

**Agenda Summary**  
**May 8, 2024**

**Item A-4**  
**Special Event Application – Art on Park**

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**Summary:** This is a recurring event organized by Stowe Vibrancy. It will take place on seven Fridays: 7/12, 7/19, 7/26, 8/2, 8/9, 8/16, 8/23. They are requesting that Park Street be closed to vehicular traffic from 4:15pm – 8:00 on those days, as well as use of the Village Green.

There will be approximately 30 vendors utilizing tents along Park Street for a street fair including artisans, food vendors, and local groups. There will be music on the Village Green. They estimate 200 attendees per day. Stowe Vibrancy has reduced the number of weeks for this event from 8 weeks last year to 7 weeks this year.

**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: Art on Park
2. Date(s) of Event: July 12 - August 23 Fridays (7/12, 7/19, 7/26, 8/2, 8/9, 8/16, 8/23)
3. Location of Event: Park Street/Village Green
4. Hours of Event: 4pm - 8pm (Road closure at 4:15pm, event begins at 5pm)
5. Event Organizer (Contact person): Stowe Vibrancy - Abigail Bourgeois (802-730-3573, [abby@stowevibrancy.org](mailto:abby@stowevibrancy.org)) and Cristina Mink (802-253-1928, [cristina@stowevibrancy.org](mailto:cristina@stowevibrancy.org))

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: Abby will be onsite/available at the events.
7. Event Sponsor (organization putting on event): Stowe Vibrancy PO Box 482 Stowe, VT [abby@stowevibrancy.org](mailto:abby@stowevibrancy.org) 802-730-3573
8. Property Owner (If not Sponsor): Town of Stowe

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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: Approximately 30 vendors utilizing tents along Park Street for a street fair to artisans, food vendors, and local groups. We will be working to incorporate local art groups/non-profits to support the community. This event is supported by our sponsors, namely Union Bank, to

bring together tourists and local community members in the downtown in a festive environment.

Live music on the Village Green will be scheduled each week.

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

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

We request Park Street be closed to vehicular traffic from 4:15pm - 8pm as well as use of the Village Green.

11. Anticipated Attendance: 200 people per day

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: 3 employees/volunteers per day.

13. If food and/or beverage is to be provided, please describe: There will be approximately 4-5 food vendors, either in tents or food trucks per day.

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, one performer per evening.

If yes, describe and mark location on site plan: Music will be set up on the Village Green

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.  
Sandwich Board signs will be used in the Downtown to promote event.

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:

Abigail Bourgeois _____	Abigail Bourgeois	3/5/24
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: \_\_\_\_\_

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