

**Agenda Summary**  
**March 26, 2025**

**Agenda Item A-3**

**Special Event Application – July 4<sup>th</sup> Parade**

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**Summary:** Stowe Vibrancy has submitted a special event application to hold the annual Fourth of July Parade. The event will take place on Friday, July 4, 2025. Park Street would be closed from 9:00am – 2:30pm, and vendors will set up on Park Street starting at 9:00am. The parade will line-up at the Mayo Events Field starting at 10:30am. Approximately 30-40 participants are anticipated in parade. Park Street will have various vendors (a kickoff for Art on Park) from 10:00am – 2:00pm. Main Street, Mayo Farm Road, and Route 108 would close starting at 11:50am, and the parade runs approximately 45 minutes, with an MC at Town Hall with a microphone.

They request that Main Street stay closed for approximately 30 minutes after the parade (to 1:15pm) to allow for people to wander into the Downtown area, visiting vendors on Main Street, Park Street and the Village Green. SV are also hoping to offer more games/entertainment near Town Hall and possibly the Library.

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

**Fiscal Impact & Staff Impact:** The event will require special event police officers to assist with traffic control.

**Recommendation:** Move to the special event permit as submitted, pending the acceptance of a police agreement.

## Town of Stowe

### Special Event Permit Application



1. Name of Event: 4<sup>th</sup> of July Celebration Parade & Art on Park kick-off
2. Date(s) of Event: July 4, 2025
3. Location of Event: Parade line-up at Mayo Events Field, then utilizing Route 108 to Main Street to School Street for parade, events throughout the Downtown area. Art on Park kick-off from 10:00am to 2:00pm on Park Street.
4. Hours of Event: 9:00am – 3:00pm (Park Street road closure starting at 9:00am, festivities starting at 10:00am)
5. Event Organizer (Contact person): Stowe Vibrancy - Abigail Bourgeois (802-730-3573, [abby@stowevibrancy.org](mailto:abby@stowevibrancy.org)) and Elise McKenna (202-285-5536, [emckenna@hpdpcconsulting.com](mailto: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](mailto:abby@stowevibrancy.org) 802-730-3573
8. Property Owner (If not Sponsor): Town of Stowe

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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: Park Street Road Closure from 9:00am – 2:30pm, vendors will set up on Street starting at 9:00am. Parade line-up at the Mayo Events Field starting at 10:30am. Approximately 30-40 participants anticipated in parade. Park Street will have various vendors (Art on Park) from 10:00am – 2:00pm. Main Street Road Closure, as well as Mayo Farm Road and Route 108 starts at 11:50am and parade runs approximately 45 minutes, with MC at Town Hall with microphone. We would like to request that Main Street stay closed for approximately 30 minutes after the parade to allow for people to wander into the Downtown area, visiting vendors on Main Street, Park Street and the Village Green. We are also hoping to offer more games/entertainment near Town Hall and possibly the Library.

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

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

We request Park Street be closed to vehicular traffic from 9:00am – 2:30pm. We request Mayo Farm Road, Route 108, Main Street and School Street be closed to vehicular traffic from 11:50am to approximately 1:15pm. We would also like to request use of the Village Green, outside of Town Hall and Library front lawn.

11. Anticipated Attendance: 1,500 people

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: 5 employees/volunteers.

13. If food and/or beverage is to be provided, please describe: There will be 6-10 food vendors, either in tents or food trucks, located along Main Street and Park Street.

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: Music will be set up on the Village Green. An MC will be posted at Town Hall for the duration of the parade.

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

2/3/25

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.**

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***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: \_\_\_\_\_

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