

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

**Item B-2**

**Special Event Application – Alchemist 20<sup>th</sup> Anniversary Celebration**

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

On April 24<sup>th</sup>, the Selectboard heard from the Alchemist and requested they come back on May 8<sup>th</sup> with a more concrete parking plan. Since then, they have met with abutting property owners and have a parking agreement in place on their side of Rt 108.

They have “no parking” signs to supplement the town’s signs and will be actively policing any road parking. They have hired Green Mountain Concert Services for parking & security services, and will provide supplemental parking staff as needed.

In addition to the 88 parking spots at the Alchemist, they have arranged for additional parking to fit 150 cars in the abutting field at 1976 Mountain Road, and will have a third overflow lot at the Gale Farm center. They have been given permission to use the north and east-side of the medical building parking lot, which will provide an additional 82 parking spots. In total, they have a minimum of 320 parking spaces secured.

**Town Plan Impact:** N/A

**Fiscal Impact:** N/A

**Recommendation:** Move to approve the special event application as submitted, with the condition that there will be no on-street parking.

**Agenda Summary  
February 28, 2024**

**Item B-2**

**Special Event Application – Alchemist 20<sup>th</sup> Anniversary Celebration**

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**Summary:** The Alchemist Brewery is requesting a special event permit to hold a 20<sup>th</sup> 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**):

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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: Warrent'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

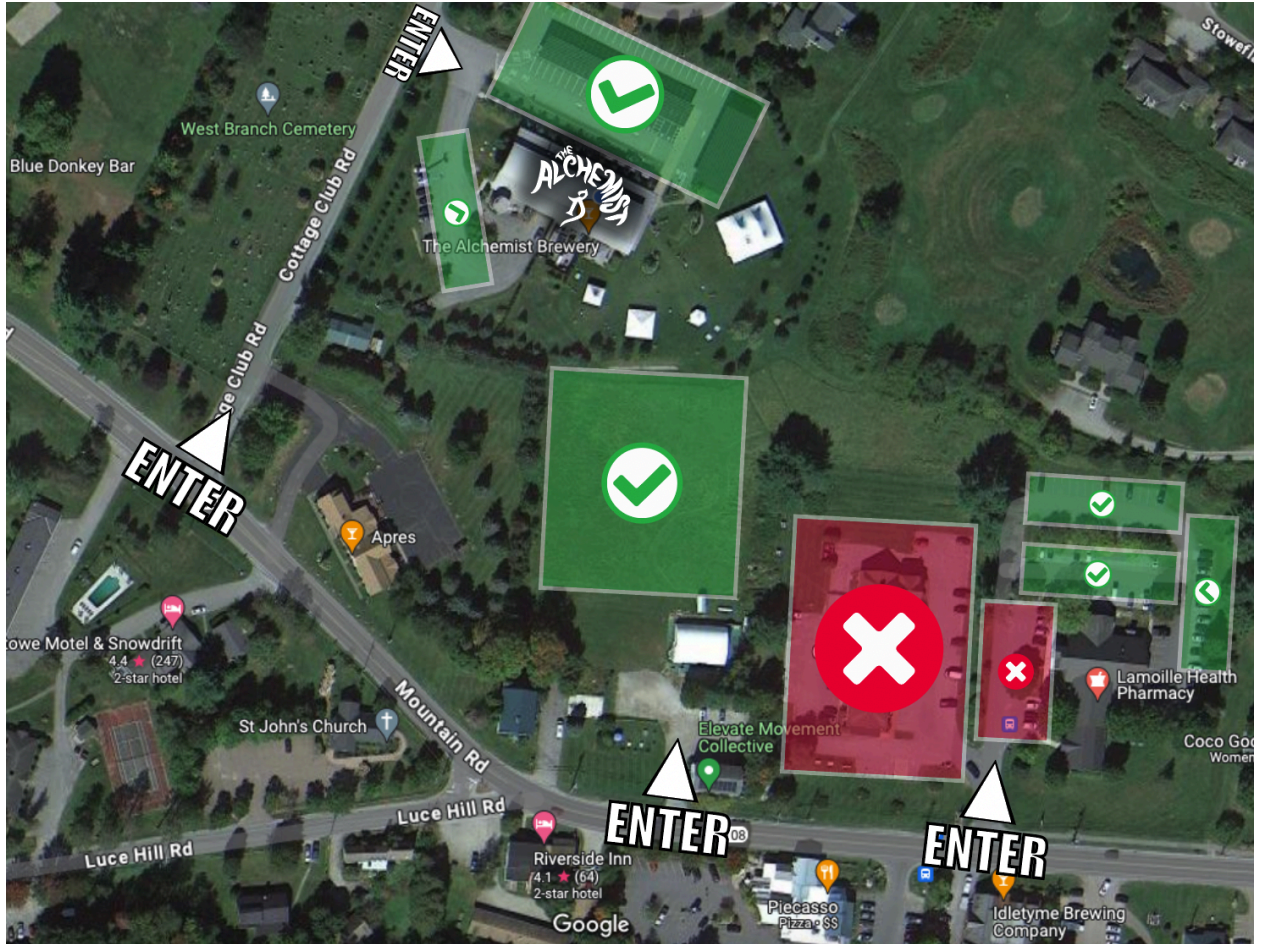
- We'll have Warren's Food Truck selling burgers, tacos, etc. and Maharaja Spice Indian Food Truck serving up biryani, samosas, naan, etc.
- Vermont Farmstead will be selling gourmet grilled cheeses.
- Ben & Jerry's will be on-site selling ice cream
- Butterfly Bakery (which makes our hot sauces) will 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 preparing for up to 650. We have "no parking" signs to supplement the town's signs that we place by the road for events like this. And we'll be actively policing any road parking. We've hired Green Mountain Concert Services for parking & security services, and will provide supplemental parking staff as needed.

