



City Council - License Committee

Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall

Please click the link below to join the webinar:

<https://zoom.us/j/94112943289>

Or Telephone: +1 305 224 1968 US

Webinar ID: 941 1294 3289

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda as follows: add to the consent agenda item 3.10. Communication: BPD, re: May 25, 2024 Block Party; add to the consent agenda item 3.11. Special Event Outdoor Entertainment Permit Application for Juneteenth Celebration; add to the consent agenda item 3.12. Umbrella Entertainment Permit Application for Jazzfest

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	2. Public Forum
Department	Council and Board

Type	Action Procedural
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3. Consent Agenda

Subject	3.1. Motion to adopt the consent agenda and take the actions indicated
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Council and Board
Type	Action (Consent) Procedural
Recommended Action	Motion to adopt the consent agenda (as amended) and take the actions indicated
Subject	3.2. Communication: BPD, re: 4-13-2024, Half Marathon Road Race
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication Information
Recommended Action	waive the reading, accept the communication and place it on file
Subject	3.3. Communication: BPD, re: April 25, 2024, HOPE Works: March - Take Back the Night
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication Information
Recommended Action	waive the reading, accept the communication and place it on file
Subject	3.4. Communication: BPD, re: May 4, 2024, National Eating Disorder Association (NEDA) Walk
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda

Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication Information
Recommended Action	waive the reading, accept the communication and place it on file
Subject	3.5. Communication: BPD, re: May 17 - May 20, 2024, UVM Commencement
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication Information
Recommended Action	waive the reading, accept the communication and place it on file
Subject	3.6. Communication: BPD, re: May 18, 2024, Nation MS Society, Walk
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication Information
Recommended Action	waive the reading, accept the communication and place it on file
Subject	3.7. Communication: BPD, re: May 25, 2024, Vermont City Marathon
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication Information
Recommended Action	waive the reading, accept the communication and place it on file
Subject	3.8. Communication: BPD, re: July 13, 2024, MadFreedom Inc., Parade
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall

Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication Information
Recommended Action	waive the reading, accept the communication and place it on file
Subject	3.9. Communication: BPD, re: August 3 & 4, 2024, Lake Champlain Dragon Boat Festival
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication Information
Recommended Action	waive the reading, accept the communication and place it on file
Subject	3.10. Communication: BPD, re: May 25, 2024, Block Party
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication Information
Recommended Action	waive the reading, accept the communication and place it on file
Subject	3.11. Special Event Outdoor Entertainment Permit Application (one day only): OKAY! OKAY! and REIB, Juneteenth Celebration, Various Locations around the City, Saturday, June 15, 2024, 11 am - 11 pm
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent)
Recommended Action	approve the one day only special event outdoor permit application for OKAY!OKAY! and REIB for Saturday, June 15, 2024, 11 am - 11 pm, Juneteenth Celebration, Various locations around the City

Subject	3.12. Umbrella Entertainment Permit Application (June 5 - 9, 2024): Flynn Center for Performing Arts, Jazzfest, Various locations around the City
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent)
Recommended Action	approve the umbrella entertainment permit application for Flynn Center for Performing Arts, Jazzfest, June 5 - 9, 2024, Various locations around the City

4. Deliberative Agenda

Subject	4.1. 111 Saitn Paul Street - Outdoor Seating Encumbrance Permit Application - Devil Takes a Holiday - DPW
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Public Works Department
Type	Action
Recommended Action	to approve and recommend that the City Council approve the Encumbrance Application for DJINN LLC d/b/a Devil Takes a Holiday at 111 Saint Paul Street requesting use of the sidewalk for an outdoor seating area and to further recommend that the City Council authorize the Mayor to enter into a license agreement with the Applicant for use of the portion of the right-of-way outlined in the Application, subject to review by the City Attorney's Office
Subject	4.2. Special Event Indoor and Outdoor Entertainment Permit Application (one day only) Despacito, Tank Studio Inc. and Goldenjunk LLC, May 25, 2024, 5 pm - 12 am, Plex - Art Event
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action
Recommended Action	approve the one day only special event indoor and outdoor entertainment permit application for Despacito, Tank Studio Inc and Goldenjunk LLC, May 25, 2024, 5 pm - 12 am
Subject	4.3. Special Event Outdoor Entertainment Permit Application (one day only): The Pinery, 377 Pine Street, June 1, 2024, 4 pm - 11pm, "Country for a Cure" benefit concert
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall

Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action
Recommended Action	approve the one day only special event outdoor entertainment permit application for The Pinery, 377 Pine Street, June 1, 2024, 4 pm - 11 pm, "Country for a Cure" benefit concert
Subject	4.4. Special Event Indoor and Outdoor Entertainment Permit Application (one day only): CannaPlanners LLC, June 14, 2024, 6 pm - 11 pm, 1 Lawson Lane, Office Party
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action
Recommended Action	approve the one day only special event indoor and outdoor entertainment permit application for CannaPlanners, LLC, June 14, 2024, 6 pm - 11 pm, 1 Lawson Lane, Office Party
Subject	4.5. Special Event Outdoor Entertainment Permit Application (one day only): South End Get Down, June 29, 2024, 5 pm - 10 pm, 98 North Avenue, parking lot of Brian's Auto
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action
Recommended Action	approve the one day only special event outdoor entertainment permit application for South End Get Down, June 29, 2024, 5 pm - 10 pm, 98 North Avenue, parking lot of Brian's Auto
Subject	4.6. Special Event Outdoor Entertainment Permit Application (one day only): The Wallflower Collective, August 25, 2024, 3 pm - 11 pm, Wallflower Fest, private parking lot
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action

