

Agenda Summary
June 12, 2024

Item A-5
Special Event Application – Music in the Meadow

Summary: Stowe Performing Arts has submitted a special event application for Music in the Meadow. The concerts will be between 5:30 PM – 10:00 PM (music starting at 7:00 PM) on July 7, July 28, and August 1 (Sundays). They anticipate between 1,500 and 2,000 attendees for each concert. Parking will be on the gravel lot at the outdoor center, as well as the grass lot southeast of the outdoor center wedding meadow. Stowe PD and EMS do not provide coverage for this event. In the event of rain, the events will be held at Stowe High School.

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: Music in the Meadow
- 2. Date(s) of Event: July 7, July 28, August 18, 2024
- 3. Location of Event: Trapp Family Lodge concert meadow -
700 TRAPP HILL RD STOWE
- 4. Hours of Event: 5:30 - 10 p.m (7/7/24); 5:30 - 9:30 pm 7/28 + 8/18
- 5. Event Organizer (Contact person): Lynn Paparella, Stowe Performing Arts
PO Box 3283 STOWE 802-253-7792 LPaparella@stoweperformingarts.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: Lynn Paparella 802-279-1217

- 7. Event Sponsor (organization putting on event): Stowe Performing Arts
P.O. Box 3283 STOWE 802-253-7792 LParella@stoweperformingarts.com
Address Phone Number Email Address

- 8. Property Owner (If not Sponsor): Trapp Family Lodge
700 Trapp Hill Rd 802-253-8511 W
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: Concerts with picnics

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

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

No

11. Anticipated Attendance: 1500 - 1999

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: 20

13. If food and/or beverage is to be provided, please describe: no

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: Sound tent, middle of meadow

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:

Lynn Paparella
Signature

Lynn Paparella
Printed Name of Applicant

5-15-24
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: _____

Vermont Symphony Orchestra
Trapp Family Lodge Site Map
Technical Director: Patrick LeBlanc (802) 289-3846

