

Agenda Summary
April 30, 2025

Agenda Item No. A-11

Special Event Application – British Invasion Block Party

Summary: The Town has received a special event application for the British Invasion Block Party.

Friday, September 19 – 5:00pm – 10:00pm

This is a recurring event which runs in tandem with the British Invasion car show. It involves a street closure of Main Street, where there will be live music, entertainment, and food/beverages on Friday evening. 1,500 attendees are expected. A live band stage will be constructed on the Akeley Building steps starting on Friday morning.

Town Plan & Policy Impact: N/A

Fiscal & HR Impact: A police agreement is in place for traffic control.

Recommendation: Move to approve the special event application as submitted.

Town of Stowe

Special Event Permit Application



1. Name of Event: British Invasion Block Party
2. Date(s) of Event: September 19, 2025
3. Location of Event: Stowe Village – Main Street, Park Street, Village Green
4. Hours of Event: 5:00pm – 10:00pm
5. Event Organizer (Contact person): Stowe Vibrancy - Abigail Bourgeois (802-730-3573, abby@stowevibrancy.org) and Candace Elmquist (908-418-8350, candaceelmquist@gmail.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

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: (Please attach any promotional information – schedule, poster, flyer etc.) A community block party with a live band on stage in front of Akeley Memorial Building, food court on

Village Green, cars along Main Street & Park Street. No parking on Main Street all day. Main Street and Park Street closed to vehicular traffic 6pm – 9pm.

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

We request use of outside of Akeley Memorial Building for stage (to be erected 9/18), Main Street and Park Streets as well as Village Green.

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: 15 employees/volunteers.

13. If food and/or beverage is to be provided, please describe: There will be food vendors, either in tents or food trucks, set up on/adjacent to the Village Green. A beer garden will be held on private property.

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: Live band on stage to be built in front of Akeley Memorial Building.

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.

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: _____

Stowe Police Department

Special Event and Traffic Detail Agreement

Name of Event: British Invasion Block Party

Date(s) of Event: Friday, September 19, 2025

Location(s) of Event: Main Street, Park Street, Village Area

Contact Person: Abigail Bourgeois

Billing Address: P.O. Box 482, Stowe VT 05672

E-mail (To Send Invoice): Abby@stowevibrancy.org; candace@stowevibrancy.org

Telephone Number(s): 802-730-3573

Police Coverage Detailed:

09/19/25 4 Yes (2) Officer hours 4:30 PM to 10:00 PM
Date # Officers Vehicle Additional Details

 Yes/No
Date # Officers Vehicle Additional Details

 Yes / No
Date # Officers Vehicle Additional Details

Additional Information / Requirements:

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.

Signed by:

Abigail Bourgeois

29671AFE6571491...

Print Name

Signature

Date

Signed: Chief of Police

09/11/25
Date