

Agenda Summary
April 24, 2024

Item A-7

Stowe 4th of July Celebration Special Event Application

Summary: Thursday, July 4, 2024 (Rain date Friday, July 5): This is the Town of Stowe Parks and Recreation sponsored July 4th events, which include the Moscow Parade from 10:00am – 11:00am, followed by Fireworks, live music, food vendors and games from 6:00pm – 9:00pm on Mayo Field B. Setup for the Mayo Field event will begin at 10:00am.

Note that this is a separate event from the Stowe Vibrancy July 4th event that includes an early afternoon parade in the Village – application is forthcoming.

Town Plan Impact: N/A

Fiscal Impact: N/A

Recommendation: Move to approve special event application as submitted.

Town of Stowe Special Event Permit Application



1. Name of Event: _____
2. Date(s) of Event: _____
3. Location of Event: _____
4. Hours of Event: _____
5. Event Organizer (Contact person): _____

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): _____

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: _____

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

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

11. Anticipated Attendance: _____

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: _____

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? _____

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

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.

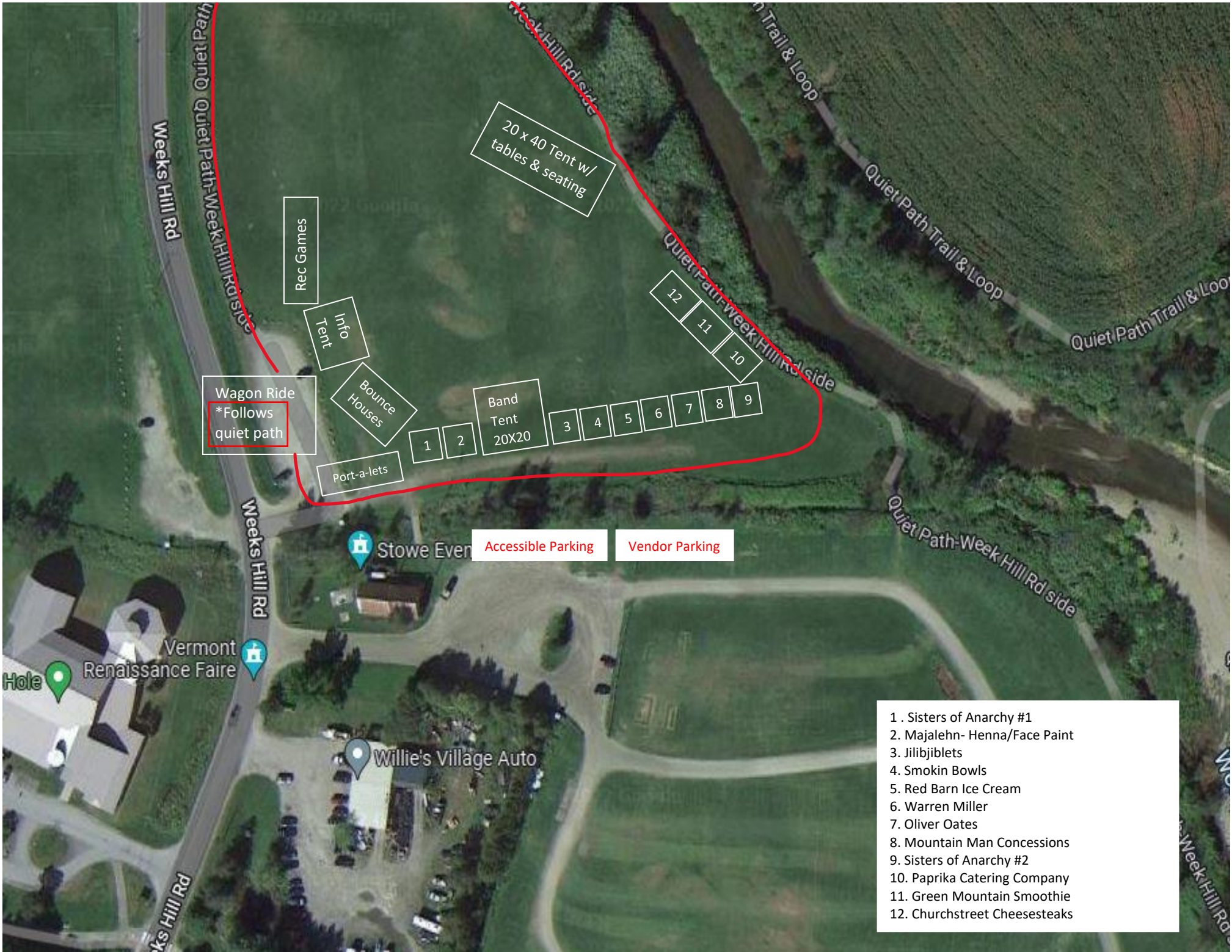
For Office Use Only

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: _____



Wagon Ride
*Follows quiet path

Rec Games

Info Tent

Bounce Houses

Port-a-lets

20 x 40 Tent w/
tables & seating

Band Tent
20X20

1 2

3 4 5 6 7 8 9

12 11 10

Accessible Parking

Vendor Parking

- 1. Sisters of Anarchy #1
- 2. Majalehn- Henna/Face Paint
- 3. Jilibjiblets
- 4. Smokin Bowls
- 5. Red Barn Ice Cream
- 6. Warren Miller
- 7. Oliver Oates
- 8. Mountain Man Concessions
- 9. Sisters of Anarchy #2
- 10. Paprika Catering Company
- 11. Green Mountain Smoothie
- 12. Churchstreet Cheesesteaks