TOWN OF CHARLOTTE
APPLICATION FOR USE OF TOWN FACILITIES

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 the Charlotte Fire & Rescue been notified? Yes_____ No_____

Are State of Vermont permits required ? 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.

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

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

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_____