

Agenda Summary
May 22, 2024

Item A-4
Special Event Application – Roots 2024 Fundraiser

Summary: Cork Wine Bar has submitted a special event application for their Roots 2024 fundraiser, to be held on June 1, 2024. The event will run from 5:00pm – 8:00pm. Roots is a community-based fundraising event presented by Cork and Strawberry Hill Farm. It is described as an outdoor tent party featuring a walk-around wine tasting & food sampling where 100% of proceeds from ticket sales go to the Vermont Foodbank. They are selling tickets and expect approximately 350 people. The liquor permit will be an educational tasting permit that limits a pour to one ounce. Wine, beer, and food are provided by the host. Parking will be off-street in the Strawberry Hill Farm’s field.

Town Plan Impact: N/A

Fiscal Impact: N/A

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

Town of Stowe

Special Event Permit Application



1. Name of Event: Roots 2024: Fundraiser for the Vermont Foodbank
2. Date(s) of Event: June 1
3. Location of Event: Strawberry Hill Farm Stowe Vermont
4. Hours of Event: 5-8pm
5. Event Organizer (Contact person): Danielle Nichols

859 Worcester Loop Road Stowe 530-559-4495 daniellenichols1@gmail.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 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): Cork

35 School Street 802-760-6143 danielle@corkvt.com

Address	Phone Number	Email Address
---------	--------------	---------------

8. Property Owner (If not Sponsor): Molly Pindell, Dave Wilkens

300 Meadow Lane Stowe Vermont 802-760-0943

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: walk around wine and food tasting for approximately 350 people
- _____
- _____

(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: _____ 350-400 _____

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: _____ 25 _____

13. If food and/or beverage is to be provided, please describe: _____

wine, beer, N/a, and food all provided. educational tasting permit for alcohol so all pours will be one ounce, permit will be filed through DLC

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.

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:

Danielle Nichols

Danielle Nichols

4/11/24

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: 4/24 WF

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: _____

