

**Agenda Summary
February 28, 2024**

Item B-2

Special Event Application – Alchemist 20th Anniversary Celebration

Summary: The Alchemist Brewery is requesting a special event permit to hold a 20th anniversary celebration event from Friday, May 24 to Sunday, May 26, 11am – 9pm.

Live music is scheduled for the following times:

Friday, May 24:	12pm – 7pm
Saturday, May 25:	12pm – 8pm
Sunday, May 26:	12pm – 4pm

They met with Stowe Police Chief Don Hull on Thursday, April 18 to discuss parking. Their application states, “The busiest day will likely be Saturday the 25th; we’re conservatively estimating around 400 people gathered at one time, but are also anticipating up to 650. Parking will be available on a first-come, first-served basis (we have 88 parking spots). We have additional “no parking” signs to supplement the town’s signs that we place by the road for events like this. There will be 1-2 parking lot attendants directing traffic and “lot full” signs at the ready in case the lot fills up.

We also have secured overflow parking in the Gale Farm Center (the 40-ish spots behind the green medical building). We have also spoken with Stowe Motel and have permission to use their large field, which can fit up to 200 cars, although we have not committed to this option yet. We met with Chief Hull to discuss signage & cones for the road-side, should we go with the Stowe Motel option. We’re also having a discussion with Stowe Country Club about potential parking at their driving range field. If this option pans out, we will be securing a shuttle to bring people to & from the remote parking lot.

This is an “all hands on deck” weekend in terms of staffing - we plan to have around 20 people scheduled for each weekend day.”

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: Alchemist Brewery 20th Anniversary Celebration

2. Date(s) of Event: May 24-26, 2024

3. Location of Event: Alchemist Brewery, 100 Cottage Club Rd

4. Hours of Event: 11am-9pm

5. Event Organizer (Contact person): John Walsh

<u>100 Cottage Club Rd</u>	<u>802-253-6708</u>	<u>jwalsh@alchemistbeer.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): _____

Address	Phone Number	Email Address
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8. Property Owner (If not Sponsor): Jen + John Kimmich

<u>100 Cottage Club Rd</u>	<u>802-253-6708</u>	<u>info@alchemistbeer.com</u>
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: See attached document for full 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: Potentially 300, see attached document

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: Approximately 20

13. If food and/or beverage is to be provided, please describe: Warren's Food Truck, Vermont Farmstead

Grilled Cheese Vendor, Ben & Jerry's Vendor, Butterfly Bakery samples, Barr Hill Gin Sample (pending approval of their own special events permit).

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: In the patio area (see attached map)

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:

	<u>JOHN WALSH</u>	<u>3/29/24</u>
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: Y Certificate of Insurance Received: Y

Department Head Review: _____ Police & EMS Forms Received: _____

Selectboard Review on _____ Application has been approved denied

Conditions of approval by the selectboard: _____

The Alchemist Brewery is celebrating its 20th anniversary this year! We're planning to host a 3-day anniversary celebration from Friday, May 24th through Sunday, May 26th. The celebration will feature live music on all three days, with some 3rd party food vendors offering free samples and food for purchase.

Music

Live music is scheduled for the following times:

- Friday, May 24th: **12pm - 7pm** (a mix of DJs and Jazz)
- Saturday, May 25th: **12pm - 8pm** (mix of DJs, Latin music, and 80s/90s covers)
- Sunday, May 26th: **12pm-4pm** (mix of jazz and acoustic)

The live music will be on the new covered patio area (see attached site map) and it will be amplified. The retractable walls will be up (weather dependent) for people to spill out onto the lawn, provided the lawn is dry by that point. There will also be circus performers (jugglers, acrobats, aerialists, mimes, fire dancers, etc.) on Saturday the 25th.

Food & Samples

- We'll have Warren's Food Truck selling burgers, tacos, etc. and Maharaja Spice Indian Food Truck serving up biryani, samosas, naan, etc.
- Vermont Farmstead will be selling gourmet grilled cheeses.
- Ben & Jerry's will be on-site selling ice cream
- Butterfly Bakery (which makes our hot sauces) will have a space to offer free samples of sauces & jams.
- Barr Hill Gin will have a table set up to offer free samples (pending approval of their own special events permit application that they will be submitting).

