Agenda Summary
September 9, 2026

Agenda Item No. A-3
Special Event Application – Trapps Oktoberfest

Summary: The Town has received a special event application for Oktoberfest event at Trapps on September 19, 2026. The hours of the event are 11:00am-9:00pm, and up to 1,200 attendees are anticipated throughout the day split between two sessions at 600 max per session. They will be serving a pre fixe menu and beer. There will be amplified entertainment in the form of a traditional German polka band.

Town Plan & Policy Impact: N/A

Fiscal & HR Impact: N/A

Recommendation: Move to approve the special event permit application.

Town of Stowe

Special Event Permit Application

1. Name of Event: Oktoberfest
2. Date(s) of Event: Sept 19, 2026
3. Location of Event: von TRapp Brewing Bierhall
4. Hours of Event: 11am - 9pm
5. Event Organizer (Contact person): Bob Schwartz

   1333 Luce Hil Road | 802-253-5769 | Bschwartz@vontrappresort.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): von Trapp Family Lodge & Resort

   700 Trapp Hill Road | 802-253-5769 | bschwartz@vontrappresort.com

   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: Annual Oktoberfest Celebration

   _____

   _____

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

10. Use of Town Owned Property/Streets Requested (**attached Recreation Field Use Forms**):
None

11. Anticipated Attendance: 600 per session - 2 sessions

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: 30

13. If food and/or beverage is to be provided, please describe: We will serve food and beverage from the Berhall

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: Inseldudler Band (German Polka)

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

Robert Schwartz 9-2-26

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: _____

_____

_____