

TOWN OF CHARLOTTE
APPLICATION FOR USE OF TOWN FACILITIES

Approved for Use: September 22, 2014

Name of Organization/Event: Charlotte Library / Grange on the Green
Date(s) of Event: Thursday, June 27; Thursday, July 11; Thursday, July 18; Thursday, July 25
Organization's Address: 115 Ferry Road
Non-Profit _____ For Profit _____
If non-profit, briefly explain the benefit fund: _____

Contact information for Organization/Representative:

Name of Event Manager/Title: Margaret Woodruff/Library Director
Email address: margaret@charlottepubliclibrary.org
Telephone number: 802-425-3864
Mobile telephone number: 802-338-2598

Location

Town highways _____
Town Beach ___ Senior Center ___ Town Hall ___ Other Town Green
Brief description of requested use of facility: Outdoor concert space

Event Start Time: 5:00 pm **Event End Time:** 7:00 pm

Anticipated Attendance

Participants 100 Staff/Volunteers 15 Vendors/Caterer 0 Total 115

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: 2020-2023

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

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

Number of buckets needed ⁰ _____

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 Volunteer will help at waste station

Plan for decontaminating streams Checking to make sure the items are put in correct bins.

In consideration of this request to use town highways and/or town-owned property and facilities Charlotte Library/Charlotte Grange (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 _____

Handwritten signature of M. Woodbury in black ink.

2.21.24