Recommended Action	approve the one day only special event outdoor entertainment permit application for The Wallflower Collective, August 25, 2024, 3 pm - 11 pm, Wallflower Fest, private parking lot
Subject	4.7. Special Event Outdoor Entertainment Permit Application (two days only): The Pinery, September 6 - 7, 2024, Art Hop
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action
Recommended Action	approve the two day only special event outdoor entertainment permit application fo The Pinery, 377 Pine Street, September 6 - 7, 2024, Art Hop
Subject	4.8. Tobacco License Application (2024-2025): Three Five 45 Community Store & Kitchen, 1563 North Avenue
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action
Recommended Action	approve e the 2024-2025 Tobacco License Application for Three Five 45 Community Store & Kitchen, 1563 North Avenue
Subject	4.9. Outdooe Entertainment Permit Renewal (2024-2025): Orlando's, 1 Lawson Lane
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action
Subject	4.10. Waiver Request re: Food Truck Ordinance for Saturday, June 15th - Juneteenth Producer on behalf of REIB
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Racial Equity, Inclusion, & Belonging (REIB)
Type	Action

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	May 1, 2024 - City Council License Committee Meeting - Wednesday, May 1, 2024, 5:45 PM, Bushor Conference Room 1st Floor, City Hall
Category	5. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn

CITY OF BURLINGTON, VT

PERMIT

DATE: 4-13-2024 (Saturday) ✓

TIME: 0900-1300 ✓

LOCATION: Starts at Airport Park in Colchester. The first 4.5 miles are on Colchester streets. At mile 4.5 runners move onto the bike path, through mile 11.5 (Austin Dr). Miles 11.5-12.5 are on Austin Dr and a loop of South Cove, followed by a return to the bike path through Oakledge Park and finishing on Flynn Ave near Lake Forest Drive.

EVENT: Half Marathon Road Race

ORGANIZATION: RunVermont, Inc.

76 VER 25 40124

COORDINATOR: Joseph Connelly 863-8412

PERMIT ISSUED BY **POLICE DEPARTMENT**: 2-20-24

SIGNATURE OF DEPARTMENT REPRESENTATIVE: _____

DC Wade Labrecque #226
Deputy Chief Wade Labrecque

ADDITIONAL INFORMATION:

- ✓ Group will provide NLT 30 (easily identifiable) volunteers to assist with traffic control as needed.
- ✓ Proper signage will be posted regarding no parking, etc.
- ✓ Expecting 900 runners. Parking for event will be primarily downtown.
- ✓ BPD Officer will be hired to close Oak Beach Drive @ Flynn Ave. Another officer will be at Austin Drive @ Oakledge. A third officer will be hired to assist with traffic, parking and other event related issues. ✗
- ✓ Race will not begin until all officers and traffic volunteers are in place.
- ✓ Group will not inhibit or obstruct traffic entering or exiting nearby businesses.
- ✓ Group is responsible for any and all clean-up of debris
- ✓ Permission must be granted through Parks & Recreation for Waterfront Park and the bike path.
- ✓ Two million dollar insurance policy.
- ✓ Participants will comply with all local, State, and Federal laws.

I, the undersigned, hereby certify that the foregoing is a true and accurate representation. Any false statement herein may result in revocation of this permit. I acknowledge that failure to abide by the above conditions can result in this permit being revoked.

SIGNATURE: _____

Joe Connelly

DATE: 3/25/24

PHONE: 802-863-8412

ADDRESS: _____

RUNVERMONT

1 MAIN ST STE 304

BURLINGTON, VT 05401

✗ 3 OFFICERS AT THE LOCATIONS INDICATED WORKS.
CAN ALSO CLOSE OAK BEACH/FLYNN W/ CONES
IF ONLY 2 OFFICERS ARE AVAILABLE.



7/11/2018 10:07:52

PERMIT

Pursuant to City Ordinance 27-6

DATE OF EVENT: April 25, 2024

TIME: 5:15 – 6:15PM

LOCATION: Route: UVM Royal Tyler Courtyard to Main Street, north on S Winooski Ave, west on Pearl Street, south on Church Street, ending at Burlington City Arts Lorraine B. Room on Church Street.

ORGANIZATION/EVENT: HOPE Works: March – Take Back the Night

COORDINATOR: Natania Carter (802) 777-7338 <natania@hopeworksvt.org>

PERMIT ISSUED BY POLICE DEPARTMENT 3/13/2024

SIGNATURE OF DEPARTMENT REPRESENTATIVE: Michael P Henry #324
Lieutenant Mike Henry

ADDITIONAL INFORMATION/CONDITIONS:

- Group is to remain on the sidewalk and out of the roadway, streets, and parking areas adjacent to the site.
- Group will not block, obstruct, or interfere with pedestrian or vehicle traffic.
- Group will not inhibit or obstruct traffic entering or exiting nearby businesses.
- Announcement is to be made to the entire group in advance of movement detailing the route and traffic plan.
- No Amplified sound. Noise ordinance will apply.
- Any music/noise and/or alcohol usage must comply with city ordinances.
- Any litter will be removed at the end of the event.
- All appropriate authorities/affected parties as outlined on checklist provided will be notified of the event.
- Escort officers are required for this event: None, IF volunteers are confirmed.
- Other: Volunteers will monitor the participants involved in the walk. Volunteers will assist the participants in roadway crossings. Volunteers will wear reflective traffic vests. 50 participants are expected. Volunteers will sweep the route for remaining participants at the conclusion of the event.
- Church Street Marketplace permit is required.

