

Agenda Summary
October 22, 2025

Agenda Item A-4

Special Event Application – Stowe Jazz Festival

Summary: The Stowe Jazz Festival has applied for a special event permit to hold their main event on August 14-16, 2026 on Mayo Farm Events Fields A and B. In the past this event was held at the Alchemist, but they outgrew the space and successfully held their event at the Mayo Farm in July 2025 for the first time without issue. They will be at the events field from noon to 9pm each day, with setup and breakdown days on August 13 and 17. They expect 400 attendees per day and 40 volunteers. Food trucks will be present along with an enclosed beer and wine garden. Chief O'Steen has determined police coverage is not required. A police coverage form and field use application are enclosed.

Town Plan & Policy Impact: N/A

Fiscal & HR Impact: Field rental fees total \$4,125 after 25% nonprofit discount. Police and EMS coverage are not required.

Recommend: Move to approve the enclosed Stowe Jazz Festival special event application.



Town of Stowe Special Event Permit Application

- 1. Name of Event: STOWE JAZZ FESTIVAL
- 2. Date(s) of Event: AUGUST 14, 15, 16 2026
- 3. Location of Event: STOWE VENUES FIELD
- 4. Hours of Event: NOON → 9PM EACH DAY
- 5. Event Organizer (Contact person): GEORGE PETIT

6901 GEMORE MTN RD 802-696-9070 george@petitjazz.com
 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: _____

- 7. Event Sponsor (organization putting on event): STOWE JAZZ FESTIVAL, LTD.

6901 GEMORE MTN RD 802-696-9070 george@petitjazz.com
 Address Phone Number Email Address

- 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: IN OUR 10TH YEAR. A 3-DAY JAZZ FESTIVAL IN 9 STOWE VENUES. 100% FREE TO THE PUBLIC.

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

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

ATTACHED USE FORM.

11. Anticipated Attendance: 400 / 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: 40 each day. OR MORE.

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

BEER + WINE WITHIN REQUIRED "BEER GARDEN"

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.

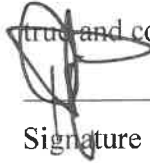
16. Will there be any form of amplified entertainment (i.e. music) at the event? YES.

If yes, describe and mark location on site plan: SEE ATTACHED: WITHIN TENT.

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

George Pett

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: _____

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 Parks & Recreation
 PO Box 730
 Stowe, VT 05672
 802-253-6138
 recreation@stowevt.gov
 http://www.stowerec.org/

The reservation is not complete until you sign, date and return this permit and payment to the Recreation Office.

Please make checks payable to Town of Stowe, PO Box 730, Stowe, VT 05672.

Certificate of Liability and payment is due two weeks prior to use.

PERMIT #4079

Authorized On: 09/29/2025 12:28 PM

Title: Stowe Jazz Festival

NOTE: Has requested water and electric. Tent and audience on Mayo B, parking on Mayo A.

Location	Permit Holder	Authorized Agent
Mayo Event Fields	Stowe Jazz Festival PO Box 6 Stowe, VT 05672	Kelli Millick 802-253-6138 recreation@stowevt.gov http://www.stowerec.org

RESERVATIONS

Location	Facility	Date	Time	Hours	Estimate
Mayo Event Fields	Mayo B	Thu, Aug 13th 2026	09:00 AM-05:00 PM	8.00	\$250.00
	Discounts	Non-profit discount			(\$62.50)
		Discounts Total			(\$62.50)
Mayo Event Fields	Mayo A	Fri, Aug 14th 2026	09:00 AM-05:00 PM	8.00	\$250.00
	Discounts	Non-profit discount			(\$62.50)
		Discounts Total			(\$62.50)
Mayo Event Fields	Mayo B	Fri, Aug 14th 2026	09:00 AM-05:00 PM	8.00	\$1,500.00
	Discounts	Non-profit discount			(\$375.00)
		Discounts Total			(\$375.00)
Mayo Event Fields	Mayo A	Sat, Aug 15th 2026	09:00 AM-05:00 PM	8.00	\$250.00
	Discounts	Non-profit discount			(\$62.50)
		Discounts Total			(\$62.50)
Mayo Event Fields	Mayo B	Sat, Aug 15th 2026	09:00 AM-05:00 PM	8.00	\$1,500.00
	Discounts	Non-profit discount			(\$375.00)
		Discounts Total			(\$375.00)

Location	Facility	Date	Time	Hours	Estimate
Mayo Event Fields	Mayo A	Sun, Aug 16th 2026	09:00 AM-05:00 PM	8.00	\$250.00
	Discounts	Non-profit discount			(\$62.50)
		Discounts Total			(\$62.50)
Mayo Event Fields	Mayo B	Sun, Aug 16th 2026	09:00 AM-05:00 PM	8.00	\$1,500.00
	Discounts	Non-profit discount			(\$375.00)
		Discounts Total			(\$375.00)
				TOTAL:	\$4,125.00

This permit is subject to the following terms and conditions:

- Additional conditions / fees may apply (portable toilets, trash barrels/liners, security, utilities, etc).
- Additional Documentation may be required: Certificate of Insurance/Special Event Permit/Game/Practice Schedule.
- All Town Park Ordinances apply. A copy may be obtained from the Recreation office.
- Town of Stowe, VT does not assume liability for the acts of persons/organizations using the park grounds.
- Renters are held responsible for conduct of their participants and will be held financially responsible for any damages to the facility/park or adjoining property beyond normal usage.
- Renters are responsible for the safety of their guests, participants, and spectators at all times.
- Renters should not use the facility/park if they discover an unsafe condition, and are asked to report the condition to the Recreation Office.
- All trash created by the user must be removed immediately after using the park/facility.
- It is the responsibility of the renter to make all necessary arrangements with other Town Departments to meet all Town requirements (Special Event Permit for 300 or more people).
- Vehicles shall be parked only in designated areas. No parking on lawn or open park space.
- This permit does not necessarily give exclusive rights to the entire park.
- The Stowe Parks and Recreation Department reserves the right to relocate field use when necessary due to field conditions.

I have read and understand the above conditions. I agree to the conditions of this permit.

(Group representative)

(date)



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
- Walks, runs, bicycle rides
- Festivals, concerts, trade shows
- Road construction, utility work
- Sporting events
- Facility security, money escorts
- Fundraising events
- Any other special event deemed appropriate by the Police Department

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
- Traffic, road closures, detours
- Use of Town property or facility
- Anticipated people in attendance
- Type of event or traffic detail
- Alcoholic beverage being served
- Officer safety
- Any other factor deemed appropriate by the Police Department


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

Stowe Police Department

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.

 10.7.2025
Initial / Date

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

Stowe Police Department

\$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



10.7.2025

Initial / Date

Special Event and Traffic Detail Agreement

Stowe Police Department

Date	# Officers	Vehicle	Additional Details
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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.

George Petit

Print Name



Signature

10.7.2025

Date

Frank G. O'St

Signed: Chief of Police

10/7/2025

Date