

67 Main Street, PO Box 730

Stowe, VT 05672

(802) 253-7350 ext. 2221

townofstowevt.org

From: Bob Schwartz <bschwartz@trappfamily.com>

Sent: Friday, February 2, 2024 1:40 PM

To: Will Fricke <wfricke@stowevt.gov>

Subject: RE: [EXTERNAL] Trapp Family Lodge - Event Application

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Thanks!

Bob Schwartz, Director of Marketing & Sales

Trapp Family Lodge www.trappfamily.com

By the Family that Inspired "The Sound of Music"
802-253-5769
<image003.jpg>

From: Will Fricke <wfricke@stowevt.gov>
Sent: Friday, February 2, 2024 1:40 PM
To: Bob Schwartz <bschwartz@trappfamily.com>
Subject: RE: [EXTERNAL] Trapp Family Lodge - Event Application

Sure thing. If you're not able to make it and they do have questions, I'll email them to you immediately during the meeting.

Will

From: Bob Schwartz <bschwartz@trappfamily.com>
Sent: Friday, February 2, 2024 1:39 PM
To: Will Fricke <wfricke@stowevt.gov>
Subject: RE: [EXTERNAL] Trapp Family Lodge - Event Application

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Hi Will,

I will be out of the country that week so not sure if I can make the call but if you can send me the zoom info I can try and see if I will have wifi available to make it.

Thanks,
Bob

Bob Schwartz, Director of Marketing & Sales
Trapp Family Lodge www.trappfamily.com
By the Family that Inspired "The Sound of Music"
802-253-5769
<image003.jpg>

From: Will Fricke <wfricke@stowevt.gov>
Sent: Friday, February 2, 2024 1:33 PM
To: Bob Schwartz <bschwartz@trappfamily.com>
Subject: RE: [EXTERNAL] Trapp Family Lodge - Event Application

Hi Bob,

Thank you very much. I should have it on the 2/14 selectboard agenda. They could have questions so feel free to pop in on Zoom or in person just in case.

<image002.png>

Will Fricke

Assistant Town Manager
67 Main Street, PO Box 730
Stowe, VT 05672
(802) 253-7350 ext. 2221
townofstowevt.org

From: Bob Schwartz <bschwartz@trappfamily.com>
Sent: Friday, February 2, 2024 1:25 PM
To: Will Fricke <wfricke@stowevt.gov>
Subject: [EXTERNAL] Trapp Family Lodge - Event Application

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Hi Will,

Wanted to send you our event application for the solar eclipse viewing up here on April 8th. Please let me know if you have any questions. I met with chief Hull about a traffic plan as well with signage supplied by the police dept about no parking on the side of the road heading up Luce Hill Road and Trapp Hill Road as well.

Let me know if you have any questions.

Thanks,
Bob

Bob Schwartz, Director of Marketing & Sales
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<image003.jpg>



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