

Agenda Summary
March 25, 2026

Agenda Item No. A-6

Special Event Application – Stowe Foliage Arts Festival

Summary: The Town has received an application to hold the Stowe Foliage Arts Festival (AKA Craft Fair) at the Mayo Farm events fields on October 9-11, 2026, 10am – 5pm each day. The organizers anticipate 1,500 attendees per day with 12 staff and volunteers. The event will have 125-150 artisan vendors, live music, and food trucks. There is a police agreement in place for traffic control on Weeks Hill Rd.

The Selectboard previously discussed the location of the event with the organizers. In recent years, the event has taken place at Topnotch Field. In August, the Selectboard raised concerns about the traffic impacts at that location.

The minutes from 8/13/25 state, in part:

“Topnotch Field is not recommended for an event of this size on Indigenous Peoples’ Day weekend due to the traffic and other impacts. Other sites such as the Mayo Farm events field would be preferable from a traffic management standpoint.

Ms. Sabel Courtney noted that the event was held at the Mayo Farm in the past. Tim Cianciola said they understand the traffic impacts and are open to doing the event at that location. The Selectboard reached a consensus that the Mayo Farm events field is preferable due to traffic.

Tim Cianciola said he will submit a revised application in January. No action was taken at this time.”

The Selectboard also discussed the traffic issue at Topnotch with the organizers on 5/22/2024.

Town Plan & Policy Impact: N/A

Fiscal & HR Impact: Police officers to manage traffic on Weeks Hill Rd.

Recommendation: Move to approve the special event permit.

Town of Stowe

Special Event Permit Application



1. Name of Event: _____
2. Date(s) of Event: _____
3. Location of Event: _____
4. Hours of Event: _____
5. Event Organizer (Contact person): _____

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): _____

Address

Phone Number

Email Address

8. Property Owner (If not Sponsor): _____

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.)

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

11. Anticipated Attendance:_____

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: _____

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

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? _____

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.

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:

Grace amao

Signature

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: _____



Athletic Fields & Facilities

Form 1: Use Information

**Town of Stowe
Parks & Recreation**
PO Box 730
336 Park Street
Stowe, VT 05672

Stowe Parks & Recreation is responsible for the scheduling, reservation, use and management of the Town's athletic and recreational facilities. **To reserve space for exclusive use, please review the following and submit Form 2 Field Use Application with required documents.**

All Applicants

All applications must meet the following requirements:

- Submit **Field Use Application Form 2** to Stowe Parks & Recreation. Forms that are illegible or incomplete will be returned for clarification.
- Applications are considered on a first-come, first-serve basis with priority given to current and return users if submitted by the January 30th deadline.
- Indicate specific days, dates and times on your application or attach a separate calendar or schedule. Include time needed for set-up and break down as well as any known date exceptions in block scheduling (i.e. all Wednesdays in July except July 4th).
- Submit proof of liability insurance.
- After processing, applicants will be notified of their reservation status and given a quote with confirmed dates.
- Payment is due at the time of invoicing and prior to use.
- Additional fees for clean-up and damage to the facility will be invoiced separately.
- Changes or cancellations must be made prior to the event date to be eligible for a refund or credit.

Large Events (300+ Attendees) - Additional Requirements

In addition to the above requirements, Large Event applications must also:

- Submit a **Special Event Permit** with Form 2. Permit applications are available at the Town Manager's Office or online at www.townofstowevt.org.
- As part of the Special Event Application, users are responsible for all required permits including zoning, health, liquor, public assembly, etc.
- Only 8 Special Event Permits are allowed on the Mayo Events Fields each year. The Selectboard makes the final approval and has authority for Special Events.
- Include a site plan describing the layout of field space including a description or map indicating placement of porto-lets, dumpsters, power supply, vendors, entrances, exits, parking, security, water, tents and other amenities.
- Attend a mandatory pre-event meeting at least two weeks prior to the event date. Applicant, Parks & Recreation and any necessary Municipal Departments must be present.
- A post-event meeting is also required to evaluate the event.