I, the undersigned, hereby certify that the foregoing is a true and accurate representation. Any false statement herein may result in revocation of this permit. I acknowledge that failure to abide by the above conditions can result in this permit being revoked.

SIGNATURE [Signature] DATE 4/19/24 PHONE 802-777-7338

ADDRESS PO Box 92, BTV, 05402



CITY OF BURLINGTON, VT

PERMIT

Pursuant to City Ordinance 27-5

DATE OF EVENT: May 4, 2024

TIME: 11:00AM-12:00PM

LOCATION: Start at Main Street Landing, north on Battery Street, turning around at Pearl Street and south on Battery Street, ending on College Street near Main Street Landing.

EVENT: Walk

ORGANIZATION: National Eating Disorder Association (NEDA)

COORDINATOR/CONTACT INFO: Anna Wilkinson (917) 704-3716 <annawilk121@gmail.com>

PERMIT ISSUED BY POLICE DEPARTMENT: April 17, 2024

SIGNATURE OF DEPARTMENT REPRESENTATIVE: Michael Henry #321
Lieutenant Michael Henry

ADDITIONAL INFORMATION/CONDITIONS:

- Group is to remain on the sidewalk and out of the roadway, streets, and parking areas adjacent to the site.
- Group will not block, obstruct, or interfere with pedestrian or vehicle traffic.
- Group will not inhibit or obstruct traffic entering or exiting nearby businesses.
- Announcement is to be made to the entire group in advance of movement detailing the route and traffic plan.
- Participants will comply with all local, State, and Federal laws.
- Any music/noise and/or alcohol usage must comply with city ordinances.
- Any litter will be removed at the end of the event.
- Escort officers are required for this event: **None, IF volunteers are confirmed.**
- Other: 10+ Volunteers will monitor the participants involved in the walk. Volunteers will assist the participants in roadway crossings. Volunteers will wear reflective traffic vests. 100 participants are expected. Volunteers will sweep the route for remaining participants at the conclusion of the event.

I, the undersigned, hereby certify that the foregoing is a true and accurate representation. Any false statement herein may result in revocation of this permit. I acknowledge that failure to abide by the above conditions can result in this permit being revoked.

SIGNATURE Andrew W. DATE 04/18/24 PHONE 9177043716

ADDRESS 88 Grant Street Burlington, VT 05401

*** Updated with correct dates ***



CITY OF BURLINGTON, VT

24 MAR 19 AM 11:26

PERMIT

Pursuant to City Ordinance 27-5

DATES OF EVENT: **FRIDAY MAY 17 – MONDAY MAY 20, 2024**

LOCATIONS: **Multiple – see additional information for exact road closure locations.**

EVENT: **UVM COMMENCEMENT**

COORDINATOR/CONTACT INFO: **JASON LAWSON, UVM DEPUTY CHIEF, 802-656-3473**

PERMIT ISSUED BY **POLICE DEPARTMENT**. DATE **3/13/2024**

SIGNATURE OF DEPARTMENT REPRESENTATIVE: Michael Henry #321
Lieutenant Michael Henry

ADDITIONAL INFORMATION:

- Group is authorized to close the following roadways:
 - * University Place between Main Street and Colchester Avenue (as of May 17th 0700)
 - * South Prospect Street from College Street to south side of University Health Center driveway (as of May 17th 1900)
 - * South Prospect Street from Colchester Ave to Main Street (Sunday May 19th 0500-2000)
 - * College Street closed from South Prospect Street to South Williams Street (Sunday May 19th 0500-2000)
 - * Main Street northern most westbound lane from University Heights Road to South Prospect Street (Sunday May 19th 0500-2000)
- Group shall open the street pursuant to a request from any Burlington Police Officer or Burlington Firefighter as it relates to a public safety response.
- Appropriate barricades will be in place and supervised at all times while in place, at either end of the street to redirect traffic and that are readily removable for emergency vehicles.
- Participants will comply with all local, State, and Federal laws.
- Any music/noise and/or alcohol usage must comply with city and state ordinances.
- Any litter will be removed at the end of the event.
- Burlington Parking Department must be contacted regarding this planned street closure. Parking meters within street closure must be bagged and signs posted by 6:00PM the night before to be valid. Send email to: Postedenoparking@burlingtonvt.gov – message must include who, when and where posted.

I, the undersigned, hereby certify that the foregoing is a true and accurate representation. Any false statement herein may result in revocation of this permit. I acknowledge that failure to abide by the above conditions can result in this permit being revoked.

SIGNATURE  DATE 3/19/24 PHONE 802-656-3473

ADDRESS 284 EAST AVE Burlington, VT 05403

Copies to:

- Operations Deputy Chief
- Posted Uniformed Services
- City Attorney
- City Clerk
- Park's Department
- DPW
- Fire Department

24 MAR 19 AM 11:26



'24 MAR 19 4:09:09

CITY OF BURLINGTON, VT

PERMIT

Pursuant to City Ordinance 27-5

DATE OF EVENT: Saturday, May 18, 2024

TIME: 9:00AM – 1:00PM

LOCATION: 3-Mile walk begins and ends at Rice Memorial High School in South Burlington. See attached course map for detailed route.

