

**Agenda Summary**  
**November 5, 2025**

**Agenda Item A-2**

**Special Event Application – Traditional Christmas in Stowe**

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**Summary:** Stowe Vibrancy is requesting an amendment to the Traditional Christmas in Stowe special event permit to include a winter holiday market at Straw Corners. There will be live music at Straw Corners from 3pm to 6pm on Saturday, 12/6. No event parking will be allowed at Straw Corners.

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

**Fiscal Impact & Staff Impact:** N/A

**Recommendation:** Move to approve the special event permit amendment.

# Town of Stowe

## Special Event Permit Application



1. Name of Event: Traditional Christmas in Stowe
2. Date(s) of Event: December 5,6 & 7, 2025
3. Location of Event: Stowe Village – Village Green, SAA, Downtown Businesses, Elementary School and Cultural Campus **and Straw Corners area**
4. Hours of Event: 3:00pm Friday through 3pm Sunday
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, downtown businesses

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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.) Event will be the same as previous years, with a Children’s Lantern Parade Friday evening, Saturday kicks off with

Santa arriving in the village on a tractor-pulled wagon. Wagon rides throughout the village, Holiday Bazaar at the Community Church, Play at Stowe Community Church and other events and gatherings at downtown businesses. **This year we will include a winter holiday market at the Straw Corners shopping area parking lot.**

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

Christmas tree to be placed on Village Green, decorated by SED. Lantern Parade starts at Stowe Elementary Friday at 4:30pm, using sidewalks/crosswalks through village and ends at The Current. Santa arrives Dec 6th on wagon driven up Park Street to Stowe Mercantile at noon, Wagon rides through village 12-3pm

11. Anticipated Attendance: 150 Friday night, 500 Saturday

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: 3-5 employees/volunteers throughout the weekend.

13. If food and/or beverage is to be provided, please describe: Friday night – donuts and cider provided at the Current; Saturday food and beverages at some businesses. **Vendors at the Holiday Market will be serving food and beverages Saturday 3pm-6pm.**

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? **There will be live music in the Straw Corners area from 3pm-6pm on Saturday**

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

**10/16/25**  
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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