



March 26, 2014

Mary Mead
Charlotte Town Clerk
159 Ferry Road
Charlotte, VT 05445

Dear Mary,

Please be informed that the Kelly Brush Foundation will be holding its 9th Annual Century Bike Ride through Addison and Chittenden Counties on Saturday, September 6, 2014. The race will start and finish at the Middlebury College Football stadium. Enclosed is a map of the route the bikers will be taking. The riders have their choice of 28, 50 or 100 miles. Enclosed is a map for each route with the water stops indicated.

There will be handcyclists along with the road bikers. Last year we had 700 riders and with the popularity of the event we expect roughly the same number of riders this year. They will start between 9 and 9:30 with the event closing by 5 p.m. All riders are told to finish by that time or they are on their own.

We will be retaining the State and local police, as well as our volunteers, to help us facilitate traffic control. We will be placing signs around the towns one week prior to the event to let people know there will be bikers on the roads on this date. We will be placing directional signs throughout the course on the day of the ride which will all be removed at the commencement of the ride. We will be taking all necessary safety precautions and addressing road safety issue with all riders at the start of the ride.

I am including the recreation commission's application for use of town facilities with this letter. I am happy to attend the commission's meeting when they discuss the Ride if that would be helpful – I've done that in the past. I believe you will also need a certificate of insurance and I will have our insurance agency send that to you directly.

If you need any more information regarding this event please contact me. As we get closer to the date, you will also be able to find information on the internet at www.kellybrushfoundation.org under Century Ride.

Thank you,

Betsy Cabrera
Kelly Brush Foundation
Tel: (802) 497-4909

CONQUERING THE CHALLENGES OF PARALYSIS THROUGH THE LOVE OF SPORT

**TOWN OF CHARLOTTE -- RECREATION COMMISSION
APPLICATION FOR USE OF CHARLOTTE PUBLIC FACILITIES**

Date(s) of Event(s): September 6, 2014
Name of Organization/Event: Kelly Brush Foundation
Address: 7 Aspen Drive, Suite 1 - South Burlington, VT 05403

Non-Profit For Profit

If non-profit, briefly explain benefit fund: KBF raises money to purchase adaptive athletic equipment for individuals living with a spinal cord injury and to improve ski racing safety.

Contact information for Organization/Representative:

Name of Event Manager/Title: Betsy Cabrera, Executive Director

Email address: betsycabrera@kellybrushfoundation.org

Telephone number: 802-497-4909

Mobile telephone number: 802-373-9351

Name of Event (& brief description) Kelly Brush Century Ride. Vermont's largest charity bike ride, starts and ends in Middlebury. The 100 mile cyclists (we have 50 and 25 as well) will travel north as far as South Burlington and back through Charlotte. One water stop at a private residence on Mt. Philo road in Charlotte. We hire state and local police to work all necessary traffic intersections. This is a ride and not a race so traffic does not need to stop for cyclists - the police are there to stop the cyclists and ensure the safety of both them and the public/traffic.

Please attach a certificate of insurance for the event, which shall name The Town of Charlotte as an "additional insured" on the event liability policy.

Approximate number of participants: 700 but only about 300 up to Charlotte

Has this event been held in Charlotte before? Yes No
If yes, please list years: 2006-2013 (8 years)

Is this event open to Charlotte residents? Yes No

Safety Arrangements: (attach additional sheet if needed)
(Parking, course monitors, water and aid stations, traffic control, trash collection)

Briefly describe and indicate numbers of employees/volunteers who will work the event:

We rely on roughly 150 volunteers to work the event. Many are at the start/finish in Middlebury. At each rest stop there are about 5-10 volunteers working. There is only one rest stop in Charlotte - at a private residence on Mt. Philo Road. We hire state and local police (Addison County Sheriff, Vergennes Police, Middlebury Police, Shelburne Police) to work all necessary traffic intersections. This is a ride and not a race so traffic does not need to stop for cyclists - the police are there to stop the cyclists and ensure the safety of both them and the public/traffic.

Has the Charlotte Fire & Rescue been notified? Yes _____ No X

Will your event utilize CCS Facilities? The Town Beach? Please list:

Are State of Vermont permits required? Yes _____ No X

Please attach a course map, if applicable.

In consideration of this request to use town highways and/or town-owned property and facilities Kelly Brush Foundation (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



Map is available online at this link: [COURSE ROUTE](#)

TOWN OF CHARLOTTE RECREATION COMMISSION

Process:

Outside organizations will contact the Recreation Office (425-6129) or use the Recreation link on the Town of Charlotte web site.

Event organizer(s) will fill out and submit a copy of the Application for Outside Events to the Recreation Coordinator, who will refer it to the next regularly scheduled meeting of the Recreation Commission.

At the meeting, which may be attended by a representative of the outside event if they wish, the details of the event will be discussed by the commission. Based on commission recommendation, the application will be forwarded to the Selectboard with