

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.

