

Agenda Summary
August 13, 2025

Agenda Item A-5

Special Event Application – Oklahoma at Trapps

Summary: Trapp Family Lodge has submitted a special event application for Oklahoma in Concert, by the Lyric Theatre, the Flynn and the Vermont Symphony Orchestra. The concerts will be between 5:30 PM – 9:30 PM (music starting at 7:03 PM) on August 13-15. They anticipate between 600-700 attendees for each concert. Parking will be on the gravel lot at the outdoor center, as well as the grass lot southeast of the outdoor center wedding meadow. Stowe PD and EMS historically have not provided coverage for this event. They will have a beer and wine tent with food options.

Town Plan & Policy Impact: N/A

Fiscal & HR Impact: N/A

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

Town of Stowe
Special Event Permit Application



1. Name of Event: Oklahoma! in Concert.
2. Date(s) of Event: Aug 13-15, 2025.
3. Location of Event: Von Trapp Family Lodge & Resort.
4. Hours of Event: 7:30-9:30pm
5. Event Organizer (Contact person): Von Trapp Family Lodge & Resort
700 Trapp Hill 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: Bob Schwartz 917-799-3177.
7. Event Sponsor (organization putting on event): Vermont Symphony Orchestra.
2 Church St #3B 802-864-5741 Elise@vso.org.
 Address Burlington, VT. Phone Number Email Address
8. Property Owner (If not Sponsor): Von Trapp Family Lodge & Resort.
700 Trapp Hill Road 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: Concert in our Meadow in partnership with VSD, Stowe Performing Arts, Lyric Theatre and the Flynn Theatre.

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

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

Parking of Trapp Mill Road. In Wedding Meadow

11. Anticipated Attendance: 600 - 700 per night.

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: 15

13. If food and/or beverage is to be provided, please describe: Beer + wine tent that will also serve pretzels Catered by Trapp

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.****

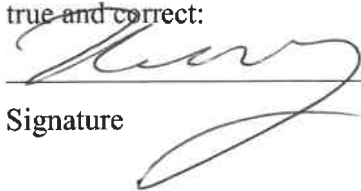
15. Attach site plan indicating event location/layout, state and local highways, entrances/exits, traffic flow patterns, parking and surrounding land uses.

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: Same as Music in the Meadow

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

Printed Name of Applicant

8-7-25

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.

For Office Use Only

Fee Received:

8/8/25

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: _____

Vermont Symphony Orchestra
Trapp Family Lodge Site Map
Technical Director: Patrick LeBlanc (802) 289-3846