EVENT: Walk

COORDINATOR/CONTACT INFO: Latrice Smith <latrice.smith@nmss.org>

PERMIT ISSUED BY **POLICE** DEPARTMENT. DATE: February 27, 2024

SIGNATURE OF DEPARTMENT REPRESENTATIVE: *Michael Henry* #321
Lieutenant Mike Henry

ADDITIONAL INFORMATION/CONDITIONS:

- Group is to remain on the sidewalk and out of the roadway, streets, and parking areas adjacent to the site.
- Group will not block, obstruct, or interfere with pedestrian or vehicle traffic.
- Group will not inhibit or obstruct traffic entering or exiting nearby businesses.
- Announcement is to be made to the entire group in advance of movement detailing the route and traffic plan.
- The organizer will provide 30 volunteers to assist with the event.
- Participants will comply with all local, State, and Federal laws.
- Any music/noise must comply with city ordinances.
- Any litter will be removed at the end of the event.
- Group will hire 1 (one) escort Police Officer.

I, the undersigned, hereby certify that the foregoing is a true and accurate representation. Any false statement herein may result in revocation of this permit. I acknowledge that failure to abide by the above conditions can result in this permit being revoked.

SIGNATURE *Samantha Boland* DATE 3/13/24 PHONE (781) 693-5146

ADDRESS PO Box 289, Canton, MA 02021

Copies to:

- | | |
|-----------------------------|---------------------|
| ○ Operations Deputy Chief | ○ City Clerk |
| ○ Roll Call Copy | ○ Park's Department |
| ○ Posted Uniformed Services | ○ DPW |
| ○ City Council | ○ Fire Department |
| ○ City Attorney | |

**Burlington Police Department
Request for Special Events Permit**

1. Name of Applicant/Organization: National MS Society/Latrice Smith
Address of Applicant: 465 Waverley Oaks Road, Suite 202, Waltham, MA 02452
Applicant Telephone Number: Home: (781) 693-5146 Email: latrice.smith@nmss.org
2. Date and time event will begin? Saturday, May 18th, 2024 - 9:00 a.m.
3. Date and time event will end? Saturday, May 18th, 2024 - 1:00 p.m.
4. Exact location of event (name of street, road, route and property owner):
Start/Finish is at Rice Memorial High School in South Burlington with the majority of the 3-mile walk through Burlington - see attached route.
5. Number of staff on site? 3 Number trained by Department of Liquor Control? N/A
6. Has the registered property owner or governmental agency, which controls the property, granted permission to hold an event on the property? ☒ **Yes** or No (A copy of said written approval must be attached to this application)
7. How many people are expected to attend? 150 What is the price of admission? No Fee
Number of entertainers who will participate? There will be a DJ at the start/finish for music and announcements.
8. What is the general nature or purpose of the event? Walk MS: Vermont is an annual 3-mile charity walk to raise awareness and funds to advance research and local programming for those living with multiple sclerosis.
9. How will the event be advertised? Newspapers, periodicals, radio, flyers, television or handbills? (List names of media, dates the advertisement will appear and attach maps or other schematic of the proposed advertisement, if available.) Online and Social Media
10. What arrangements have been made for emergency medical and/or fire service (if applicable)? Any special event or festival with an attendance of one thousand (1,000) persons or more shall be required to provide Burlington fire/EMS personnel specially and exclusively assigned to the event.
Medical volunteers or hired medical personnel will be at the start/finish.
11. What arrangements have been made for food, water and toilet facilities (if applicable)? Bottled water and portable restrooms will be at the water stop(s) in Burlington. Pre-packaged breakfast/snack items and bottles of water, and bathrooms inside Rice Memorial will be available at the start/finish in South Burlington.
12. What arrangements have been made to assure that litter, incidental to the event, will be cleaned up and disposed of? Volunteers and staff will remove all trash post event. We provide trash receptacles at the water stops as well.
13. Are there any bus stops within the boundaries of the road closure? All participants are instructed to stay on sidewalks
and to follow the pedestrian rules of the road – we do not ask for road closures, and this is not a race.

14. If law enforcement officials will be hired for your event, please list-billing information.

Name: Latrice Smith

Address: PO Box 289, Canton, MA 02021

Telephone: (781) 693-5146

REMARKS: (Include on the back of this form any information you believe will be of assistance in evaluating this application – such as, have you conducted a similar event before, have other assemblies been conducted at the location where you plan to hold an event, what type of crowd do you anticipate attracting, has there been a history of problems. etc)

Samantha Boland

2/12/24

Signature of Applicant (or Authorized Agent)

Date

Note: Please mail, scan/email or drop off this completed and signed application to:

Sarah Trieb
Burlington Police Department
1 North Avenue
Burlington, Vermont 05401
802-540-2246
strieb@bpdvt.org



