

Agenda Summary
March 13, 2024

Agenda Item No. B-6
Special Event Application – 100 on 100 Relay

Summary: The Town of Stowe has received the following Special Event Application:

Vermont 100 on 100 Relay: This is a recurring road race that begins at Trapp Family Lodge and ends at Okemo Mountain Resort in Ludlow. The Course is primarily along Route 100, with an anticipated 100-115 teams, who will each have one runner on the course at a time. A police agreement is in place for traffic control at Moscow Road/Route 100 intersection.

Saturday, August 10, 2024, 4:00 AM – 11:30 AM

Town Plan Impact: N/A

Fiscal Impact: N/A

Recommendation: Move to approve the Special Event Application as submitted.



Town of Stowe

Special Event Permit Application

- 1. Name of Event: Vermont 100on100 Relay
- 2. Date(s) of Event: Saturday, August 10th, 2024
- 3. Location of Event: Trapp Family Lodge Bierhall
- 4. Hours of Event: 4:00 AM - 11:30 AM (setup begins at 4:00 AM. Race will be starting at 4:30 AM)

- 5. Event Organizer (Contact person): Ventures Endurance

51 Dynamic Drive, Unit #3 Scarborough, ME 04074	860-921-6945 207-210-8655	edolecki@venturesendurance.com eboucher@venturesendurance.com
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 Erik Boucher will be on-site on the day of the event.

- 7. Event Sponsor (organization putting on event): Ventures Endurance

51 Dynamic Drive, Unit #3 Scarborough, ME 04074	860-921-6945 207-210-8655	edolecki@venturesendurance.com eboucher@venturesendurance.com
Address	Phone Number	Email Address

- 8. Property Owner (If not Sponsor): Trapp Family Lodge Bierhall

133 Luce Hill Road Stowe VT 05672	802-253-5750	lstagnitti@trappfamily.com
Address	Phone Number	Email Address

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: This will be the 18th runner of the Vermont 100on100 Relay, an event that starts at the Trapp Family Lodge in Stowe and finishes at Okemo Mountain Resort in Ludlow. In Ludlow. The course is primarily along Route 100. As a relay, each team (2-6) runners have only one member on the course at a time. We expect between 100-115 teams at the event.

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

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

Road use only - Trapp hill road to Moscow Road to Vermont Route 100 South. Transition Area #1

will be at the Stowe Electric which we are currently in communication with to use again for the 2024 event.

11. Anticipated Attendance: 450

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: 15

13. If food and/or beverage is to be provided, please describe: Coffee and water will be provided at the start of the race for participants. No vendors or food trucks will be used.

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? Race Announcer - PA System

If yes, describe and mark location on site plan: Trapp Family Lodge Bierhall Area

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:

<i>Evan Dolecki</i>	Evan Dolecki	02/14/2024
Signature	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: _____ 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 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
- Festivals, concerts, trade shows
- Sporting events
- Fundraising events
- Any other special event deemed appropriate by the Police Department
- Walks, runs, bicycle rides
- Road construction, utility work
- Facility security, money escorts

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

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.

ECD 2/28/2024

Initial / Date

Stowe Police Department

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:

\$78.00 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

ECD 2/28/2024

Initial / Date

Stowe Police Department

Special Event and Traffic Detail Agreement

Name of Event: Vermont 100 On 100 Relay

Date(s) of Event: Saturday, August 10, 2024

Location(s) of Event: Trapp Family Lodge, Moscow Road, VT100

Contact Person: Evan Dolecki

Billing Address: 51 Dynamic Drive, Unit #3, Scarborough, ME 04074

E-mail (To Send Invoice): edolecki@venturesendurance.com

Telephone Number(s): 860-921-6945

Police Coverage Detailed:

<u>Date</u>	<u># Officers</u>	<u>Vehicle</u>	<u>Additional Details</u>
08/10/24	1	Yes	Officer Hours: 6:00am until event is completed

Additional Information / Requirements:

Officer will be at Moscow Road and VT100.

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.

Evan Dolecki

Print Name

Evan Dolecki

Signature

2/28/2024

Date



Signed: Chief of Police

02/28/2024

Date

From: [Scott Brinkman](#)
To: [Will Fricke](#); [Dolecki, Evan](#)
Subject: RE: [EXTERNAL] RE: 100 on 100
Date: Thursday, March 7, 2024 9:28:19 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

The 100 on 100 event scheduled for 2024 does not require EMS Special Event Coverage. The plan for requesting medical assistance should be to “Call 911.”

