

Agenda Summary
June 12, 2024

Item A-6
Special Event Application – Race to the Top of Vermont

Summary: The Catamount Trail Association has submitted a special event application for the Race to the Top of Vermont, to be held from 7:00 AM – 4:00 PM on Sunday, August 25, 2024. This is an annual event in which participants bike, run, or walk up the Toll Road. The event is a fundraiser for the Catamount Trail Association, which is a non-profit that maintains and advocates for the Catamount Trail and backcountry ski terrain. They anticipate 600 participants at this event. Parking will be at the Cross Country Ski Center lot and the field on the opposite side of the road (also owned by Vail). A police agreement is in place for directing pedestrians to and from the parking areas across Route 108, as well as an EMS agreement with Stowe EMS.

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: _____
2. Date(s) of Event: _____
3. Location of Event: _____
4. Hours of Event: _____
5. Event Organizer (Contact person): _____

Address	Phone Number	Email Address
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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): _____

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.)

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

11. Anticipated Attendance: _____

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: _____

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

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? _____

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:

LiW Robens _____
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: _____

Parking



Race to the Top of Vermont

August 25, 2024

A fundraiser for **Catamount Trail Association**

7:00am to ~ 5:00pm Participants and volunteers will be onsite.

Most participants will be offsite by 2:00pm.

9:00am race waves begin.

Event course description: The course will follow the 4.3 mile Stowe Mountain Resort Auto Toll Road from the entrance gate to the top parking lot next to the Green Mountain Club building on the ridgeline. The course will be marked with mile markers and laminated signage directing participants and volunteers will be positioned at designated water areas. Participants run or bike the course.

Event Sponsors and Promotion: Sponsor signage banners, and tents will be placed in the staging area, the race start area and the finish area.

Logistical Details:

- Stowe Police Department will conduct traffic control on Route 108 between 7:30am and ~5:00pm
- Stowe Mountain Resort will conduct parking at Stowe Nordic Center.
- Stowe EMS will be onsite during the event at the base area and summit/finish zone.
- Participants will walk from Stowe Nordic area parking to the start/finish zone at the base of the Toll Rd.
- Post event includes catered meal for participants, alcohol served by switchback brewing.



Contract for Special Events Coverage (pg 1/2)

Name of Event: Race to the Top of Vermont

Date(s) of Event: Sunday, August 25, 2024

Desired time for coverage: As needed for event, roughly 0700-1500 hrs

Location of Event: Mt. Mansfield Auto Toll Road

Contact Person: Will Robbins

Telephone Number: 802-793-1104

Expected Number of Attendees to event: _____

Coverage being requested: Multi-staged event; 4 two person teams in vehicles, one person for Comms

I/We, the organizers of the event listed above, request Stowe EMS coverage as detailed above, and agree to the terms for billing as stated on page 2. We further understand that a special event requires a permit from the Town of Stowe. (http://www.townofstowevt.org/images/photos/special_event.pdf)

Will Robbins

WILL ROBENS

5/31/2024

Signed

Print Name

Date

Address: 1 MILL ST SUITE 350 BURLINGTON VT 05401

Telephone Number: 802-793-1104

Stowe EMS agrees to provide Special Events Coverage as detailed in this agreement.

Scott Brinkman

Scott Brinkman, EMS Chief

05/25/2024

Signed

Print Name and title

Date

- 1) Stowe EMS charges \$60.00/hr per staff member with a minimum of two staff members for any event and a minimum of two hours.
- 2) Ambulance coverage is charged for at a rate of \$35.00/hr in addition to staffing charges with a 2 hour minimum charge.
- 3) Special Events will not be staffed by the primary duty crew. Stowe EMS will staff events with resources dedicated primarily to the event. Stowe EMS reserves the right to depart a special event due to unforeseen emergencies within town requiring utilization of the resources at a special event. Were an "Emergency Diversion" need to occur for Special Event resources, billing per these terms would be adjusted to reflect the actual time spent staffing an event.



Stowe EMS Contract for Special Event Coverage (page 2/2)

Event: The North Face Race to the Top of Vermont

Date: Sunday, August 25, 2024

Event Organizer: Catamount Trail Association

Contact Info: Will Robens, Ironwood Adventure Works, rd@catamountultra.com

Resource	Rate \$/Hr	Quantity (minimum 2hrs)	Sub-Total
EMS Provider 1	60	8	480
EMS Provider 2	60	8	480
EMS Provider 3	60	8	480
EMS Provider 4	60	8	480
EMS Provider 5	60	8	480
EMS Provider 6	60	8	480
EMS Provider 7	60	8	480
EMS Provider 8	60	8	480
EMS Comm.	60	8	480
Ambulance	35	8	280
First Resp. Vhcl	25	8	200
Add'l Vehicle 1	25	8	200
Add'l Vehicle 2	25	8	200
		Minimum	1420
		Total	5680

Additional Notes: per Guideline for EMS Special Events coverage of the Town of Stowe, the minimum charge for this event is 2 hours time for each dedicated resource. The organizer will be charged by the quarter hour for any/all resources utilized thereafter. Time for resources is from departure of Stowe Public Safety Facility, until returned to service. Billing rates have increased this year in order to cover increased labor costs and fuel expenses.

Signature of Event Organizer: Will Robens

By signing, I accept the terms outlined here-in on behalf of the special event named.

Name: WILLI ROBENS (CATAMOUNT TRAIL ASSOCIATION)

Address: 1 MILL ST, SUITE 350

City: BURLINGTON

State: VT

Zip: 05401

email: will@ironwoodadventureworks.com

phone number: () 802-793-1104



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

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

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.

WR 5/1/2024

Initial / Date

Stowe Police Department

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

WR 5/1/2024

Initial / Date

Stowe Police Department

Special Event and Traffic Detail Agreement

Name of Event: Race To The Top Of Vermont

Date(s) of Event: Sunday, August 25, 2024

Location(s) of Event: Mt. Manfield Toll Road, VT 108

Contact Person: Will Robens

Billing Address: Catamount Trail Association 1 Mill St Suite 350 Burlington VT 05401

E-mail (To Send Invoice): will@ironwoodadventureworks.com

Telephone Number(s): 802-793-1104

Police Coverage Detailed:

Date	# Officers	Vehicle	Additional Details
<u>08/25/24</u>	<u>2</u>	<u>Yes (2)</u>	<u>Officer Hours: 7:30am – 5:00pm or when event is complete</u>

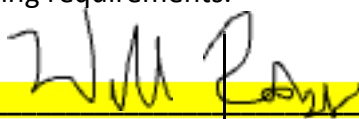
Additional Information / Requirements:

Officers will direct traffic at the entrance to the parking area at the Cross Country Ski Center and at the entrance to the Toll Road area. Stowe Police will provide appropriate traffic signs.

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.

Will Robens

Print Name



Signature

5/1/2024

Date



Signed: Chief of Police

05/01/2024

Date