The brewery parking lot has 88 parking spaces, and we have arranged for additional parking in the field owned by our abutting neighbor at 1976 Mountain Road (the same field used for Stowe Jazz Festival parking). The field can fit 150+ cars. We also have a third overflow parking lot in the Gale Farm Center. We've been given permission to use the north and east-side of the medical building parking lot, which will provide an additional 82 parking spots. In total, we have a minimum of 320 parking spaces secured. See parking map on Page 2



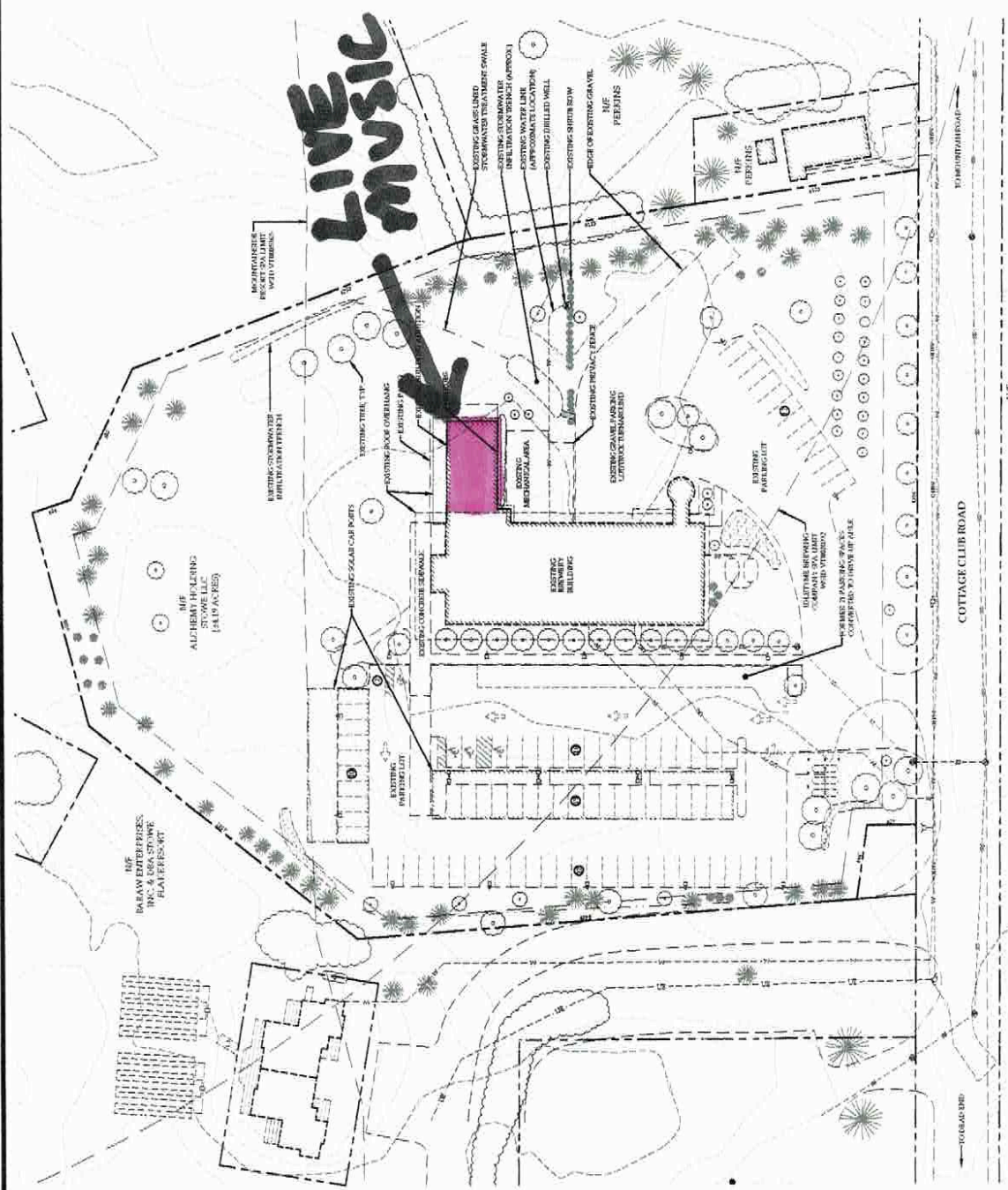


This will be ample parking for the event – it’s more than we’ve had for Stowe Jazz Festival and we’ve never had any parking issues with that event. We don’t expect turnout to be as large for our 20th Anniversary Celebration as it’s been for Jazz Fest, given that it’s a one-time event and we’ll only be advertising the event for the three weeks leading up to the event (provided we receive town approval).

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, provided we receive town approval of the special events permit.



PROJECT NO.: 2007  
 DRAWN BY: WATSON  
 CHECKED BY: TSM  
 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: 802.253.2000

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

TOWN OF STOWE  
 COTTAGE CLUB ROAD  
 TOWN OF STOWE

**EXISTING CONDITIONS PLAN**  
 SCALE 1" = 30'  
 GRAPHIC SCALE: 0 25 50 100 150  
 NORTH ARROW





ALCHBRE-01

ASTEEL

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
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).


<b>PRODUCER</b> Hickok & Boardman - STO PO Box 1457 Stowe, VT 05672-1457	<b>CONTACT NAME:</b> Ashley Steele	
	<b>PHONE (A/C, No, Ext):</b> (802) 760-4212	<b>FAX (A/C, No):</b>
<b>E-MAIL ADDRESS:</b> asteel@hbinsurance.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Frankenmuth Mutual Insurance Co.		<b>13986</b>
<b>INSURED</b> Alchemy Brewing Stowe, LLC 100 Cottage Club Road Stowe, VT 05672		
<b>INSURER B:</b>		
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