Thank you,

Scott

From: Will Fricke <wfricke@stowevt.gov>
Sent: Thursday, March 7, 2024 9:06 AM
To: Scott Brinkman <sbrinkman@stowevt.gov>
Subject: FW: [EXTERNAL] RE: 100 on 100

Hi Scott,

I believe this one is waiting on your response as well. Thanks!

Will

From: Dolecki, Evan <edolecki@venturesendurance.com>
Sent: Wednesday, February 28, 2024 1:35 PM
To: Will Fricke <wfricke@stowevt.gov>
Subject: RE: [EXTERNAL] RE: 100 on 100

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

Hi Will,

Please find attached the Stowe police agreement for the 100on100 Relay. I am still waiting on a response from Chief Brinkman and will forward along once I receive.

Thanks.



Evan Dolecki
Event Operations Manager, New England
Ventures Endurance
edolecki@venturesendurance.com | [860-921-6945](tel:860-921-6945) | VenturesEndurance.com

From: Will Fricke <wfricke@stowevt.gov>
Sent: Friday, February 23, 2024 10:31 AM
To: Dolecki, Evan <edolecki@venturesendurance.com>
Subject: RE: [EXTERNAL] RE: 100 on 100

Hi Evan,

I need the response from the Chiefs before sending it to the Selectboard. The deadline for the 2/28 meeting is today, but it's already a pretty full docket anyways. They meet every 2nd and 4th Wednesday; there's no rush on your event I think. The next meeting will be 3/14 (3/8 deadline for materials).



Will Fricke

Assistant Town Manager
67 Main Street, PO Box 730
Stowe, VT 05672
(802) 253-7350 ext. 2221
(802) 253-2564
townofstowevt.org

From: Dolecki, Evan <edolecki@venturesendurance.com>
Sent: Friday, February 23, 2024 10:27 AM
To: Will Fricke <wfricke@stowevt.gov>
Subject: [EXTERNAL] RE: 100 on 100

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

Hi Will,

I hope all is well. I wanted to check in and make sure you received our permit application. I am still waiting on a response from Chief Hull and Chief Brinkman.

Will the permit go in front of the selectboard soon or will I need to receive a response from Chief Hull and Chief Brinkman first?

Thanks!



Evan Dolecki
Event Operations Manager, New England

Ventures Endurance

edolecki@venturesendurance.com | [860-921-6945](tel:860-921-6945) | VenturesEndurance.com



USA TODAY NETWORK

From: Dolecki, Evan
Sent: Friday, February 16, 2024 10:13 AM
To: Will Fricke <wfricke@stowevt.gov>
Subject: RE: 100 on 100

Hi Will,

Attached is the special event permit. I was waiting responses from police and EMS before submitting, but I can forward those along once I receive if that works.

Our insurance will renew in March for the year and I will send along an updated COI once I have it.

Let me know if you need anything else.

Thanks!



Evan Dolecki
Event Operations Manager, New England

Ventures Endurance

edolecki@venturesendurance.com | [860-921-6945](tel:860-921-6945) | VenturesEndurance.com



USA TODAY NETWORK

From: Will Fricke <wfricke@stowevt.gov>
Sent: Friday, February 16, 2024 9:30 AM
To: Dolecki, Evan <edolecki@venturesendurance.com>
Cc: edolecki@gmail.com
Subject: 100 on 100
Importance: High

Hi Evan,

The Town of Stowe received payment for what we believe is the event permit for the 100 on 100 this August, but we have not received the event application. Please send the event application

to me as soon as possible. Thank you.

Will



Will Fricke

Assistant Town Manager
67 Main Street, PO Box 730
Stowe, VT 05672
(802) 253-7350 ext. 2221
(802) 253-2564
townofstowevt.org

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Scott Brinkman
Chief
Stowe Department of EMS

- Office: 802 253 9060 +2139
- Email: sbrinkman@stowevt.gov

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Scott Brinkman sbrinkman@stowevt.gov
Chief
Stowe Department of EMS

- Office: 802 253 9060 +2139
- Email: sbrinkman@stowevt.gov

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