

Agenda Summary
March 26, 2025

Agenda Item B-1

Special Event Application – Stowe Balloon Festival

Summary: Trapp Family Lodge and Mountainview Vacations have submitted a special event permit application to hold the Stowe Balloon Festival. The event would take place on June 27, 28, and 29, 2025 (Friday-Sunday) from 5 AM to 7 PM daily.

The organizers plan to cap ticket sales at 1,500 per day. The balloons will launch from the field near the outdoor center. Vendors serving food and drinks would be in the concert meadow. Parking will be in the Trapp wedding meadow. If overflow parking is needed they would hope to utilize the High School lot with shuttle service. See enclosed site map.

Chiefs Gonyaw and Brinkman have indicated police and EMS coverage respectively is not required for this event.

The Stowe Balloon Festival was previously an annual event held at the Stowe Lake. The organizers hope to have this as an annual event again going forward.

The applicant will be in attendance to answer questions the Board may have.

Town Plan & Other Policy Impact: N/A

Fiscal Impact & Staff Impact: N/A

Recommendation: Move to the special event permit as submitted, with no parking permitted on public roads.

Town of Stowe
Special Event Permit Application



1. Name of Event: Stowe Balloon Festival
2. Date(s) of Event: June 27 - 29, 2025
3. Location of Event: von Trapp Family Lodge & Resort
4. Hours of Event: 5am - 7pm

5. Event Organizer (Contact person): von Trapp Family Lodge & Mountainview Vacations
- | | | |
|----------------------------|---------------------|-------------------------------------|
| <u>700 Trapp Hill Road</u> | <u>802-253-5769</u> | <u>BSchwartz@vontrappresort.com</u> |
| 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: Rebecca Blundell 860-221-9982

7. Event Sponsor (organization putting on event): von Trapp Family Lodge & Resort and Mountainview Vacations
- | | | |
|----------------------------|---------------------|-------------------------------------|
| <u>700 Trapp Hill Road</u> | <u>802-253-5769</u> | <u>BSchwartz@vontrappresort.com</u> |
| Address | Phone Number | Email Address |

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: A kick off to a hopefully annual event for the town of Stowe. The event this year is in celebration of the von Trapp Family Lodge and Resorts 75th anniversary in partnership with Mountainview Vacations as a partner.

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

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

Trapp Hill Road + potentially Barrows Road.

11. Anticipated Attendance: 1500 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: 20

13. If food and/or beverage is to be provided, please describe: Food + Beverage. ~~provided~~ to be served by vendors.

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.

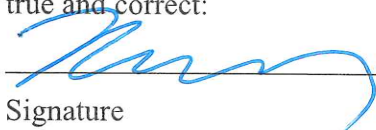
16. Will there be any form of amplified entertainment (i.e. music) at the event? Family Entertainment + Music - yes

If yes, describe and mark location on site plan: Concert Meadow.

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

Robert Schwartz 3-10-25
Printed Name of Applicant 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: 3/10

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: _____

If overflow parking is needed we would hope to use middle/High School parking lot. with shuttle service.

