

Agenda Summary
June 26, 2024

Agenda Item No. A-6
Special Event Permit Amendment – Main Street Live

Summary: The Town of Stowe has received a request to amend the Special Event Permit for the Main Street Live. Organizers are requesting permission to park a food truck on Pond Street for the duration of the events (2 hours). The food truck belongs to a sponsor of the event.

The event will also run for four Saturdays, rather than five as specified in the original permit.

Saturdays, July 6 - 27, 3:00pm – 5:00pm. This is a recurring event hosted on the Village Green that was formerly hosted by Stowe Vibrancy, now being hosted by Firefly Productions. There will be live music in a pop-up tent. No alcohol will be served. Chief Hull has determined that no police coverage is required for this event. The amended application is attached.

Town Plan Impact: N/A

Fiscal Impact: N/A

Recommendation: Move to approve the amended Special Event Application.

Town of Stowe
Special Event Permit Application



1. Name of Event: **Main Street Live Music Series – AMENDED APPLICATION – note areas in bold that are requesting amendment**
2. Date(s) of Event: **Saturdays; July 6 through July 27, 2024**
3. Location of Event: **Village Green on the corner of Park and Main, Stowe Village**
4. Hours of Event: **3pm – 5pm**
5. Event Organizer (Contact person): **Aimee Green, Firefly Productions, 20 Spring Road, Stowe, Vermont 05672, 802.503.5771 and fireflyproductionsvt@gmail.com**
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: **Same**
7. Event Sponsor (organization putting on event): **Firefly Productions**
8. Property Owner (If not Sponsor): **Town of Stowe**
9. Event Description: **Saturdays; July 6 through July 27, 2024: 3-5pm. Live, local and internationally acclaimed musical acts on the Village Green in the Village of Stowe**
10. Use of Town Owned Property/Streets Requested (attached Recreation Field Use Forms):
Village Green on the corner of Park and Main, and one parking spot at the top of Park Street for the use of sponsors food truck
11. Anticipated Attendance: **300 or less weekly**
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: **2pp from Firefly Productions weekly**
13. If food and/or beverage is to be provided, please describe: **We are requesting the use of one (1) parking spot at the top of Park Street for a sponsors food truck.** All fresh food vendors have provided notice of their Food Safety Certifications and Food Service. No alcohol will be served.

If alcohol will be served, all vendors must have Liquor Permits filed through Vermont Department of Liquor and Stowe Town Clerk (253-6133).

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. **Police and Emergency will not be required for this event. See attached email.**

14. Attach site plan indicating event location/layout, state and local highways, entrances/exits, traffic flow patterns, parking and surrounding land uses.

15. Will there be any form of amplified entertainment (i.e. music) at the event? **Live music as listed above, located in a 10 x 20 pop-up tent on the Village Green**

16. 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. **Weekly sandwich board right off the Green, and in front of Town Hall.**

17. 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.

18. I hereby represent that to the best of my knowledge the information provided in this application is true and correct:

19.



Aimee Green
Signature

Aimee Green
Printed Name of Applicant

06.12.2024
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: _____