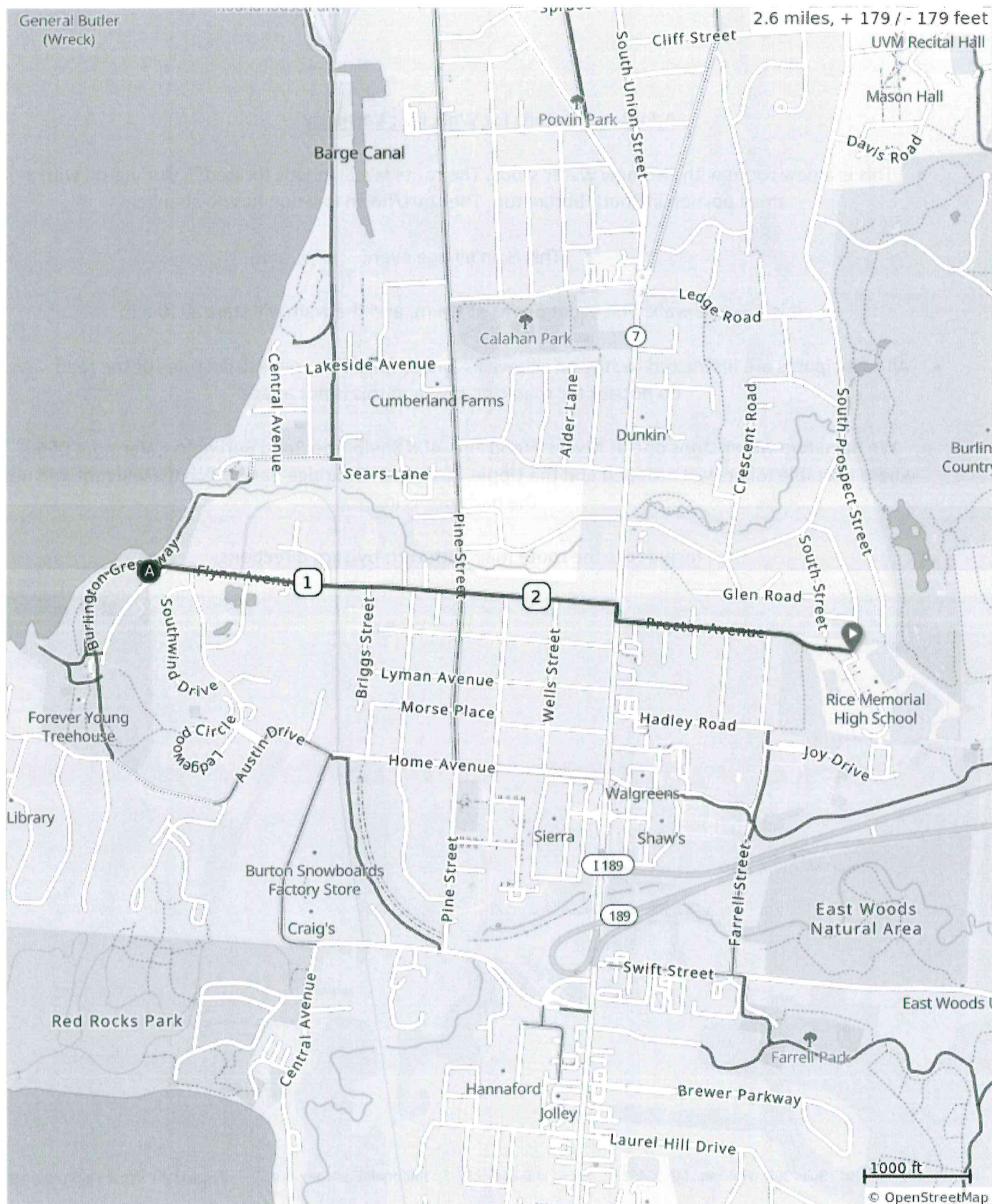
Additional Details for Walk MS: Vermont

- This is a new route with two new water stops. The route is still mostly located in Burlington with a small portion in South Burlington. The start/finish location has no change.
 - This is an all-age event.
 - It is a 3-mile walk. The event opens at 9 a.m. and the walk will start at 10 a.m.
- All participants are instructed to stay on sidewalks and to follow the pedestrian rules of the road – we do not ask for road closures, and this is not a race.
- We have two water stops one at Myers Wood Fire, 408 Shelburne Road Burlington, Vermont 0540, where portable toilets will be dropped and the Upper Pavilion in Oakridge Park which we will rent and use the bathrooms in.
 - Included is the route map with turn-by-turn directions.

Vermont 3mi Route 2024 TBD



A. Water Stop



Type	Dist	Note
	0.0	Start of route
	0.5	Left onto Flynn Ave
	2.1	Right onto Shelburne St
	2.2	Left onto Proctor Ave
	2.6	End of route

2.6 miles. +178/-179 feet

Rice Memorial High School
Request for Events/Calendar Release Form
(See page 2 for guidelines)

☒ Check if Rice facilities are required ☐ Check if event is off-site

Name of organization National MS Society

Day of Week Saturday

Date of Event* May 18th, 2024

*If more than 5 dates, list on separate sheet

Event Walk MS: Vermont

Purpose of Event Annual 3-mile Charity walk - see attached document for more details

Contact person Latrice Smith

Phone (781) 693-5146

Location of Event Rice Memorial High School - cafeteria. We will also need access to the lobby outside of the cafe for DJ setup and the rest rooms and parking lots (for parking).

Address of Event or Room #Rice Memorial High School - cafeteria: 99 Proctor Avenue, South Burlington, VT 05403 (cafeteria)

Event start time 9 a.m.

Event end time 1 p.m.

Event set-up time desired 7 a.m.

Event tear-down time desired 1 p.m.

