

Agenda Summary
February 26, 2025

Agenda Item A-8

Special Event Application – St. Patrick’s Day Parade

Summary: Stowe Vibrancy has submitted an application to hold a St. Patrick’s Day Parade.

Date: Monday, March 17, 2025

Time: 9:00 AM

Location: Library Lawn, sidewalk on School Street between Library and Butler’s Pantry

This is a new event Stowe Vibrancy created from community feedback. They anticipate 150 participants. They will host a small, informal parade down Main Street sidewalks at 9am from Library to Butler’s Pantry, where participants will get free hot cocoa. Brunch will be hosted at Butler’s Pantry from 8-12. Throughout the day participating downtown businesses will run specials for the holiday. For the afternoon, the Stowe Community Church will hold a bake sale, scavenger hunt and celtic dancing. In the evening, downtown restaurants will have Irish-themed food and drink specials.

Stowe Vibrancy will place sandwich board signs in the downtown advertising the event.

Chief Gonyaw has determined police presence is not required for this event.

Town Plan & Other Policy Impact: N/A

Fiscal & Human Resource Impact: N/A

Recommendation: Move to approve the enclosed special event permit application for the St. Patrick’s Day Parade.

Town of Stowe

Special Event Permit Application



1. Name of Event: St. Patricks Day in Stowe
2. Date(s) of Event: Monday March 17, 2025
3. Location of Event: Stowe Village
4. Hours of Event: 9:00am - 7:00pm
5. Event Organizer (Contact person): Stowe Vibrancy - Abigail Bourgeois (802-730-3573, abby@stowevibrancy.org) and Elise McKenna (202-285-5536, emckenna@hpdpcconsulting.com)

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: Abby will be onsite/available.
7. Event Sponsor (organization putting on event): Stowe Vibrancy PO Box 482 Stowe, VT
abby@stowevibrancy.org 802-730-3573
8. Property Owner (If not Sponsor): Town of Stowe, downtown businesses

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.) This is a new event we are have created from community feedback. We will host a small, informal parade down Main Street sidewalks at 9am from Library to Butler's Pantry, where participants will get free hot cocoa. Brunch

will be hosted at Butler's Pantry from 8-12. Throughout the day participating downtown businesses will run specials for the holiday. For the afternoon, the Stowe Community Church will hold a bake sale, scavenger hunt and celtic dancing. In the evening, downtown restaurants will have Irish-themed food and drink specials.

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

Small parade on sidewalks, but will not impede on general public use of the sidewalks. Will use Library lawn as place to gather before parade briefly.

11. Anticipated Attendance: 150 people anticipated throughout the 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: 2 employee/volunteers

13. If food and/or beverage is to be provided, please describe Food and drink specials will be served at local restaurants. Butler's Pantry will provide free hot cocoa following the parade.

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:

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.

Sandwich Board signs will be used in the Downtown to promote event.

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:

Abigail Bourgeois _____

Signature

Abigail Bourgeois

Printed Name of Applicant

2/11/25

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: _____

