

Agenda Summary
March 25, 2026

Agenda Item No. A-8

Special Event Application – Party in the Meadow

Summary: Trapps and the Stowe Land Trust have submitted a special event application for their Party in the Meadow event, to be held from 5pm to 9pm on Sunday, August 16.

The first event was held in 2025. This is a fundraiser for SLT held in the Trapps wedding meadow. They anticipate 800 attendees, with food vendors and a live music on the concert stage.

Town Plan & Policy Impact: N/A

Fiscal & HR Impact: N/A

Recommendation: Move to approve the special event application with the stipulation there is no parking in the right of way.

Town of Stowe
Special Event Permit Application



1. Name of Event: Party in the Meadow
2. Date(s) of Event: August 16, 2026
3. Location of Event: von Trapp Concert Meadow
4. Hours of Event: 5pm - 9pm

5. Event Organizer (Contact person): Kelly Lilly

6 Sunset Street, Stowe VT **802-522-3832** events@stowelandtrust.org

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: N/A

7. Event Sponsor (organization putting on event): Stowe Land Trust

6 Sunset Street, Stowe VT **802-522-3832** events@stowelandtrust.org

Address	Phone Number	Email Address
---------	--------------	---------------

8. Property Owner (If not Sponsor): von Trapp Family Lodge & Resort

700 Trapp Hill Road, Stowe VT **802-253-5769** bschwartz@vontrappresort.com

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: Fundrasier for Stowe Land Trust

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

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

11. Anticipated Attendance: **800**

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: **5**

13. If food and/or beverage is to be provided, please describe: There will be several food vendors serving food TBA on 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? **Yes**

If yes, describe and mark location on site plan: **on Concert Stage**

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:

_____	Robert Schwartz	2-25-26
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: _____

