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.	Alchemist Brewery 20th Anniversary Celebration 1. Name of Event:								
2.	Date(s) of Event: May 24-26, 2024								
	Location of Event: Alchemist Brewery, 100 Cottage Club Rd								
4. Hours of Event: 11am-9pm									
5.	Event Organizer (Contact person):								
	100 Cottage Club Rd	802-253-6708	jwalsh@alchemistbeer.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 the landowner where an event was held. If Organizer has not held similar events they should provide the 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 ev	ent:							
7.	Event Sponsor (organization putting on event):								
	Address	Phone Number	Email Address						
0	Property Owner (If not Spo	Jen + John Kimmic	ch						
٥.	100 Cottage Club Rd	802-253-6708	info@alchemistbeer.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: See	attached document	for full description.						
		11.0							
	(Please attach any promotiona	I information – schedule post	er, fiver etc.)						

10. Use of Town Owned Property/Streets Requested (attached Recreation Field Use Form	ns):				
					
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 Feed Touck, Vermen	1 Farmst				
Grilled Cheese Vendor, Ben & Terry's Vendor, Butterfly Bakery samples, Barr Hill Sample (pending approval of their own special events permit). If alcohol will be served, all vendors must have Liquor Permits filed through Vermont I	<u>Gin</u> Departmen				
of Liquor and Stowe Town Clerk (253-6133).					
4. Please contact Stowe Police Chief Donald Hull (802)253-4329 and EMS Director Sc	cott				
Brinkman (802)253-9060 to determine if coverage is required by their Department	s for you				
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 Depa	rtments,				
attach the form indicating that coverage is not required. Application is not consider	ered				
complete unless these forms are attached.					
Attach site plan indicating event location/layout, state and local highways, entrances/exi	ts, traffic				
flow patterns, parking and surrounding land uses.					
Yes Will there be any form of amplified entertainment (i.e. music) at the event?	<u> </u>				
If yes, describe and mark location on site plan: In the patio area (see attached map	o) ———				
17. The Selectboard must approve all signage for Special Events. Please include all propose	d 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 publi	c right-of				
way up to seven (7) days before the event. Attach a map that includes location of all pro	posed				
directional signage.					

- 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 O	ffice 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, firedancers, 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
 å 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

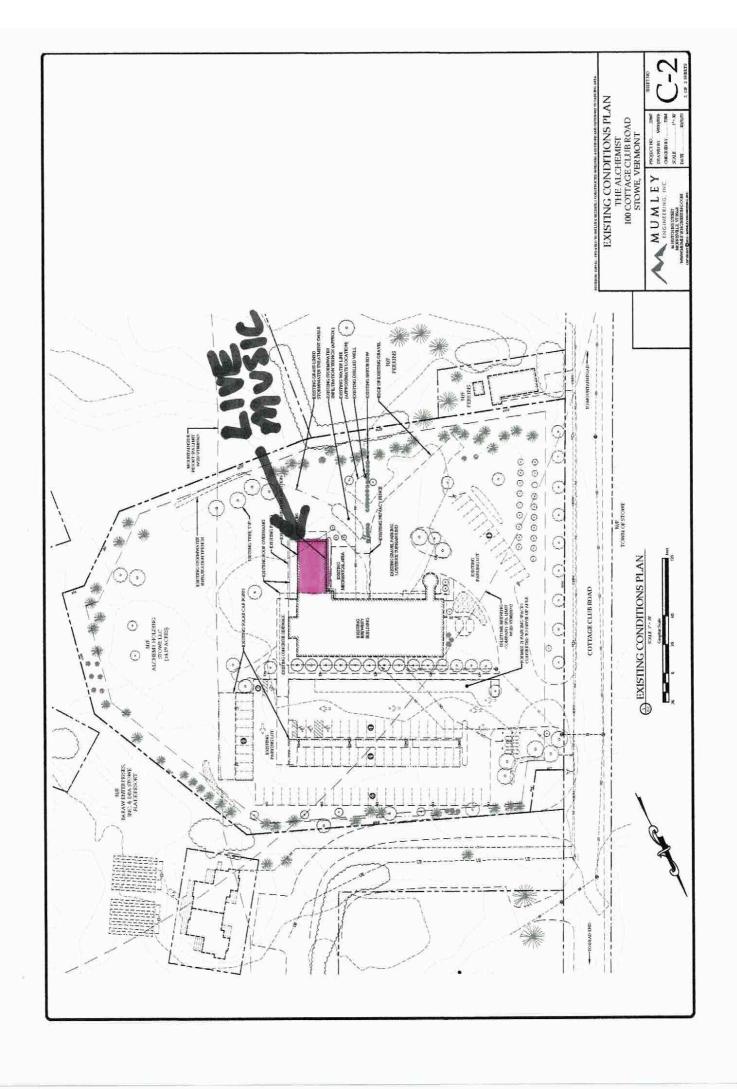
Attendance will be difficult to gauge as this is a one-time event, but with it being Memorial Day weekend we're applying for a special event permit. The busiest day will likely be Saturday the 25th; we're conservatively estimating around 400 people gathered at one time, but are also anticipating up to 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.