Revised 1/09/12



Athletic Fields & Facilities Form 2: Application

**Town of Stowe
Parks & Recreation**
PO Box 730
336 Park Street
Stowe, VT 05672

Organization: Craft Producers		☐ Resident	☒ Non-Resident		☐ Non-Profit	☒ Profit
Name of Event: Stowe Foliage Arts Festival						
Contact Person: Grace Amao			Email: grace@craftproducers.com			
Phone: 802.233.2178			Fax: n/a			
Billing Address: 1695 Baldwin Rd. Hinesburg VT 05461						
FIELD/FACILITY INFORMATION						
Facility Requested:						
☒ Mayo Events Field <u>X</u>A <u>B</u>C ☐ Polo Field ☐ Moscow Field ☐ Memorial Park ☐ David Gale Recreation Center ☐ Other: _____						
Description of Use: A premier 3-day event dating back over 60 years in Stowe, VT featuring 125-150 juried artisans, live music, and local food, set against the backdrop of peak October foliage.						
Anticipated number of people in attendance: 1650 (1500 guests per day, 125 -150 vendors, and 12+ Craftproducers staff)						
Proof of Liability Insurance: ☐ Enclosed ☒ Will be mailed separately ☐ None (waiver required) *with Town of Stowe listed as the additional insured*						
Event Type:						
☐ Small Event (less than 300 attendees) ☐ Youth Based Sports & Athletic Activities ☐ Adult Based Sports & Athletic Activities ☐ Sport Camps & Special Activities ☐ One-time Athletic Use ☐ Other: _____ ☒ Large Event (300 people or more) <u>X</u> Special Event Permit attached (See additional requirements on Form 1)						
RESERVATION						
☐ Calendar or schedule attached -OR- ☒ List specific dates and times:						
Day(s) of the week	Date(s) (month and day, including set-up and break-down dates)	Time(s) (including time for set-up and break-down)	Use(s) (i.e. game, practice, set-up, break-down, main event etc.)			
Wed, Th, Fri	Oct 6th -8th, 2026	8am-4pm	Tents & vendors arrive & set up			
Sat, Sun, Mon	Oct 9th-11th, 2026	9am-5pm	Festival event dates			
Tues	Oct 12th, 2026	7am-12pm	Tents removed, site vacated			
List any date exceptions to block reservations:						
Additional services needed:						
* Field lining or marking requests must be made at least two weeks prior to the event.						

Revised 1/09/12

I have read and understand Stowe Parks & Recreation Field and Facility Forms and understand my responsibilities as outlined in Forms 1, 2 and 3. I understand that payment for use must be made **in advance** and that I will be invoiced separately for additional clean-up and repair costs related to any damage to the facility during my reservation.

Signature: Grace amao Print: Grace Amao Date: 1/13/26

Tel. (802) 253-6138

Fax. (802) 253-3723

Email. recreation@townofstowevermont.org

Web. www.StoweRec.org



Athletic Fields & Facilities

Form 3: Rates

**Town of Stowe
Parks & Recreation**
PO Box 730
336 Park Street
Stowe, VT 05672

FACILITIES

DAVID GALE RECREATION CENTER

- \$75 full day
- \$50 half day, for a maximum of four hours

STOWE ARENA RENTAL

- Ice Rental: Prime \$195 per hour / Non-Prime \$185 per hour
- Turf Rental: Session 1- Prime \$140 per hour / Non-Prime \$125 per hour
- Turf Rental: Session 2- Prime \$120 per hour / Non-Prime \$105 per hour
- Youth Resident Organization \$10 per hour discount
- Community Room: \$25 per hour / \$75 per day

FIELDS

LARGE EVENT (Over 300 in Attendance as per Mayo Farm Plan)

- \$750 /day/ field of the event for the Event Field itself
- \$100 /day for each auxiliary field when it is used e.g. (parking)
- \$100 /day during set up and tear down time for any field occupied that cannot be used for other activities
- Plus any cleanup costs and repair of damages to the facility
- The possible costs of having an employee of the Town of Stowe on site to facilitate needs
- The rate of \$40 / hr. may be charged if deemed necessary and agreed upon in advance of the event

SMALL EVENT (Less than 300 in attendance)

- \$300/day/ field
- \$100 /day for each auxiliary field when it is used e.g. (parking)
- \$100 /day during set up and tear down time for any field occupied that cannot be used for other activities
- Plus any cleanup costs and repair of damages to the facility
- The possible costs of having an employee of the Town of Stowe on site to facilitate needs
- The rate of \$40 / hr. may be charged if deemed necessary and agreed upon in advance of the event

YOUTH BASED SPORTS & ATHLETIC ACTIVITIES

- No rental fee to Stowe youth activities
- \$250 fee for costs related to field care for the entire season
- Plus any cost from resultant damages