Equipment needed Tables and chairs in the cafeteria and one of each in lobby

Special instructions Facilities to set up cafeteria based on site layout which will be provided in advance.

Is a Field Trip Permission Form required? ☐ Yes ☒ No Is it attached? ☐ Yes ☐ No

Is a floor plan/sketch required? ☒ Yes ☐ No Is it attached? ☐ Yes ☒ No

If this is a fundraiser, has the appropriate paperwork been completed and approved? ☐ Yes ☐ No

**Fundraising Forms must be submitted and approved before the Event will be approved. Donations will be accepted on site, but no active fundraising will take place

My group is in the following category (please check one)

- ☐ Diocesan and/or Rice sponsored group or activity
☒ Non-profit group or activity not charging an entrance/participation fee
☐ Non-profit group or activity where a participation/entrance fee is charged
☐ For-profit and/or revenue-generating group or activity

I have read and fully understand the terms and conditions set forth by the Roman Catholic Diocese of Burlington and Rice Memorial High School. I understand that a Certificate of Insurance and endorsement letter must be provided for any non-Diocesan or non-Rice sponsored event. Furthermore, I agree to pay all fees in advance for use of said facilities and understand I will be assessed for damages.

Signature of Requestor Samantha Boland Date 9/26/23

*****FOR OFFICE USE ONLY**

Date Received 10/2/23 ***

Application is approved ☒ Application is NOT approved ☐ Reason _____

Principal/Associate Principal Signature _____

Dated 10/2/23

Facilities Committee Member Signature _____

Dated _____

FEE:

Facility

\$487.50

Custodial _____

Equipment _____

TOTAL

\$487.50

DATE PAID _____

CHECK NO. _____

Send Completed form to: Rice Memorial High School, 99 Proctor Avenue, So. Burlington, VT 05403 – Or Email to: routhier@rmhsvt.org

Phone: (802) 862-6521

Fax: (802) 864-9931

FACILITY USE
ROMAN CATHOLIC DIOCESE OF BURLINGTON
and RICE MEMORIAL HIGH SCHOOL

The Roman Catholic Diocese of Burlington, Vermont has revised the guidelines for use of Diocesan owned facilities (of which Rice Memorial High School is part). The revisions include more stringent rules regarding liability coverage. They include:

Certificate of Insurance: This is required for any non-Diocesan and/or non-Rice school related activities. On the insurance form:

1. The Certificate Holder should be listed as the "Roman Catholic Diocese of Burlington, P.O. Box 489, Burlington, VT 05402-0489" and "Rice Memorial High School, 99 Proctor Avenue, South Burlington, VT 05403-6194." The Diocese and Rice **MUST ALSO** be named as "Additional Insured."
2. The certificate must indicate a **\$2,000,000 minimum** limit of *liability* insurance. Anything less than minimum requires Diocesan approval.

Endorsement Letter: This **MUST** also accompany the Certificate of Insurance IF the certificate contains wording to include that "the certificate holder is extended full coverage." This is required in the event the Certificate of Insurance contains a disclaimer clause that "amends, extends or alters the coverage" afforded the Certificate Holder (in this case the Diocese of Burlington/Rice Memorial High School).

In addition, Rice Memorial High School requires the following:

Pre-Approval: All requests to use the building must be submitted **TWO** weeks in advance of the event for initial approval by the Principal. Activities and/or groups that are not in keeping with the mission of the school may be denied access.

Payment in Advance: Payment must be received by the school prior to the event.

Responsibility for Damages: The facility and all equipment must be left in the same condition prior to rental. If the school determines that damage has occurred as a result of use by the group renting, said group will be responsible for payment of damages within 30 days of the event.

Since requests for use of our building have increased tremendously in the last couple of years, it has become necessary for us to institute a building use fee by category when considering all requests. The wear & tear on the building and cost of utilities, custodial coverage, security and maintenance requires that we address those needs as well.

Our intention is not to decline or hamper building/gym use requests consistent with our mission, but to clarify the process and comply with the Diocesan rules on use of their buildings.

REVISED: October, 2013

CITY OF BURLINGTON, VT

PERMIT

DATE: Saturday, May 25, 2024 ✓

TIME: 0700 – 1600 ✓

EVENT: Vermont City Marathon

COORDINATOR: Joe Connelly (802) 863-8412 <Joe@runvermont.org>

PERMIT ISSUED BY **POLICE** DEPARTMENT ON: 2/20/2024

SIGNATURE OF DEPARTMENT REPRESENTATIVE:

DC W. Labrecque #226
Deputy Chief Wade Labrecque

ADDITIONAL INFORMATION (Check all that apply):

- ☐ Organization to hire Law Enforcement Officers/Traffic Control staff and provide more than adequate in size, scope, or capacity volunteers at designated intersections for traffic control. The number of
- ✓ volunteers will be given to the Burlington Police Department by May 01, 2024 and will be deemed by the Burlington Police Department as to whether they fit an adequate number.
- ✓ ☐ Organization to hire Law enforcement Officers as necessary for security measures.
- ✓ ☐ Organization will provide appropriate barricades at road.
- ✓ ☐ Clean refuse at the end of the event.
- ✓ ☐ Coordinate with BPD Command Staff.
- ✓ ☐ Insurance required.
- ✓ ☐ NO PARKING signs are required—Purchase approved signs from the Department of Public Works. No Parking signs must be posted by 6:00PM the night before. Send email to Postednoparking@burlingtonvt.gov
-- This message must include who posted, when posted, and streets posted.