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

Advertising

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





CERTIFICATE OF LIABILITY INSURANCE

3/7/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DUCER tok & Boardman - STO Box 1457	ÇQ	f such endorsement(s). CONTACT Ashley Steele PHONE (A/C, No, Ext): (802) 760-4212 EMAIL: (A/C, No): EMAIL: (A/C, No):				
3ox 1457						
ve, VT 05672-1457	ADI					NAIC#
		INSURER(S) AFFORDING COVERAGE INSURER A: Frankenmuth Mutual Insurance Co.			13986	
						10000
RED		INSURER B:				
Alchemy Brewing Stowe, LLC 100 Cottage Club Road	The state of the s	INSURER C:				
Stowe, VT 05672		INSURER D:				1
		INSURER E :				
VERAGES CERTIFICATE		INSURER F: REVISION NUMBER:				
HIS IS TO CERTIFY THAT THE POLICIES OF INS IDICATED. NOTWITHSTANDING ANY REQUIREMI ERTIFICATE MAY BE ISSUED OR MAY PERTAIN, XCLUSIONS AND CONDITIONS OF SUCH POLICIES.	SURANCE LISTED BELOW HAVENT, TERM OR CONDITION OF THE INSURANCE AFFORDED LIMITS SHOWN MAY HAVE BEE	F ANY CONTRA BY THE POLIC EN REDUCED BY	CT OR OTHER IES DESCRIB PAID CLAIMS	DOCUMENT WITH RESPE	CT TO	O WHICH THIS
TYPE OF INSURANCE ADDL SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	S	4 000 000
X COMMERCIAL GENERAL LIABILITY				EACH OCCURRENCE	\$	1,000,000
CLAIMS-MADE X OCCUR	6661574	5/24/2023	5/24/2024	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	1,000,000
				MED EXP (Any one person)	\$	5,000
				PERSONAL & ADV INJURY	s	1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE	S	2,000,000
X POLICY PRO: LOC				PRODUCTS - COMP/OP AGG	s s	2,000,000
AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	s	1,000,000
ANY AUTO	6661573	5/24/2023	5/24/2024	BODILY INJURY (Per person)	s	
OWNED X SCHEDULED K HIRED ONLY X NON-SWIED				BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	s s	
	1 1				S	
X UMBRELLA LIAB X OCCUR	6661574	5/24/2023	5/24/2024	EACH OCCURRENCE	\$	7,000,000
EXCESS LIAB CLAIMS-MADE				AGGREGATE	s	7,000,000
DED X RETENTIONS 10,000				T 1 550	s	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				PER OTH- STATUTE ER		The fill of the same of the sa
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$	
(Mandatory in NH)				E.L. DISEASE - EA EMPLOYEE	\$	
If yes, describe under DESCRIPTION OF OPERATIONS below				E.L. DISEASE - POLICY LIMIT	\$	
	D 101, Additional Remarks Schedule, n					

ACORD 25 (2016/03)

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AUTHORIZED REPRESENTATIVE





ANNIVERSARY CELEBRATION

MAY 24 25 26