

**Agenda Summary
December 23, 2024**

Agenda Item A-4

Special Event Application – Stowe Jazz Festival

Summary: The Stowe Jazz Festival has applied for a special event permit to hold their annual event on July 18-20, this year at the Mayo Farm Events Field A. This event has historically taken place at The Alchemist but has outgrown the space. They will be at the events field from noon to 9pm each day, with setup and breakdown days on July 16/17 and July 21/22 respectively. They expect 400-600 attendees per day. Map of the festival layout is enclosed along with a police application and field use application. Chief Hull will not require the use of special event officers for this event and EMS coverage will not be required.

Town Plan Impact: N/A

Fiscal Impact: The Stowe Jazz Festival would pay Field rental fees.

Recommend: Move to approve the enclosed Stowe Jazz Festival special event application.

Town of Stowe

Special Event Permit Application



1. Name of Event: THE STOWE JAZZ FESTIVAL
2. Date(s) of Event: JULY 18, 19, 20 (2025)
3. Location of Event: STOWE EVENTS FIELD "A"
4. Hours of Event: NOON - 9pm each day
5. Event Organizer (Contact person): GEORGE PETT

P.O. Box 312 STOWE. 802.696.9070 george@pettjazz.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): STOWE JAZZ FESTIVAL, LTD.

P.O. Box 6, STOWE. - AS ABOVE -
 Address Phone Number Email Address

8. Property Owner (If not Sponsor): TOWN OF STOWE

 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: A 3-DAY JAZZ FESTIVAL. 100% FREE
to the public.

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

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

FORMS ATTACHED

11. Anticipated Attendance: 400 - 600 / day.

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: 40 +

13. If food and/or beverage is to be provided, please describe: FOOD TRUCKS (3 MAX)

BEER + WINE - NO SPIRITS -

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.

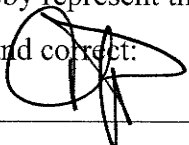
16. Will there be any form of amplified entertainment (i.e. music) at the event? YES.

If yes, describe and mark location on site plan: STAGE AMPLIFIERS / P.A. SYSTEM

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:


Signature _____ Printed Name of Applicant GEORGE W. PETTIT Date Dec 10, 2024

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: _____



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

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


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

Stowe Police Department

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.

 12.6.24
Initial / Date

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:

\$100.00 per hour for each officer

Stowe Police Department

\$22.00 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.

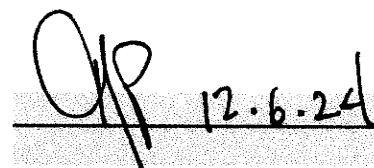
Cancellation for special event policing or traffic detail must be received at least twenty-four (24) hours in advance of the scheduled start time of the event or detail. Failure to cancel the officer(s) for the event or detail prior to the designated time will result in billing for the full four (4) 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


Initial / Date

Stowe Police Department

Special Event and Traffic Detail Agreement

Name of Event: Stowe Jazz Festival

Date(s) of Event: July 18,19,20, 2025

Location(s) of Event: Events Field A

Contact Person: George Petit

Billing Address: STJF P.O. Box 6, Stowe 05672

E-mail (To Send Invoice): george@petitjazz.com

Telephone Number(s): 802-696-9070

Police Coverage Detailed:

Additional Information / Requirements:

No police coverage required for this event.

Staff will be parking vehicles.

Stowe Police Department

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.

George Petit

Print Name

[Signature]

Signature

12.6.24

Date

[Signature]

Signed: Chief of Police

12/06/2024

Date



Athletic Fields & Facilities Form 2: Application

Town of Stowe
Parks & Recreation
PO Box 730
336 Park Street
Stowe, VT 05672

Organization: STOWE JAZZ FESTIVAL ☐ Resident ☐ Non-Resident ☒ Non-Profit ☐ Profit

Name of Event: THE STOWE JAZZ FESTIVAL

Contact Person: GEORGE PETIT

Email: george@petitjazz.com

Phone: 802.696.9070

Fax:

Billing Address: PO BOX 6, STOWE, VERMONT 05672

FIELD/FACILITY INFORMATION

Facility Requested:

☒ Mayo Events Field ☒ A ☐ B ☐ C

☐ Polo Field

☐ Moscow Field

☐ Memorial Park

☐ David Gale Recreation Center

☐ Memorial Park Tennis Courts

Description of Use: 3 DAYS FOR JAZZ FESTIVAL PERFORMANCES

Anticipated number of people in attendance: 400-600 / day

Proof of Liability Insurance:

with Town of Stowe listed as the additional insured

☐ Enclosed

☒ Will be mailed separately

☐ None (waiver required)

Event Type:

☐ Small Event (less than 300 attendees)

☐ Youth Based Sports & Athletic Activities

☐ Adult Based Sports & Athletic Activities

☐ Sport Camps & Special Activities

☐ One-time Athletic Use

☐ Other: _____

☒ Large Event (300 people or more)

☒ Special Event Permit attached
(See additional requirements on Form 1)

RESERVATION

☐ Calendar or schedule attached -OR- ☒ List specific dates and times:

Day(s) of the week	Date(s) (month and day, including set-up and break-down dates)	Time(s) (including time for set-up and break-down)	Use(s) (i.e. game, practice, set-up, break-down, main event etc.)
7/17 OR 16	WEDS / THURS	MORNING	TENT + STAGE SETUP
7/18 - 7/20	FRI / SAT / SUN	NOON - 9pm	SOUND + LIGHTS SETUP
7/21 - 7/22	MON / TUES	N/A. Pending	PERFORMANCES
			"ALL" TO BREAKDOWN

List any date exceptions to block reservations:

MOST LIKELY NEED 5 DAYS TOTAL 7/17 - 7/21.

Additional services needed:

☒ Electric

☐ Water

☐ Field Lining * Field lining or marking requests must be made at least two weeks prior to the event.

Other Comments:

I have read and understand Stowe Parks & Recreation Field and Facility Forms and understand my responsibilities as outlined in Forms 1, 2 and 3.
I understand that payment for use must be made in advance and that I will be invoiced separately for additional clean-up and repair costs related to any damage to the facility during my reservation.

Signature: _____

Print: GEORGE W. PETIT

Date: _____

Revised 1/09/12

[A] : STAGE TENT
[B] : MIXING' TENT

[C] : ARTIST TENT
[D] : PORTALETTS (7)

[E] FOOD TENTS.
== Fencing