I, the undersigned, hereby certify that the foregoing is a true and accurate representation. Any false statement herein may result in revocation of this permit. I acknowledge that failure to abide by the above conditions can result in this permit being revoked.

SIGNATURE:

Joe Connelly

DATE: 3/25/24

PHONE: 802-863-8412

ADDRESS: 1 Main Street #305, Burlington, VT 05401

Copies to:

- ☐ Operations Deputy Chief
- ☐ Roll Call Copy
- ☐ Posted Uniformed Services
- ☐ City Council
- ☐ City Attorney
- ☐ City Clerk
- ☐ Park's Department
- ☐ DPW
- ☐ Fire Department

120-443 28-417008



'24 APR 2 PM 12:58

CITY OF BURLINGTON, VT

PERMIT

Pursuant to City Ordinance 27-5

DATE of EVENT: July 13, 2024

TIME: 12:00-3:00PM

LOCATION: Begin at Hood Plant 191 South Winooski Ave → Main Street → Church Street → Pearl Street → End at Battery Park.

EVENT: Parade

ORGANIZATION: MadFreedom, Inc.

COORDINATOR/CONTACT INFO: Wilda White (802) 779-0570 <wilda@madfreedom.org>

PERMIT ISSUED BY POLICE DEPARTMENT. DATE 4/1/2024

SIGNATURE OF DEPARTMENT REPRESENTATIVE: Michael Henry #321
Lieutenant Mike Henry

ADDITIONAL INFORMATION/CONDITIONS:

- Announcement is to be made to the entire group in advance of movement detailing the route and traffic plan.
- Participants will comply with all local, State, and Federal laws.
- No alcohol shall be dispensed or consumed on public property.
- Nothing is to be thrown from floats or by participants.
- The group will provide adequate cones/volunteers for traffic mitigation and shall allow safe passage for area residents.
- Group shall open any part of the route at the request of a Burlington Police Officer or Firefighter for a public safety response.
- Group shall stay as far to the right in the roadway as possible.
- Group shall abide by permits from the Church Street Marketplace and Parks Department.
- Any litter will be removed at the end of the event.
- Escort officers are required for this event: Organization will hire a maximum of **(5) Burlington Police Officers** for traffic management starting at 12:30, IF volunteers are confirmed.
- Other: Volunteers or Chocolate Thunder Staff will assist the participants in roadway on King Street at Church Street, Church Street at Bank Street, Bank Street at Saint Paul Street, and Lake Street at College Street.

I, the undersigned, hereby certify that the foregoing is a true and accurate representation. Any false statement herein may result in revocation of this permit. I acknowledge that failure to abide by the above conditions can result in this permit being revoked.

SIGNATURE Alda L. White DATE 4/2/2024 PHONE (802) 770-4050

ADDRESS PO Box 38, Poultney, VT 05674-0038

Copies to:

- ☐ Operations Deputy Chief
- ☐ Roll Call Copy
- ☐ Posted Uniformed Services
- ☐ City Attorney
- ☐ City Clerk
- ☐ Park's Department
- ☐ DPW
- ☐ Fire Department

24 APR 2 4:12:58



PERMIT

Pursuant to City Ordinance 27-6

DATE of EVENT: Saturday & Sunday, August 3rd & 4th, 2024 TIME: 8:00AM – 4:00PM

LOCATION: Waterfront Park

EVENT: Lake Champlain Dragon Boat Festival

ORGANIZATION: Dragon Heart VT

COORDINATOR: Vicky Drew <VickyD@dragonheartvermont.org>

PERMIT ISSUED BY POLICE DEPARTMENT. DATE 3/13/2024

SIGNATURE OF DEPARTMENT REPRESENTATIVE: Michael Pherry #321
Lieutenant Mike Henry #321

ADDITIONAL INFORMATION/CONDITIONS:

- An approved security company will be hired to check the identification documents of the “Cidar Tent” event attendees and assist with crowd control and / or potential evacuation.
- Each person serving alcohol or providing security for the event will have completed the DLC “Liquor Seminar” and will be clearly identified by uniform or placard as an employee or volunteer for the event.
- In the event of an emergency the group will have designated volunteers or private security employees to notify the guests of the pre-planned evacuation strategy and staging locations.
- Must obtain outdoor consumption permits from DLC/Local Control Committee.
- Event will not block, obstruct, or interfere with pedestrian or vehicle traffic, Bike Path or Lake Street, unless otherwise arranged with the Parks Department
- Event will not inhibit or obstruct traffic entering or exiting nearby businesses.
- Event will comply with all local, State, and Federal laws.
- Event shall contract with BPOA for (3) Three extra duty police officers as agreed upon for traffic and security. The event is expected to draw 4,000+ spectators; 200 volunteers; 1,500 racers and multiple entertainers. One officer shall be located at the intersection of Lake & College Street for the duration of the event. Two officers shall provide security in Waterfront Park.
- Event shall obtain a permit from the Burlington Parks and Recreation Department and shall follow all conditions set forth.
- Depot Street will be open to ONE-WAY (northbound) traffic only-as egress. Uniformed security with radios will monitor each end of the street. Appropriate signage will be in place at each end of the street.

I, the undersigned, hereby certify that the foregoing is a true and accurate representation. Any false statement herein may result in revocation of this permit. I acknowledge that failure to abide by the above conditions can result in this permit being revoked.

