

375-4680- or wicked1celica@yahoo.com

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

Date(s) of Event(s): October 11- Nov 8 (includes build and tear down time) \*\*  
Name of Organization/Event: Throckmorton Manor/Vermont Haunters Club  
Address: 1011 Greenbush Rd., North Ferrisburgh, VT 05473

Non-Profit xx For Profit \_\_\_\_\_

If non-profit, briefly explain benefit fund: Monies after expenses are donated to ACS

**Contact information for Organization/Representative:**

Name of Event Manager/Title: Michelle Livingstone

Email address: wicked1celica@yahoo.com

Telephone number: \_\_\_\_\_

Mobile telephone number: 802-375-4680

Name of Event (& brief description): Throckmorton Manor is a halloween fundraiser.  
Guided tours on foot and/or by wagon through the woods

**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: 1000

Has this event been held in Charlotte before? Yes \_\_\_\_\_ No xx

If yes, please list years: \_\_\_\_\_

Is this event open to Charlotte residents? Yes xx No \_\_\_\_\_

**Safety Arrangements:** (attach additional sheet if needed)

(Parking, course monitors, water and aid stations, traffic control, trash collection)

We provide the following: Traffic control, parking attendants, security, portable restrooms, trash collection, group guides, fire and safety inspection according to state and local laws. We do not acquire insurance until the event, but have include the past events insurance certificate, and will follow all policies in place by the Town of Charlotte and the State of Vermont.

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

We work with a skeleton crew during set-up and tear-down of up to 25 people. The Event on the weekend before Halloween and the weekend OF Halloween will number approx 75 volunteers.

Has the Charlotte Fire & Rescue been notified? Yes \_\_\_\_\_ No Not as of yet, but will be.

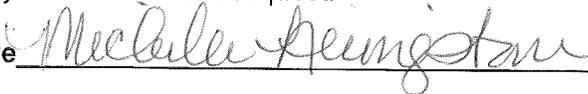
Will your event utilize CCS Facilities? The Town Beach? Please list: Only the former flea market

Are State of Vermont permits required? Yes \_\_\_\_\_ No Unknown, but will be in place if required.<sup>location</sup>

**Please attach a course map, if applicable.**

In consideration of this request to use town highways and/or town-owned property and facilities Throckmorton Manor/Vermont Haunters Club (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



#### 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 comments/recommendations. The Selectboard will then approve/disapprove the event as outlined on the application.

Copies of all event applications will be kept on file in the Recreation Office.

**Purpose:**

To review recreational events planned by outside organizations for Town of Charlotte venues by outside agencies. Information gathered by the review process will assist the Selectboard in making an informed decision regarding event approval.

To coordinate dates for events so that there are no conflicts. To provide an event calendar for the Town of Charlotte web site.

To insure that event safety planning is adequate and Insurance is provided by the organizer.

To assist with logistics and volunteers when appropriate.