Parking & Staffing

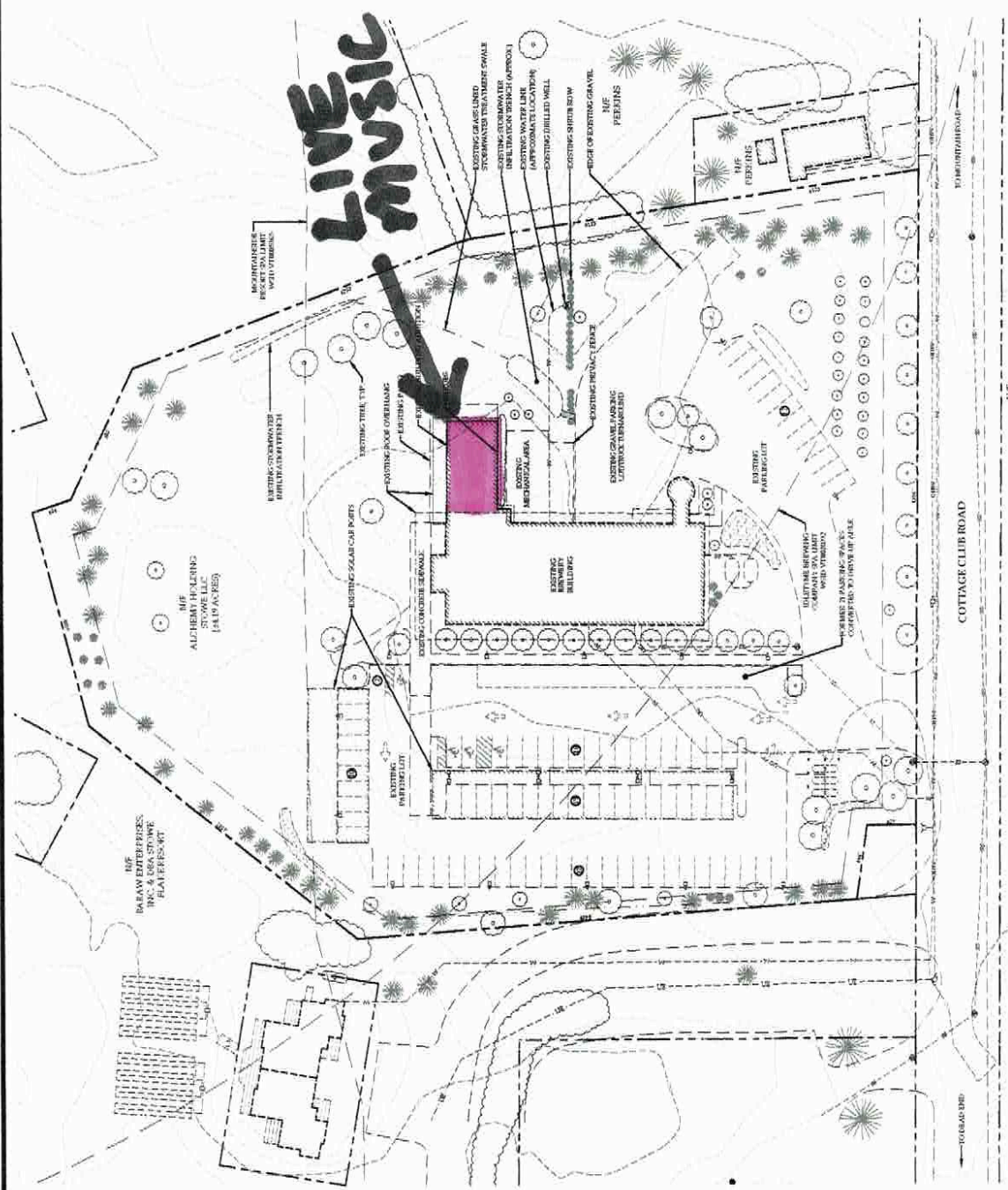
Attendance will be difficult to gauge as this is a one-time event, but with it being Memorial Day weekend we're applying for a special event permit. The busiest day will likely be Saturday the 25th; we're conservatively estimating around 400 people gathered at one time, but are also anticipating up to 650. Parking will be available on a first-come, first-served basis (we have 88 parking spots). We have additional "no parking" signs to supplement the town's signs that we place by the road for events like this. There will be 1-2 parking lot attendants directing traffic and "lot full" signs at the ready in case the lot fills up.

We also have secured overflow parking in the Gale Farm Center (the 40-ish spots behind the green medical building). We have also spoken with Stowe Motel and have permission to use their large field, which can fit up to 200 cars, although we have not committed to this option yet. We met with Chief Hull to discuss signage & cones for the road-side, should we go with the Stowe Motel option. We're also having a discussion with Stowe Country Club about potential parking at their driving range field. If this option pans out, we will be securing a shuttle to bring people to & from the remote parking lot.

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Advertising

We'll be posting on social media and taking out ads in the Stowe Reporter to advertise the celebration.



