

Agenda Summary
April 10, 2024

Item A-6
Special Event Application – British Invasion

Summary: The British Invasion has applied to host their annual event from Friday, September 20 – Sunday, September 22, 2024, with setup and field marking taking place on Thursday, September 19. They expect 1,200 attendees. They plan to have outside food vendors, and plan to have beer and wine available if they can find a licensed vendor.

Schedule:

Thursday, September 19: Setup and mark show fields, 9:00am – 6:00pm

Friday, September 20: Setup, 9:00am – 12:00pm // Registration and reception: 12:00pm – 6:00pm

Saturday, September 21: Main Event, 8:00am – 5:00pm

Sunday, September 22: Closing event and take down, 8:00am – 3:30pm

Special event application and police agreement are attached.

Please find included a memo from Police Chief Don Hull where he states, in part, "Over the past couple of years, the British invasion organizer has not paid the invoice for police services in a timely manner. The Police Agreement stipulates that payment for police services must be paid in 30 days." He recommends the permit for the British Invasion stipulates as a condition of the permit that payment of fifty percent (50%) of fees be paid at least thirty (30) days prior to the start of the event.

30 days prior to the event is August 20, 2024.

The Parks and Recreation Department requires that field fees are paid in advance for all events.

Town Plan Impact: N/A

Fiscal Impact: N/A

Recommendation: Move to approve the British Invasion special event permit application with the condition that 50% of the fees for services from the Stowe Police Department are paid for by August 20, 2024, with the remainder paid with 30 days of the receipt of the final invoice.

Town of Stowe

Special Event Permit Application



Subject to Revision - & Amendment

1. Name of Event: BRITISH INVASION

2. Date(s) of Event: SEPTEMBER 19th - 22nd 2024

3. Location of Event: STOWE SPECIAL EVENTS FIELD

4. Hours of Event: FRIDAY 12:00 Noon to 6:00 PM REGISTRATION / SAFARI 8 to 5:00 PM MAIN EVENT / SUNDAY 8 to 3:30 Field event

5. Event Organizer (Contact person): Michael F. Gaetano

481 Wire Rd, Wells, ME 04090 508-395-6663 m.gaetano@britishinvasion.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:

7. Event Sponsor (organization putting on event): BRITISH INVASION, INC

481 Wire Rd. Wells, ME 04090 508-395-6663 m.gaetano@britishinvasion.com
Address Phone Number Email Address
www.BritishInvasion.com

8. Property Owner (If not Sponsor):

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: BRITISH MOTORCAR SHOW & Lifestyle Event

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

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

As in prior years

11. Anticipated Attendance: 1,200

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: 35

13. If food and/or beverage is to be provided, please describe: outside food vendors

"IF" we can find a sponsor a licensed server to pull a permit we will sell beer & wine. As in prior years

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: 4 Sound towers as in past years

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

Michael F. Gaetano 3/6/2023
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: _____



Subject to Revision/Amendment

Athletic Fields & Facilities Form 2: Application

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

Organization: British Invasion, Inc. Resident Non-Resident | Non-Profit Profit

Name of Event: British Invasion

Contact Person: Michael Gaetano **Email:** mgaetano@britishinvasion.com

Phone: 508-395-6663 **Fax:**

Billing Address:

FIELD/FACILITY INFORMATION

Facility Requested:

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

Description of Use:
As in past years we will present the British Invasion Weekend.

Anticipated number of people in attendance: 1,800

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

RESERVATION

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

Day(s) of the week	Date(s) <small>(month and day, including set-up and break-down dates)</small>	Time(s) <small>(including time for set-up and break-down)</small>	Use(s) <small>(i.e. game, practice, set-up, break-down, main event etc.)</small>
Thursday	9-14- 2023 19-2024	9:00 AM - 6:00 PM	Set-Up & Mark Show Field
Friday	9-15- 2023 20-2024	9:00 AM - 6:00 PM	Set-Up; Registration; Reception
Saturday	9-16- 2023 21-2024	8:00 AM - 5:00 PM	Main Event
Sunday	9-17- 2023 22-2024	8:00 AM - 3:30 PM	Closing Event & Take 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:

Revised 1/09/12

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: Print: Michael F. Gaetano Date: 2-7-2024



DONALD B. HULL
Chief of Police

TEL. (802) 253-7126
FAX (802) 253-2584

350 SOUTH MAIN STREET
STOWE, VERMONT 05672

To: Charles Safford, Town Manager

From: Chief Donald Hull

Date: April 9, 2024

Over the past couple of years, the British Invasion organizer has not paid the invoice for police services in a timely manner. The Police Agreement stipulates that payment for police services must be paid in 30 days.

I and the Finance Department have had to contact the organizer advising him of the late payment and requesting the payment be made. This has also included late payments for Recreation Department Fees.

In the past, if an organizer of an event does not pay invoices in the required amount of time, we have required payment prior to the event.

Based on past history, I would recommend that if the British Invasion Special Event Permit is approved, that it stipulates as a condition of the permit, that payment of fifty percent (50%) of all fees (Police and Recreation Department) be paid at least thirty (30) days prior to the start of the event. If the organizer does not meet the stipulated requirement, the Special Event Permit will be canceled.

Any questions, please let me know.