

**TOWN OF CHARLOTTE**  
**APPLICATION FOR USE OF TOWN FACILITIES**

Approved for Use: September 22, 2014

**Name of Organization/Event:** \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Organization's Address: \_\_\_\_\_

Non-Profit \_\_\_\_\_ For Profit \_\_\_\_\_

If non-profit, briefly explain the benefit fund: \_\_\_\_\_

**Contact information for Organization/Representative:**

Name of Event Manager/Title: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Mobile telephone number: \_\_\_\_\_

**Location**

Town highways \_\_\_\_\_

Town Beach \_\_\_ Senior Center \_\_\_ Town Hall \_\_\_ Other \_\_\_\_\_

Brief description of requested use of facility: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

**Anticipated Attendance**

Participants \_\_\_\_\_ Staff/Volunteers \_\_\_\_\_ Vendors/Caterer \_\_\_\_\_ Total \_\_\_\_\_

Will food be served? \_\_\_(yes)\_\_\_(no)

Will alcohol be served: \_\_\_(yes)\_\_\_(no).

**If yes, include copy of the caterer's license and certificate of insurance.**

**Safety Arrangements:** (attach additional sheet if needed)

(Parking, course monitors, water and aid stations, traffic control)

Has Charlotte Fire & Rescue been notified? Yes \_\_\_\_\_ No \_\_\_\_\_  
Signature of CVFRS Official \_\_\_\_\_

Is a standby ambulance needed? Yes \_\_\_\_\_ No \_\_\_\_\_

Are State of Vermont permits required? Yes \_\_\_\_\_ No \_\_\_\_\_

Is a port-o-let proposed? Yes \_\_\_\_\_ No \_\_\_\_\_

Has this event been held in Charlotte before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list years: \_\_\_\_\_

Is this event open to Charlotte residents? Yes \_\_\_\_\_ No \_\_\_\_\_

**Please attach an event map, if applicable.**

**Please attach or e-mail a certificate of insurance for the event which names the Town of Charlotte as an "additional insured" for general liability coverage.**

## Waste Management

The Town of Charlotte is dedicated to making all events in public spaces as waste free as possible by reducing packaging and single use items, and by collecting waste in three streams: *compostables*, *recycling* and *trash*. All events held in public spaces will adhere to these expectations, and comply with [VT ACT 148 Universal Recycling Law](#) and [CSWD's Solid Waste Management Ordinance](#).

### Please see Recommendations for Waste Reduction in the attached addendum. (Live link)

Event sponsors are responsible for communicating these recommendations to all vendors/caterers.

Technical help is available from Charlotte CSWD representative, Ken Spencer: [kspencer@cswd.net](mailto:kspencer@cswd.net)

### Event Person in Charge of Waste Management (if not event manager):

Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Mobile telephone number: \_\_\_\_\_

### Plan for Compostables

Use of food scrap buckets is required for events at which food is served. Buckets are available from the Town, CSWD, and haulers. To obtain from Town, please contact Ken Spencer:

[kspencer@cswd.net](mailto:kspencer@cswd.net)

Number of buckets needed \_\_\_\_\_

Compostable materials: \_\_\_\_\_ food scraps only; \_\_\_\_\_ food scraps and other organics

Compost management plan: \_\_\_\_\_ will use onsite compost bin; \_\_\_\_\_ will take to CCS Compost Shed; \_\_\_\_\_ will drop off at CSWD facility; \_\_\_\_\_ will hire compost or three-stream hauler

### Plan for recyclables and trash (check one)

\_\_\_\_ Will use Town's existing recycling and trash infrastructure. Fee may apply.

\_\_\_\_ Will contract for three-stream pick-up by hauler

\_\_\_\_ Will drop off at CSWD facility

### Waste Stations

Side-by-side composting/ recycling/trash stations are required, labeled with Vermont's Universal



Symbols. See: <http://cswd.net/about-cswd/universal-recycling-law-act-148/>

Number of waste stations needed for event \_\_\_\_\_

Plan for assisting participants with sorting streams \_\_\_\_\_

Plan for decontaminating streams \_\_\_\_\_

In consideration of this request to use town highways and/or town-owned property and facilities \_\_\_\_\_ (organization/group/business) and I agree, and for myself/ourselves and my/our heirs, executors and administrators agree to indemnify, defend and hold forever harmless the Town of Charlotte and its officers, agents and employees from and against any claims, demands, liabilities, actions, judgments, settlements, damages, costs and expenses (including attorney's fees and disbursements) for injury to or death of any person or damage to property arising out of or resulting from the activity described in this request.

Signature of authorized representative \_\_\_\_\_