

TOWN OF CHARLOTTE  
APPLICATION FOR USE OF TOWN FACILITIES

Approved for Use: September 22, 2014

Name of Organization/Event: East Charlotte Tractor Parade  
Date(s) of Event: October 13, 2024  
Organization's Address: Charlotte, Vermont  
Non-Profit  For Profit \_\_\_\_\_  
If non-profit, briefly explain the benefit fund: Funds go back to Parade (Free Event)

Contact information for Organization/Representative:

Name of Event Manager/Title: Carrie Spear and Terra Heilebach  
Email address: CSpear80200@gmail.com Spear St.  
Telephone number: 802 355-4246  
Mobile telephone number: " " 802-881-5203

Location

Town highways   
Town Beach \_\_\_\_\_ Senior Center \_\_\_\_\_ Town Hall \_\_\_\_\_ Other \_\_\_\_\_  
Brief description of requested use of facility: Close Spear St. from Baptist 4 corner South to Prindle Rd - 1-1:30.  
Event Start Time: 11 AM Event End Time: 3 PM

Anticipated Attendance

Participants 500 Staff/Volunteers 30 Vendors/Caterer 7 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 \_\_\_\_\_  
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: 24 yrs  
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):

Wasted  
Email address: armando machado Armand@wastedearth  
Telephone number: \_\_\_\_\_  
Mobile telephone number: 802 481-4022

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/>

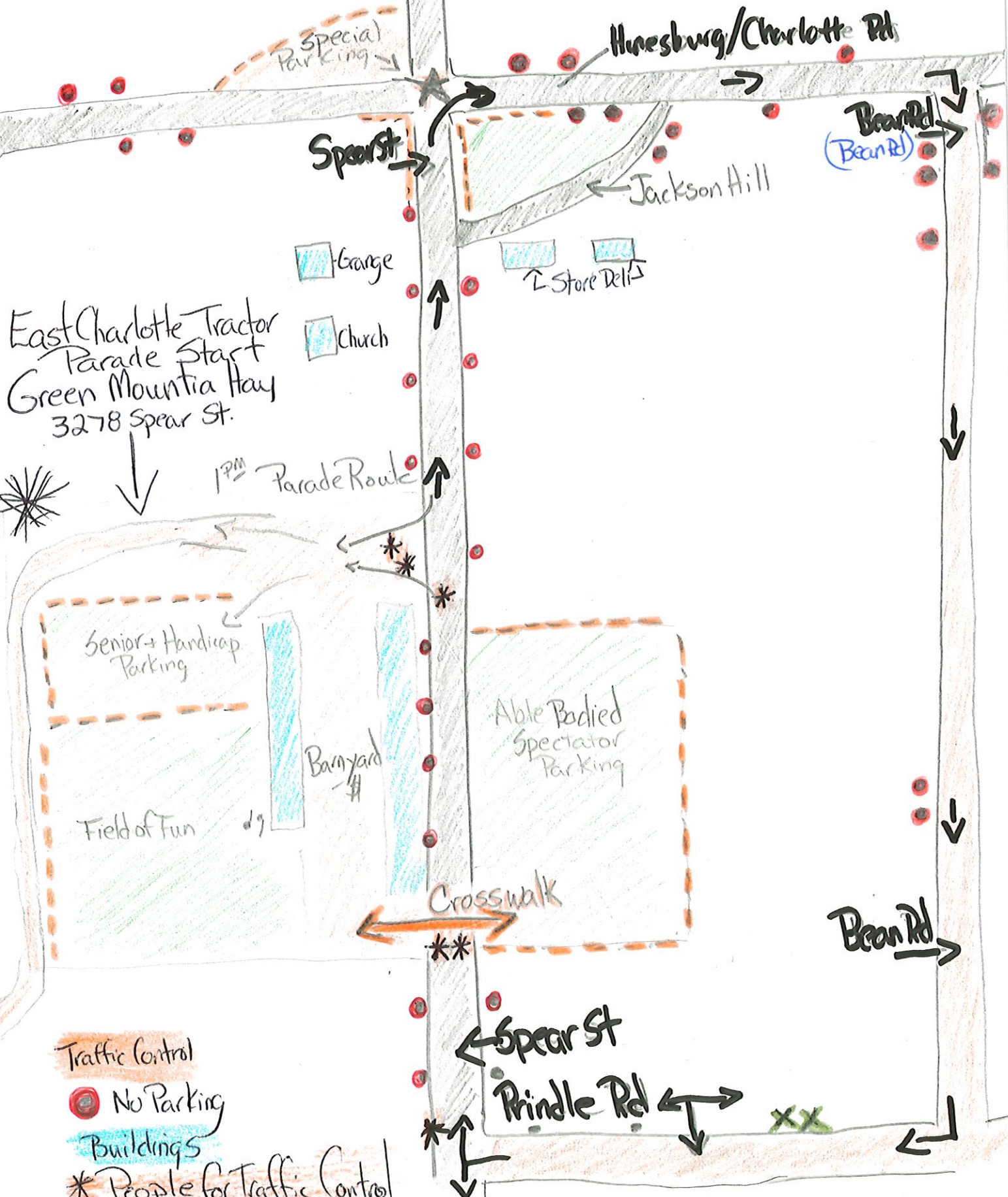
Number of waste stations needed for event 3

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 Carrie Spear



East Charlotte Tractor  
Parade Start  
Green Mountain Hwy  
3278 Spear St.

1 PM Parade Route

Hinesburg/Charlotte Rd

Spear St

Bean Rd  
(Bean Rd)

Jackson Hill

Garage

Church

Store Delis

Senior + Handicap  
Parking

Able Bodied  
Spectator  
Parking

Barnyard  
#1

Field of Fun

Crosswalk

Bean Rd

Spear St

Prindle Rd

Traffic Control

No Parking

Buildings

People for Traffic Control