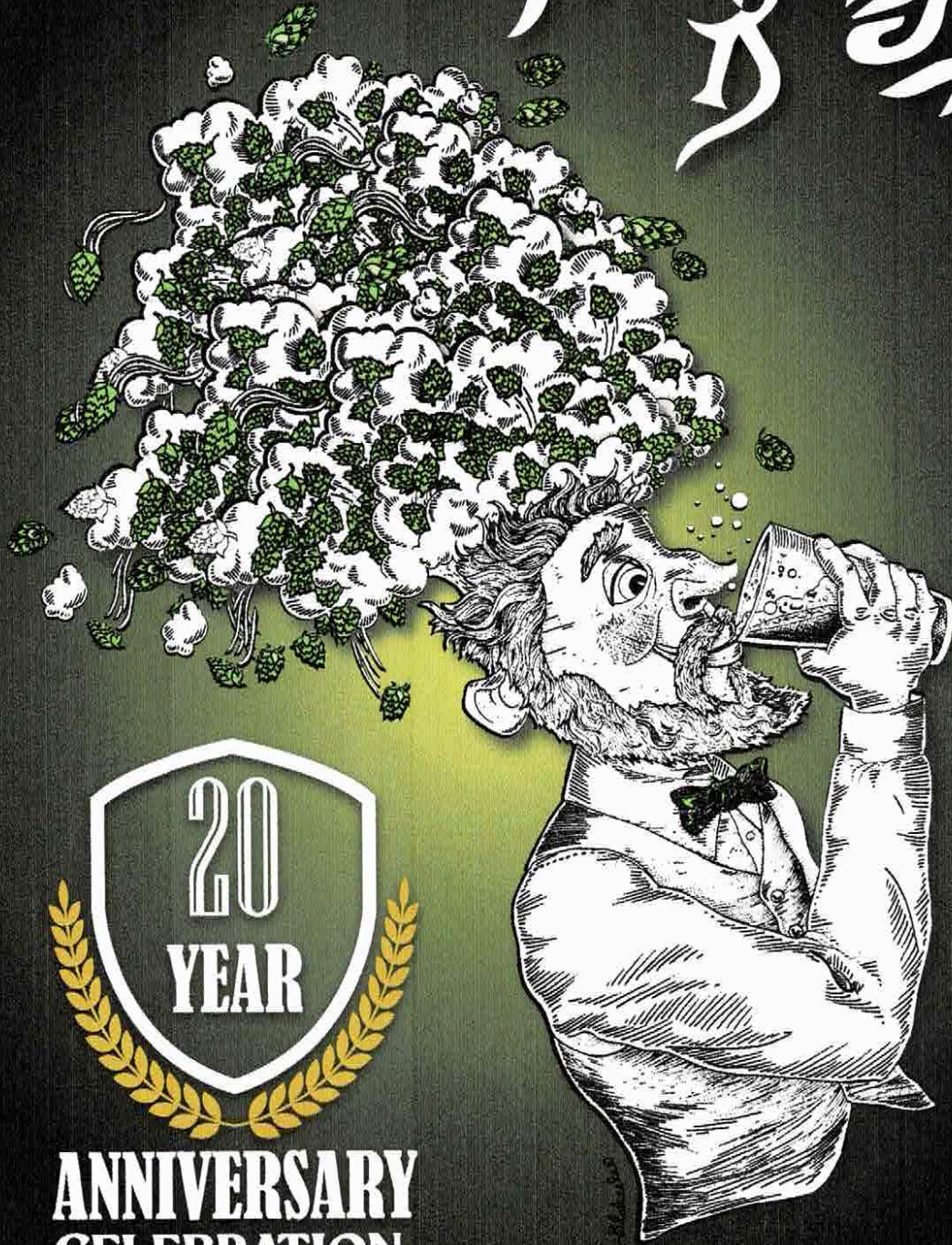
PROJECT NO.: 2007
 DRAWN BY: WATSON
 CHECKED BY: TMA
 SCALE: 1" = 30'
 DATE: REVISED
 SHEET NO. **C-2**
 2 OF 3 SHEETS

MUMLEY
 ENGINEERING, INC.
 100 WASHINGTON STREET
 STOWE, VERMONT 05672
 WWW.MUMLEYENGINEERING.COM
 CONTACT: 802.253.0000

EXISTING CONDITIONS PLAN
 THE ALCHEMIST
 100 COTTAGE CLUB ROAD
 STOWE, VERMONT

SCALE 1" = 30'
 GRAPHIC SCALE: 0 25 50 100 FEET
 NORTH ARROW

THE ALCHEMISTS &



**ANNIVERSARY
CELEBRATION**

**MAY
24 25 26**