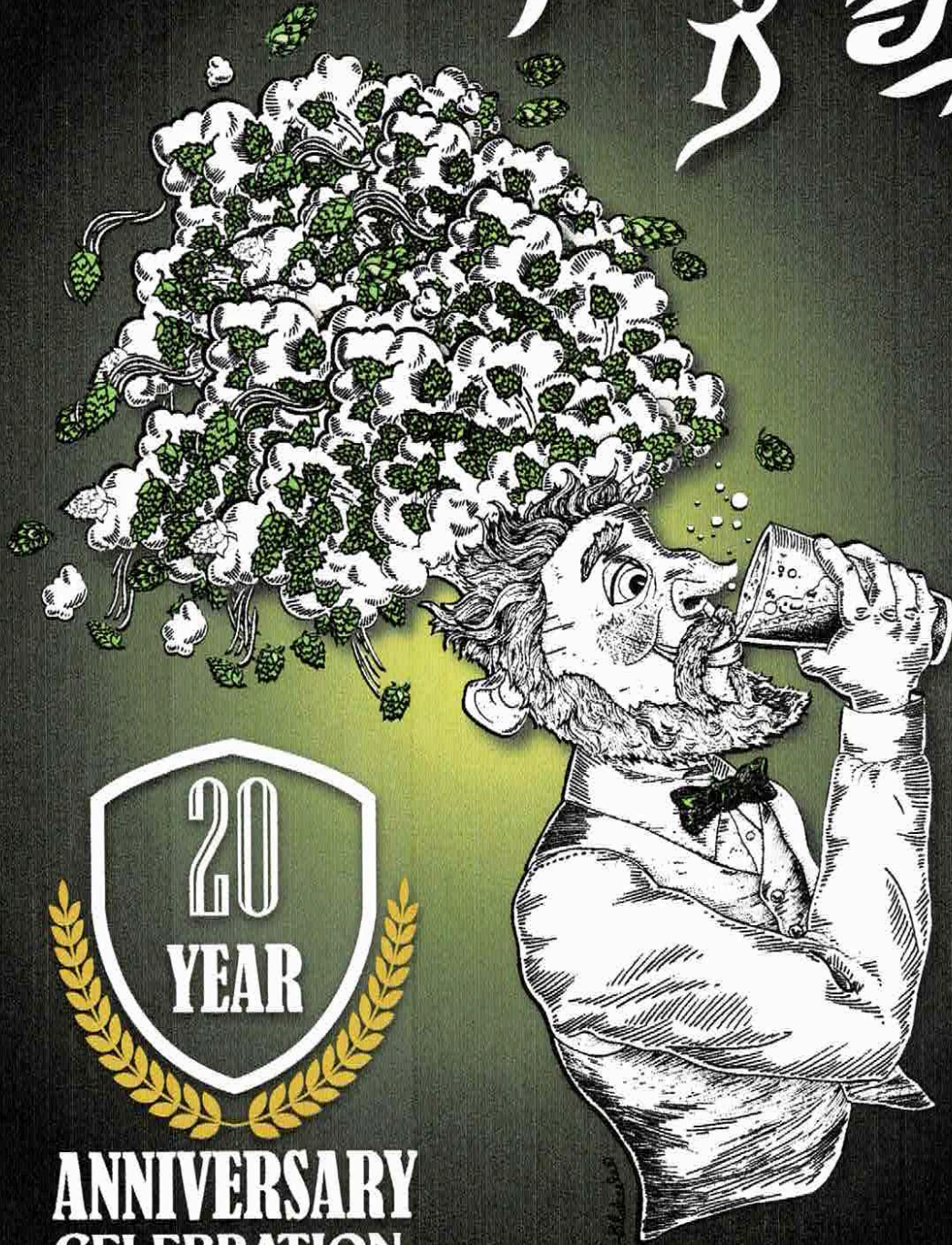
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		6661574	5/24/2023	5/24/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		6661573	5/24/2023	5/24/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		6661574	5/24/2023	5/24/2024	EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 7,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  The Town of Stowe VT PO Box 730 Stowe, VT 05672	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



# THE ALCHEMISTS &



**ANNIVERSARY  
CELEBRATION**

**MAY  
24 25 26**