ADULT BASED SPORTS & ATHLETIC ACTIVITIES

- \$250 fee for the costs related to field care for the entire season
- Plus a \$25/ time of usage fee up to ½ day.
- Tournaments and Jamborees of greater duration will be considered Small Events as stated above
- Plus any costs from resultant damages

SPORTS CAMPS & SPECIAL ACTIVITIES

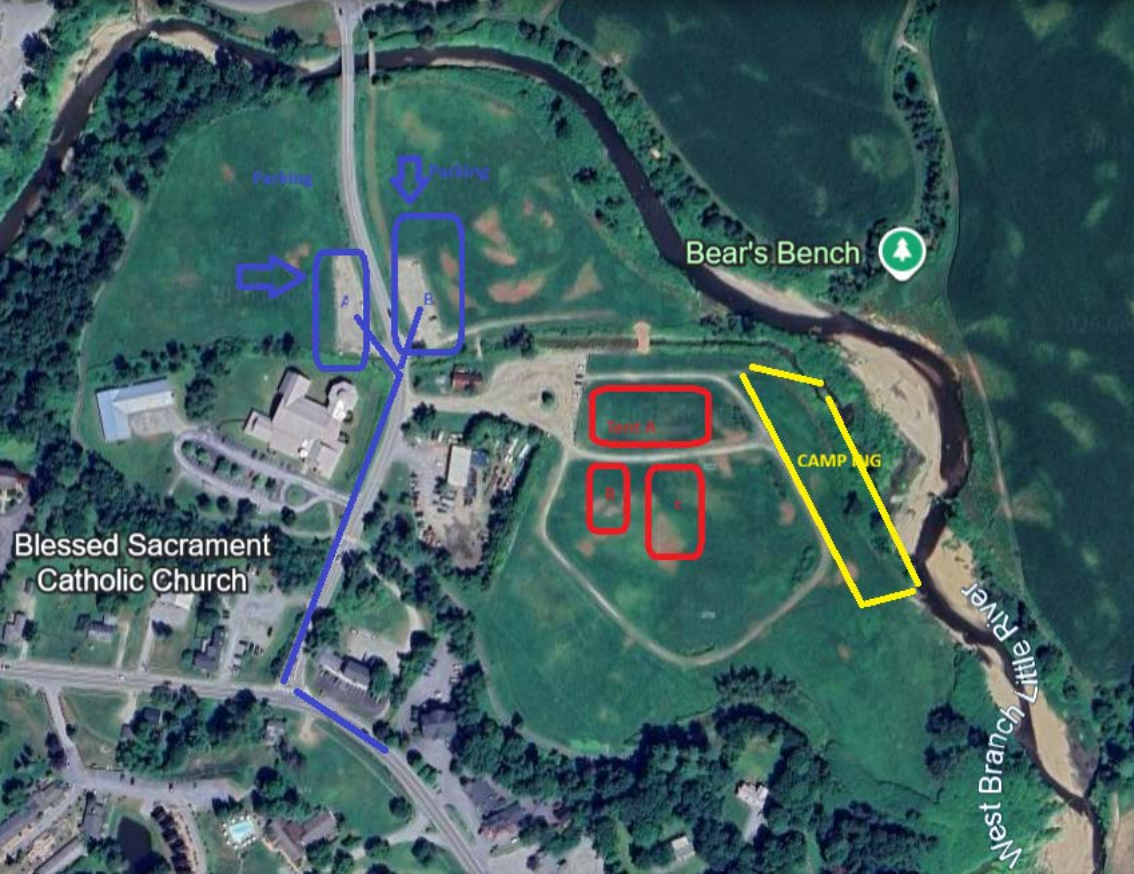
- \$50 / day / field at the High School, Polo fields, and all others
- \$100/ day for fields at the Mayo Farm A, B, or C
- Plus any costs from resultant damages

ONE-TIME ATHLETIC USE

- \$25 / use, for a maximum of four hours
- Plus any costs from resultant damages

FIELD LINING/ MARKING

Fees for field lining or marking are in addition to rental fees. Requests must be made at least two weeks prior to the event date. Approximate fee per marking \$150-\$175



Parking

Parking

Bear's Bench



Blessed Sacrament
Catholic Church

Tent A

B

C

CAMPING

West Branch Little River

Craftproducers 2026 Stowe Foliage Arts Festival, Stowe Events Field Parking Plan

Event Location: 120 Weeks Hill Rd, Stowe, VT

Event Dates/Times: October 9th-11th, 2026 | Show Hours: 10 AM – 5 PM

Parking Attendants: 3–4 attendants per day (8 AM – 5 PM)

Parking Areas & Layout

Parking Area A (across Weeks Hill Rd)

- Primary parking for guests.
- Clearly signed entrance and exit points from Weeks Hill Rd.
- One lane for entering, one for exiting (if space allows) to reduce congestion.

