TOWN OF CHARLOTTE
APPLICATION FOR USE OF TOWN FACILITIES
Approved for Use: September 22, 2014

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 Charlotte Fire & Rescue been notified? Yes_______ No_______
Is a standby ambulance needed? 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: ________________________________________________
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):

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________________________________________________________