

Agenda Summary
May 8, 2024

Item A-6
Special Event Application – Traditional Christmas in Stowe

Summary: This is a recurring event organized by Stowe Vibrancy. It will take place on December 6-8, Friday – Sunday. Events will begin at 3:00pm Friday and end at 3:00pm Sunday. They anticipate a peak of 500 attendees on Saturday.

A police agreement is in place for this event. Two officers will assist with directing traffic on Friday evening for the Childrens Lantern Parade, and one will assist on Saturday with wagon rides through the village.

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: Traditional Christmas in Stowe
2. Date(s) of Event: December 6, 7 & 8, 2024
3. Location of Event: Stowe Village – Village Green, SAA, Downtown Businesses, Elementary School and Cultural Campus
4. Hours of Event: 3:00pm Friday through 3pm Sunday
5. Event Organizer (Contact person): Stowe Vibrancy - Abigail Bourgeois (802-730-3573, abby@stowevibrancy.org) and Elise McKenna (202-285-5536, emckenna@hpdconsulting.com)

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.
7. Event Sponsor (organization putting on event): Stowe Vibrancy PO Box 482 Stowe, VT abby@stowevibrancy.org 802-730-3573
8. Property Owner (If not Sponsor): Town of Stowe, downtown businesses

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.) Event will be the same as previous years, with a Children’s Lantern Parade Friday evening, Saturday kicks off with

Santa arriving in the village on a tractor-pulled wagon. Wagon rides throughout the village, Holiday Bazaar at the Community Church, Play at Stowe Community Church and other events and gatherings at downtown businesses.

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

Christmas tree to be placed on Village Green, decorated by SED. Lantern Parade starts at Stowe Elementary Friday at 4:30pm, using sidewalks/crosswalks through village and ends at The Current. Santa arrives Dec 2nd on wagon driven up Park Street to Stowe Mercantile at noon, Wagon rides through village 12-3pm

11. Anticipated Attendance: 150 Friday night, 500 Saturday

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: 3-5 employees/volunteers throughout the weekend.

13. If food and/or beverage is to be provided, please describe: Friday night – donuts and cider provided at the Current; Saturday food and beverages at some businesses.

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? No

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.

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	3/1/24
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: _____



Stowe Police Department

Special Event and Traffic Detail Police Coverage

Special event and traffic detail policing assignments are applicable to a wide variety of events including private, for-profit, charitable and other sponsored functions that take place in the Town of Stowe. Police Officer(s) at special events and traffic details are used to enhance public safety, increase security and to provide traffic control.

Special event policing assignments may include, but not limited to:

- Parades
- Walks, runs, bicycle rides
- Festivals, concerts, trade shows
- Road construction, utility work
- Sporting events
- Facility security, money escorts
- Fundraising events
- Any other special event deemed appropriate by the Police Department

The Stowe Police Department will consider a number of factors to determine whether an event or assignment qualifies for special events policing. These factors will include, but not limited to:

- Public safety
- Traffic, road closures, detours
- Use of Town property or facility
- Anticipated people in attendance
- Type of event or traffic detail
- Alcoholic beverage being served
- Officer safety
- Any other factor deemed appropriate by the Police Department

All requests for special event police officer(s) will be approved by the Chief of Police. Advanced notice is required for all special events to allow for time to assess the needs for the event. The Chief of Police or his designee will work with event organizers to determine the appropriate level of police coverage and other related details. The Chief of Police may require specific signage or other related items, which the event organizer/contractor would need to supply, to aid in traffic direction and parking. The Chief of Police will have final approval on police staffing levels and finalized event plans relating to police and traffic matters.

The Chief of Police or his designee also reserves the right, at any time, to increase the police staffing levels should there be a need. The increase police officer staffing would be billed to the event.

Requests for traffic details for road construction and utility work may be requested through the Stowe Police Department. Advance notice is required for any prolonged work or work that may require road closures or detours.

Stowe Police Department

AB 4/17/24

Initial / Date

Police officers that are assigned a special event or traffic detail will coordinate their duties with the event organizer or contractor. The assigned police officers will adhere to all laws and Stowe Police Department policies and procedures.

In the case of departmental need or emergency, the Chief of Police or his designee may immediately cancel any special event or traffic detail assignment. Should this occur, you will be notified as soon as possible.

The term "Special Event Police Duty or Traffic Detail" shall mean police duty for which the Town of Stowe Police Department is reimbursed for such police service by a third party.

Rates of Pay / Fees:

\$78.00 per hour for each officer

\$19.00 per hour police vehicle usage fee (If vehicle is required)

Special Events and Traffic details are paid at a minimum of four (4) hours; any additional hours are paid for actual time worked.

Cancellation for special event policing or traffic detail must be received at least twenty-four (24) hours in advance of the scheduled start time of the event or detail. Failure to cancel the officer(s) for the event or detail prior to the designated time will result in billing for the full four (4) hours for each officer.

The Stowe Police Department will invoice the event organizer or contractor for the police services. Payment is required within thirty (30) days of receipt of invoice.

If the Stowe Police Department needs to utilize officer(s) from another agency (sheriffs or outside police department) to fill the required shifts, then the other agency will invoice the event organizer or contractor directly.

ALL EVENT ORGANIZERS MUST CONTACT STOWE POLICE DEPARTMENT PRIOR TO SUBMISSION OF THEIR TOWN SPECIAL EVENT APPLICATION FOR DETERMINATION IF POLICE COVERAGE IS REQUIRED.

ALL REQUESTS AND INFORMATION FOR POLICE COVERAGE FOR A SPECIAL EVENT OR TRAFFIC DETAIL CONTACT STOWE POLICE DEPARTMENT AT (802) 253-7126

Stowe Police Department

AB 4/17/24

Initial / Date

Special Event and Traffic Detail Agreement

Name of Event: Traditional Christmas In Stowe

Date(s) of Event: December 6-7, 2024

Location(s) of Event: Stowe Village area, Elementary School, Village Green

Contact Person: Abigail Bourgeois

Billing Address: PO Box 482, Stowe VT 05672

E-mail (To Send Invoice): Abby@stoweibrancy.org; candace@stoweibrancy.org

Telephone Number(s): 802-730-3573

Police Coverage Detailed:

<u>12/06/24</u>	<u>2</u>	<u>No</u>	<u>Officer Hours: 3:30pm – 7:30pm</u>
Date	# Officers	Vehicle	Additional Details
<u>12/07/24</u>	<u>1</u>	<u>No</u>	<u>Officer Hours: 11:00am – 3:00pm</u>
Date	# Officers	Vehicle	Additional Details

Additional Information / Requirements:

12/06/24: Officers will assist with the Lantern Parade, traffic and pedestrians.

12/07/24: Officer will assist with the event in the village area, traffic and pedestrians.

I/We, the organizer(s)/contractor, of the listed above event/detail, have read the Special Event and Traffic Detail Police Coverage information sheets and agree to the police coverage as listed above and agree to the terms of the billing requirements.

Abigail Bourgeois

Print Name

Abigail Bourgeois

Signature

4/17/24

Date

Stowe Police Department



Signed: Chief of Police

04/15/2024

Date