Parking Area B (adjacent/east of Event Field)

- Secondary parking zone.
- Signage directs overflow or late arrivals here first.

Disabled/Accessible Parking

- Closest spots to event entrance reserved and signed.
- Staff assists disabled guests as needed.

Accessible parking must be designated and clearly signed onsite.

Estimated Demand & Capacity

- **Anticipated Guests:** ~1,500/day

- **Estimated Vehicles:** 750–1,000 cars/day
- Arrive window: 8 AM – 10 AM
- Depart: 5 PM – 6 PM

No formal overflow lot planned unless required by Police or Fire.

Traffic Flow & Control

Ingress (Arrival)

- **8am-3pm:** Attendants direct cars into A first, then B when A nears capacity.
- Use orange cones or temporary markers at entrance to guide vehicles.
- Attendants wear high-visibility gear for safety.
- One-way traffic flows inside each lot where possible to minimize conflicts and confusion.

Egress (Departure)

- **12pm–6 PM:** Attendants manage exit, allowing steady flow onto Weeks Hill Rd.
- If backup begins on Weeks Hill Rd, staff coordinate metered release of vehicles to maintain safety and keep road open.

Traffic control personnel *can* be coordinated with police for peak times if requested by the Chief of Police.

Signage & Directional Aids

- **Entrance/Exit signs** at both lots (big arrows, clear labels).
- **Parking Zones** clearly marked (Area A, Area B, Disabled).
- **Pedestrian crossing signs** and walking paths to guide guests safely to the event field.

- Cones/flags to mark driving lanes and parking rows.

Signage helps drivers find the correct lot and keeps traffic moving efficiently.

Pedestrian Safety

- Marked walkways from each lot to venue entrance.
 - Staff assist crossing Weeks Hill Rd during peak arrival/departure.
 - Guests urged to use crosswalks and follow attendants' directions (reduces risk).
-

Safety & Security

- Parking attendants visible at all times (8 AM–5 PM).
 - Emergency access lanes maintained at all times.
 - Attendants instructed to keep areas around fire lanes clear.
 - Any unsafe or unauthorized parking will be addressed promptly.
-

Communication Before & During Event

- Event website and tickets include **parking map + instructions**.
- Clear timeframes for parking availability (opens 8 AM, closes 5 PM).

STOWE EVENTS FIELD PARKING PLAN

120 Weeks Hill Rd, Stowe, VT





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

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

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 her 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 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 her 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.



Stowe Police Department

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

GA 3/2/26
Initial / Date

Special Event and Traffic Detail Agreement

Name of Event: Stowe Forage Arts Festival
Date(s) of Event: Oct 9th - 11th, 2026
Location(s) of Event: 120 Weeks Rd, Stowe, VT (Mayo Farm Event Field)
Contact Person: Grace Amaro
Billing Address: 1695 Baldwin Rd. Hinesburg VT 05461
E-mail (To Send Invoice): grace@craftproducers.com
Telephone Number(s): 802 - 233 - 2178

Police Coverage Detailed:

<u>10/09/26</u>	<u>2</u>	☒ Yes ☐ No	<u>Hours 09:30 - 17:00 hrs.</u>
Date	# Officers	Vehicle	Additional Details
<u>10/10/26</u>	<u>2</u>	☒ Yes ☐ No	<u>Hours 09:30 - 17:00 hrs.</u>
Date	# Officers	Vehicle	Additional Details



Stowe Police Department

10/11/26 1 Yes / No Hours 09:30-17:00 hrs.
Date # Officers Vehicle Additional Details

Additional Information / Requirements: One carper each day.

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.

GRACE ANNO [Signature] 3/2/26
Print Name Signature Date

[Signature] C. O'ST 3/10/2026
Signed: Chief of Police Date



Stowe Police Department

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.

JA 3/2/26
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 her 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

\$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.