

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

Approved for Use: September 22, 2014

**Name of Organization/Event:** Charlotte Library

Date(s) of Event: April 8, 2024

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: Cheryl Sloan/Youth Services Librarian, Margaret Woodruff/Library Director

Email address: youth@charlottepubliclibrary.org

Telephone number: 802-425-3864

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

**Location**

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

Town Beach  Senior Center  Town Hall  Other The Town Green

Brief description of requested use of facility: Eclipse Viewing Party

Event Start Time: 2pm Event End Time: 4pm

**Anticipated Attendance**

Participants 100+ Staff/Volunteers 6 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: Partial Eclipse, August 2017

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.**

**OVER**

**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, Abby Foulk: [afoulk@gmavt.net](mailto:afoulk@gmavt.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 Abby Foulk: [afoulk@gmavt.net](mailto:afoulk@gmavt.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



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 