

TOWN OF CHARLOTTE  
APPLICATION FOR USE OF TOWN FACILITIES

Approved for Use: September 22, 2014

Name of Organization/Event: National Multiple Sclerosis Society  
Date(s) of Event: 8/1+2/2015  
Organization's Address: 101A First Ave Suite 6 Waltham, MA. 02451  
Non-Profit  For Profit

If non-profit, briefly explain the benefit fund: charity bike ride to raise funds for MS Programs + research

Contact information for Organization/Representative:  
Name of Event Manager/Title: Drew Davis - Director of Logistics  
Email address: Drew.davis@nmss.org  
Telephone number: 781-693-5158  
Mobile telephone number: 978-866-6955

Location  
Town highways \_\_\_\_\_  
Town Beach \_\_\_\_\_ Senior Center \_\_\_\_\_ Town Hall \_\_\_\_\_ Other rest stop at NW corner of Spear/Hinesburg  
Brief description of requested use of facility: rest stop for cyclists on charity bike ride  
Event Start Time: 8am Event End Time: 3pm

Anticipated Attendance  
Participants 150 Staff/Volunteers 15 Vendors/Caterer \_\_\_\_\_ Total 165

Will food be served?  (yes) \_\_\_\_\_ (no) Prepackaged snacks only  
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

Is a port-o-let proposed? Yes  No \_\_\_\_\_ P+P Septic

Has this event been held in Charlotte before? Yes  No \_\_\_\_\_  
If yes, please list years: Every year since 2012

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

**Event Person in Charge of Waste Management (if not event manager):**

Drew Davis  
Email address: drew.davis@nmss.org  
Telephone number: 781-693-5158  
Mobile telephone number: 978-866-6955

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 0 *No Food will be served*

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) \* *Plastic water jugs are collected and recycled in Massachusetts*

- 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 National MS Society (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 