

**Agenda Summary**  
**February 12, 2025**

**Agenda Item A-4**

**Special Event Permit Application – Main Street Live**

---

**Summary:** Saturdays, July 5 - 26, 3:00pm – 5:00pm. This is a recurring event hosted on the Village Green that was formerly hosted by Stowe Vibrancy, now hosted by Firefly Productions. There will be live music in a pop-up tent and a food truck parked on Park Street. No alcohol will be served. Chief Gonyaw has determined that no police coverage is required for this event. The application is attached.

**Town Plan & Policy Impact:** N/A

**Fiscal and HR Impact:** N/A

**Recommendation:** Move to approve the enclosed special event application for Main Street Live.

Town of Stowe  
Special Event Permit Application



1. Name of Event: **Main Street Live Music Series**
2. Date(s) of Event: **Saturdays; July 5 through July 26, 2025**
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): **Aimée Green, Firefly Productions, 20 Spring Road, Stowe, Vermont 05672, 802.503.5771 and [fireflyproductionsvt@gmail.com](mailto: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 5 through July 26, 2025: 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. **Awaiting approval from PD that no Police or Emergency Management will be required. It has not been for the past 5 years.**

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

01.07.2025  
Date

## Will Fricke

---

**From:** Francis Gonyaw  
**Sent:** Tuesday, January 21, 2025 12:27 PM  
**To:** Firefly Productions; Will Fricke; Scott Brinkman  
**Subject:** Re: [EXTERNAL] 6th Annual Main Street Live Series - Event Application

Greetings Aimee, I replied to this request some time ago. I see no need for a police presence with this event.

---

**From:** Firefly Productions <fireflyproductionsvt@gmail.com>  
**Sent:** Tuesday, January 21, 2025 11:21 AM  
**To:** Will Fricke <wfricke@stowevt.gov>; Scott Brinkman <sbrinkman@stowevt.gov>; Francis Gonyaw <fgonyaw@stowevt.gov>  
**Subject:** Re: [EXTERNAL] 6th Annual Main Street Live Series - Event Application

Some people who received this message don't often get email from fireflyproductionsvt@gmail.com.

[Learn why this is important](#)

Hello, is anything else needed for this determination?

Aimée S. Green  
Director, Firefly Productions  
[fireflyproductionsvt@gmail.com](mailto:fireflyproductionsvt@gmail.com)  
802-503-5771

Firefly Productions

On Jan 7, 2025, at 3:19 PM, Firefly Productions <fireflyproductionsvt@gmail.com> wrote:

Thanks Will.

Chiefs Gonyaw and Brinkman, I will await your counsel. As previously noted, we have not asked for nor needed PD or EMS for this event in the 5 years we have been doing it.

Aimée

On Tue, Jan 7, 2025 at 1:41 PM Will Fricke <[wfricke@stowevt.gov](mailto:wfricke@stowevt.gov)> wrote:

Hi Aimée,

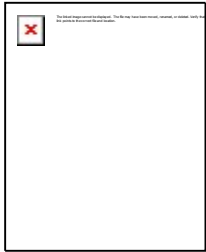
Chiefs Gonyaw and Brinkman (CC'd) will make the waiver determinations.

Francis – if you determine Police services are not required for this event, please reply in writing status as such.

<https://www.stowevt.gov/files/assets/town/v/2/administration/documents/police-special-event-details.pdf>

Likely one of the Selectboard meetings in February (12<sup>th</sup> or 26<sup>th</sup>).

Thanks!



**Will Fricke**

Assistant Town Manager  
67 Main Street, PO Box 730  
Stowe, VT 05672  
(802) 253-7350 ext. 2221  
(802) 253-2564  
[stowevt.gov](http://stowevt.gov)

---

**From:** Firefly Productions <[fireflyproductionsvt@gmail.com](mailto:fireflyproductionsvt@gmail.com)>

**Sent:** Tuesday, January 7, 2025 1:32 PM

**To:** Will Fricke <[wfricke@stowevt.gov](mailto:wfricke@stowevt.gov)>

**Subject:** [EXTERNAL] 6th Annual Main Street Live Series - Event Application

Hello Will,

Please see attached Firefly Production's event application for the 6th Annual Main Street Live Series for Select Board review. Who at the PD should I connect with this year to get the PD and EMS waiver. We have never needed PD or EMS in the past for this series.

Please let me know if you have any questions or if anything else is needed, and when this will go before the Select Board for review.

Thanks so much, and Happy New Year!

--

Aimée S. Green  
Director, Firefly Productions  
[fireflyproductionsvt@gmail.com](mailto:fireflyproductionsvt@gmail.com)  
802-503-5771

[Firefly Productions](#)

**\*\* WARNING \*\***

This message originated from an external email account. Do not click links or open attachments unless you recognize the sender and know the content is safe.

--

Aimée S. Green  
Director, Firefly Productions  
[fireflyproductionsvt@gmail.com](mailto:fireflyproductionsvt@gmail.com)  
802-503-5771

[Firefly Productions](#)



**Francis Gonyaw**  
Chief  
Stowe Police Department

- Office: 802 253 9060
- Email: [fgonyaw@stowevt.gov](mailto:fgonyaw@stowevt.gov)

\*\*\*\*\* NOTICE \*\*\*\*\*

This message is confidential and privileged. If you have received it by mistake, please notify us by e-mail reply and delete it from your system; copying this message or disclosing its contents is prohibited.