

Agenda Summary
April 8, 2026

Agenda Item No. A-4

Special Event Application – July 4th Field Event and Moscow Parade

Summary: Saturday, July 4, 2026: These are the Town of Stowe-sponsored July 4th events, which includes the Moscow Parade from 10:00am – 11:00am, followed by the Main Street parade at 12:00pm (Stowe Vibrancy event), and then Fireworks, live music, food vendors and games from 6:00pm – 9:00pm on Mayo Field B. Setup for the Mayo Field event will begin at 10:00am.

The Main Street parade will be included on a separate application.

Town Plan & Policy Impact: N/A

Fiscal & HR Impact: Parks and Rec staff labor for preparing the fields and organizing the field event. Moscow Parade is organized by volunteers. Police Officers dispatched to both events for traffic control.

Summary: Move to approve the special event application.

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:

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: _____



Weeks Hill Rd

Quiet Path-Week Hill Rd side

Rec Games

Info Tent

Bounce Houses

Wagon Ride
*Follows quiet path

Port-a-lets

1

2

Band Tent
20X20

Vendors

3

4

5

6

20 x 40 Tent w/
tables & seating

Week Hill Rd side

Quiet Path-Week Hill Rd side

Quiet Path Trail & Loop

Quiet Path Trail & Loop

Quiet Path-Week Hill Rd side

Quiet Path-Week Hill Rd side

Weeks Hill Rd



Stowe Event

Accessible Parking

Vendor Parking

Attendee parking

Vermont Renaissance Faire



Willie's Village Auto

Hole

