

Agenda Summary
March 27, 2024

Item A-2
Special Event Application – Vermont 10 Miler

Summary: Sunday, November 3, 2024, 9:00am – 12:30pm. This is a 10 mile road race starting on Mayo Farm Road and ending at the Mayo Events Field. Water and snacks are provided at the start and finish area (Mayo Farm), along with a DJ. A police agreement is in place for traffic control along the route. They expect approximately 1,300 participants.

The completed application is attached, along with a map of the route.

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 10 Miler
2. Date(s) of Event: Sunday, November 3, 2024
3. Location of Event: Mayo Farm Event Fields - Parking/ Finish Area
4. Hours of Event: 9:00AM (Race start) - 12:30PM (Last expected runner)
5. Event Organizer (Contact person): Claire Akin, Matt Gray

87 Col. Chris. Greene Rd, Portsmouth, RI 02871 - 401-266-8992 - claire@graymattermarketing.com

Address	Phone Number	Email Address
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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): Gray Matter Marketing

87 Col. Chris. Greene Rd, Portsmouth, RI 02871 - 401-318-2991 - matt@graymattermarketing.com

Address	Phone Number	Email Address
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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: A 10 miler road race starting on Mayo Farm Rd and ending in the Mayo Farm Even
This will be the 4th running of the event.

A portion of the proceeds will go to the Stowe Land Trust

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

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

Mayo Farm Rd, W Hill Rd, Percy Hill Rd, Edson Hill Rd, Mountain Road, Stowe Rec Path

*Please see attached route.

11. Anticipated Attendance: 1300 participants

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 staff - 50 volunteers

13. If food and/or beverage is to be provided, please describe: Free water and snacks provided to all runners at the finish area

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: A DJ at the start/finish at Mayo Farm Event Fields

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:

Madelen Claire Akin

M. Claire Akin

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: WF

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: _____



Athletic Fields & Facilities Form 2: Application

Town of Stowe
Parks & Recreation
PO Box 730
336 Park Street
Stowe, VT 05672

Organization: Gray Matter Marketing Resident Non-Resident | Non-Profit Profit

Name of Event: Vermont 10 Miler

Contact Person: Claire Akin Email: claire@graymattermarketing.com

Phone: 401-266-8992 Fax:

Billing Address:

FIELD/FACILITY INFORMATION

Facility Requested:

- Mayo Events Field A B C
- Polo Field
- Moscow Field
- Memorial Park
- David Gale Recreation Center
- Memorial Park Tennis Courts

Description of Use: the registration and finish area for the Vermont 10 Miler (course map included)

Anticipated number of people in attendance: 1300

Proof of Liability Insurance: Enclosed Will be mailed separately None (waiver required)
with Town of Stowe listed as the additional insured

Event Type:

- Small Event (less than 300 attendees)
- Youth Based Sports & Athletic Activities
- Adult Based Sports & Athletic Activities
- Sport Camps & Special Activities
- One-time Athletic Use
- Other: _____
- Large Event (300 people or more)
- Special Event Permit attached (See additional requirements on Form 1)

RESERVATION

Calendar or schedule attached -OR- List specific dates and times:

Day(s) of the week	Date(s) (month and day, including set-up and break-down dates)	Time(s) (including time for set-up and break-down)	Use(s) (i.e. game, practice, set-up, break-down, main event etc.)
Friday	11/1	12pm	toilets and dumpsters delivered
Saturday	11/2	10am-3pm	set up finish area, drop off water
Sunday	11/3	7am-2pm	race day - set up and break down

List any date exceptions to block reservations:

Additional services needed:

- Electric
- Water
- Field Lining * Field lining or marking requests must be made at least two weeks prior to the event.

Other Comments:

I have read and understand Stowe Parks & Recreation Field and Facility Forms and understand my responsibilities as outlined in Forms 1, 2 and 3. I understand that payment for use must be made in advance and that I will be invoiced separately for additional clean-up and repair costs related to any damage to the facility during my reservation.

Signature: Madeleine Clark Print: M. Claire Akin Date: _____



Athletic Fields & Facilities

Form 3: Rates

Town of Stowe
Parks & Recreation
PO Box 730
336 Park Street
Stowe, VT 05672

FACILITIES

DAVID GALE RECREATION CENTER

- \$75 full day
- \$50 half day, for a maximum of four hours

FIELDS

LARGE EVENT (Over 300 in Attendance as per *Mayo Farm Plan*)

- \$1,500 /day/ field of the event for the Event Field itself
- \$250 /day for each auxiliary field when it is used e.g. (parking)
- \$250 /day during set up and tear down time for any field occupied that cannot be used for other activities
- Plus any cleanup costs and repair of damages to the facility
- The possible costs of having an employee of the Town of Stowe on site to facilitate needs
- The rate of \$40 / hr. may be charged if deemed necessary and agreed upon in advance of the event
- **Non-profit organizations/events 25% discount**

SMALL EVENT (Less than 300 in attendance)

- \$500 /day/ field
- \$250 /day for each auxiliary field when it is used e.g. (parking)
- \$250 /day during set up and tear down time for any field occupied that cannot be used for other activities
- Plus any cleanup costs and repair of damages to the facility
- The possible costs of having an employee of the Town of Stowe on site to facilitate needs
- The rate of \$40 / hr. may be charged if deemed necessary and agreed upon in advance of the event
- **Non-profit organization/events 25% discount**

YOUTH BASED SPORTS & ATHLETIC ACTIVITIES

- No rental fee to Stowe youth activities
- \$300 fee for costs related to field care for the entire season
- Plus any cost from resultant damages

ADULT BASED SPORTS & ATHLETIC ACTIVITIES

- \$350 fee for the costs related to field care for the entire season
- Plus a \$35/ time of usage fee up to ½ day.
- Tournaments and Jamborees of greater duration will be considered Small Events as stated above
- Plus any costs from resultant damages

SPORTS CAMPS & SPECIAL ACTIVITIES

- \$100 / day / field at the High School, Polo fields, and all others
- \$100/ day for fields at the Mayo Farm A, B, or C
- Plus any costs from resultant damages

ONE-TIME ATHLETIC USE

- \$35 / use, for a maximum of four hours
- Plus any costs from resultant damages

FIELD LINING/ MARKING

Fees for field lining or marking are in addition to rental fees. Requests must be made at least two weeks prior to the event date. Approximate fee per marking \$150-\$175



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.



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



Initial / Date

Stowe Police Department

Special Event and Traffic Detail Agreement

Name of Event: Vermont 10 - Miler

Date(s) of Event: Sunday, November 3, 2024

Location(s) of Event: Events Fields, Mayo Farm Road, West Hill Road, Percy Hill Road, Weeks Hill Road, Edson Hill Road, Mountain Road (VT108), Stowe Rec Path

Contact Person: Claire Akin

Billing Address: 87 Col. Christopher Greene Rd, Portsmouth, RI 02871

E-mail (To Send Invoice): claire@graymattermarketing.com, info@raggedislandbrewing.com

Telephone Number(s): 401-266-8992

Police Coverage Detailed:

<u>11/03/24</u>	<u>6</u>	<u>Yes (5)</u>	<u>Officer Hours: 8:00am – 2:00pm or end of event</u>
Date	# Officers	Vehicle	Additional Details

Additional Information / Requirements:

Organizer must provide a copy of State Highway permit for VT108.

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.

Claire Akin

Print Name

Madeira Oliveira

Signature

03/21/2024

Date

[Signature]

Signed: Chief of Police

03/18/2024

Date

