

TOWN OF CHARLOTTE
APPLICATION FOR USE OF TOWN FACILITIES

Approved for Use: September 22, 2014

Name of Organization/Event: UVM Cycling Road Race

Date(s) of Event: _____

Organization's Address: 590 Main Street, Burlington VT

Non-Profit _____ For Profit X

If non-profit, briefly explain the benefit fund: _____

Contact information for Organization/Representative:

Name of Event Manager/Title: Valerie Cyr, race coordinator

Email address: vcyr@uvm.edu

Telephone number: (461)-808-0296

Mobile telephone number: _____

Location

Town highways X Spear street, Mt. Philo Road, Charlotte-Hinesburg Road

Town Beach _____ Senior Center _____ Town Hall _____ Other _____

Brief description of requested use of facility: Bicycle Road Race

Event Start Time: 7:30 Event End Time: ~~4:30~~ 5:00

Anticipated Attendance

Participants ~400 Staff/Volunteers 30 Vendors/Caterer _____ Total ~430

Will food be served? _____ (yes) X (no)

Will alcohol be served: _____ (yes) X (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)

- Parking at Charlotte Central School

- Course monitors / traffic control at corners, intersections, & low visibility points
(tops of hills)

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 _____

Has this event been held in Charlotte before? Yes ✓ No _____

If yes, please list years: 2014

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

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

(same as 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 2

Plan for assisting participants with sorting streams signs explaining what goes in each bucket

Plan for decontaminating streams _____

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

UVM Cycling (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 *Valerie G*