

Agenda Summary
February 26, 2025

Agenda Item A-7

Special Event Application – Bailey Soccer Jamboree

Summary: The Capital Soccer Club has submitted an application for their annual Bailey Soccer Jamboree.

Date: September 12 - 15, 2025 (Including setup/breakdown - event on 9/12 and 9/13)

Time: 6:00 AM – 6:00 PM

Location: Mayo Events Field A, B, C

They anticipate 500 attendees per day (1,000 total) with 30 volunteers. There will be a concession stand. No alcohol will be served. No amplified sound.

Town Plan & Other Policy Impact: N/A

Fiscal & Human Resource Impact: Chief Gonyaw has determined one police officer per day is required for the event. See the enclosed police agreement.

Recommendation: Move to approve the enclosed special event permit application for the 2025 Capital Soccer Bailey Jamboree.

Town of Stowe

Special Event Permit Application



1. Name of Event: Capital Soccer Bailey Tamboree
2. Date(s) of Event: Sept. 13 + 14, 2025
3. Location of Event: Mayo Event Fields A, B, + C
4. Hours of Event: 6:00am - 6:00pm
5. Event Organizer (Contact person): Erik Schwarz

31 Deerfield Dr. 802-505-3283 erikschwarz@comcast.net
 Address Phone Number Email Address
Montpelier 05602

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): Capital Soccer Club

4 North Park Dr. 802-249-1698 capital.soccer.club@yahoo.com
 Address Phone Number Email Address
Montpelier, VT

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: Youth Soccer Tamboree

(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: 500 people per 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: 30

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

Hot dogs, hamburger, water, etc

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? No

If yes, describe and mark location on site plan: NA

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

Erik Schwarz
Printed Name of Applicant

2/3/2025
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: _____



Athletic Fields & Facilities Form 2: Application

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

Organization:	Capital Soccer Club	<input type="checkbox"/> Resident	<input checked="" type="checkbox"/> Non-Resident	<input checked="" type="checkbox"/> Non-Profit	<input type="checkbox"/> Profit
Name of Event:	Bailey Memorial Jamboree				
Contact Person:	Erik Schwarz	Email:	erik.schwarz@comcast.net		
Phone:	802-505-3283	Fax:			
Billing Address:	4 North Park Dr, Montpelier, VT 05602				
FIELD/FACILITY INFORMATION					
Facility Requested:					
<input checked="" type="checkbox"/> Mayo Events Field	<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> B	<input checked="" type="checkbox"/> C	<input type="checkbox"/> Moscow Field	<input type="checkbox"/> David Gale Recreation Center
<input type="checkbox"/> Polo Field	<input type="checkbox"/> Memorial Park	<input type="checkbox"/> Other: _____			
Description of Use:	Youth soccer jamboree				
Anticipated number of people in attendance:	500 per day - 1000 total				
Proof of Liability Insurance:	<input type="checkbox"/> Enclosed <input checked="" type="checkbox"/> Will be mailed separately <input type="checkbox"/> None (waiver required)				
<small>*with Town of Stowe listed as the additional insured*</small>					
Event Type:					
<input type="checkbox"/> Small Event (less than 300 attendees)	<input type="checkbox"/> Sport Camps & Special Activities	<input checked="" type="checkbox"/> Large Event (300 people or more)			
<input checked="" type="checkbox"/> Youth Based Sports & Athletic Activities	<input type="checkbox"/> One-time Athletic Use	<input checked="" type="checkbox"/> Special Event Permit attached			
<input type="checkbox"/> Adult Based Sports & Athletic Activities	<input type="checkbox"/> Other: _____	<small>(See additional requirements on Form 1)</small>			
RESERVATION					
<input checked="" type="checkbox"/> Calendar or schedule attached -OR- <input checked="" type="checkbox"/> List specific dates and times:					
Day(s) of the week	Date(s) <small>(month and day, including set-up and break-down dates)</small>	Time(s) <small>(including time for set-up and break-down)</small>	Use(s) <small>(i.e. game, practice, set-up, break-down, main event etc.)</small>		
Friday	9/12/2025	3:00pm - 6:00pm	Set-up		
Saturday	9/13/2025	6:00am - 6:00pm	Main Event		
Sunday	9/14/2025	6:00am - 6:00pm	Main Event		
Monday	9/15/2025	7:00am - 10:00am	Break-down		
List any date exceptions to block reservations:					
Additional services needed:					
<small>* Field lining or marking requests must be made at least two weeks prior to the event.</small>					

Revised 1/09/12

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: Erik Schwarz

Date: 1/17/2025

Tel. (802) 253-6138

Fax. (802) 253-3723

Email. recreation@townofstowevermont.org

Web. www.StoweRec.org



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.

ES / 1/5/2025
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:

\$100.00 per hour for each officer

\$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

ES/1/5/2025
Initial / Date

Stowe Police Department

Special Event and Traffic Detail Agreement

Name of Event: Liam & Son Bailey Memorial Jamboree
Date(s) of Event: Sept. 13 + 14, 2025
Location(s) of Event: Mayo Farm Fields A, B, & C
Contact Person: Erik Schwarz
Billing Address: 4 North Park Dr., Montpelier, VT 05602
E-mail (To Send Invoice): erikschwarz@comcast.net
Telephone Number(s): 802-505-3283

Police Coverage Detailed:

<u>9/13/25</u> Date	<u>1</u> # Officers	<input checked="" type="radio"/> Yes <input type="radio"/> No Vehicle	<u>7:00am - 6:00pm</u> Additional Details
<u>9/14/25</u> Date	<u>1</u> # Officers	<input checked="" type="radio"/> Yes <input type="radio"/> No Vehicle	<u>7:00am - 6:00pm</u> Additional Details
_____ Date	_____ # Officers	<input type="radio"/> Yes <input type="radio"/> No Vehicle	_____ Additional Details

Additional Information / Requirements: Exact time to be determined
1 week prior to the event

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.

Erik Schwarz
Print Name

[Signature]
Signature

2/5/2025
Date

Signed: Chief of Police

Date