SIGNATURE Vicky M. Drew DATE March 15, 2024 PHONE 802-495-6103

ADDRESS 899 Dorset St., So. Burlington, VT 05403



04/15/2024

PERMIT

Pursuant to City Ordinance 27-5

DATE OF EVENT: Saturday, May 25, 2024

TIME: 12:00PM-10:00PM

LOCATION: Archibald Street, between North Winooski Ave and Hyde Street.

EVENT: Block Party

COORDINATOR: Josephine Bunnell (609) 836-2122 <bunnell.josephine@gmail.com>

PERMIT ISSUED BY **POLICE** DEPARTMENT ON: April 15, 2024

ADDITIONAL INFORMATION:

- Appropriate barricades will be in place at either end of the street to redirect traffic and that are readily removable for emergency vehicles. Burlington Police does not supply barricades.
- Must obtain a waiver form signed by at least 3/4 of the block residents who thereby waive their right of normal access to the street for the period of the block party.
- No alcohol will be dispensed or consumed on public property.
- No live bands.
- Amplified sound to be controlled so as to not carry beyond the property lines of houses adjacent to the block where the party is being held.
- There shall be no more invited guests than the number of block residents in attendance.
- Participants will comply with all local, State, and Federal laws.
- Shall be responsible for cleanup after the event.
-

SIGNATURE OF DEPARTMENT REPRESENTATIVE: Michael Henry #321
Lieutenant Mike Henry

I, the undersigned, hereby certify that the foregoing is a true and accurate representation. Any false statement herein may result in revocation of this permit. I acknowledge that failure to abide by the above conditions can result in this permit being revoked.

SIGNATURE [Signature] DATE 04/25/2024 PHONE (609) 836 - 2122

ADDRESS 82 N Winooski Ave, Burlington VT 05401



Fee \$25.00

May 1, 2024 ---- April 30, 2025

**CITY OF BURLINGTON
SPECIAL EVENT
ENTERTAINMENT PERMIT APPLICATION**

Indoor

Outdoor

**PART I
ORGANIZATION**

All information in this section is required

1. Corporation/Sole Proprietor name OKAY!! OKAY!! Marketing & Creative / REIB Department of City of Burlington
2. D/B/A (Business Name) _____ 3. Bus. Phone 949-201-8700
4. Business Address 215 College St Studio 3D Burlington, VT 05401 - 149 Church ST
5. Mailing Address _____
6. Contact person Taryn Maitland 7. Contact Phone 917-922-2297
8. Email contact address taryn@okay-okay.com

**PART II
OPERATION**

1. Do you currently have a Liquor License? Yes or No
2. Do you currently have an Entertainment Permit/Special Event Permit? Yes or No
3. Proposed Date(s) for this Special Event Saturday June 15th, 2024
4. Proposed Hours for this Special Event 11:00AM-11:00PM
5. Proposed Location for this Special Event Specify if event will be on City street or right-of-way
City Hall Park from 11am-11pm, Church St from 11am-7pm, Contois Auditorium 11am-6pm
BCA 11am-8:30pm

For this Proposed location please answer the following questions:

- a) Occupancy Load 1k- through out day b) # of Restrooms 2 stalls from 802 restrooms c) # of Egresses _____
- d) Date of last Fire/Safety Check Outside e) Dancing by Patrons? Yes or No
- f) Amplified Music? Yes or No g) Will additional staff and/or security be required? Yes or No

(Continued on back)

**PART III
DESCRIPTION OF ENTERTAINMENT**

Please give DETAILED description of the type of entertainment for which you are applying:

Description The office of REIB and the City of Burlington are proud to invite Burlingontian's to honor history, culture, and diversity at our 4th annual Juneteenth Celebration.
Our event is centered in City Hall Park, lower Church St, BCA, and Contois Auditorium
The Juneteenth programming is coordinated with the BTV Market. There will be extensive programming, diverse talent, and music through out the day.

STATEMENT OF APPLICANT: Under the pains and penalties of perjury, I affirm that the preceding answers are true to the best of my knowledge and belief. I have read, understand and agree to comply with all City and State conditions, laws, ordinances, regulations and statutes.

DATE SIGNED: 4/26/2024

SIGNATURE OF APPLICANT Luis Calderin

PRINT NAME: Luis Calderin

RELATIONSHIP TO BUSINESS Owner

OFFICE USE ONLY

Fee Paid \$ _____ Date: _____ Fee Returned \$ _____ Date: _____

At their meeting of _____, the Burlington City Council License Committee recommended
 Approval _____ Denial _____

At their meeting of _____, the Burlington City Council _____ this SPECIAL
 entertainment permit application.



Fee \$25.00

CITY OF BURLINGTON
UMBRELLA ENTERTAINMENT PERMIT APPLICATION
~~2023-2024~~ (2024)

PART I
ORGANIZATION

All information in this section is required

1. Corporation/Sole Proprietor name: Flynn Center for the Performing Arts, Ltd.
2. D/B/A (Business Name): Flynn Center for the Performing Arts, Ltd. 3. Bus. Phone: 802-652-4500
4. Business Address: 153 Main Street, Burlington, VT 05401
5. Mailing Address: 153 Main Street, Burlington, VT 05401
6. Contact person: Amy Harting 7. Contact Phone: 802-652-4554 (o); 717-940-3820 (c)
8. Email contact address: aharting@flynnvt.org

PART II
OPERATION

1. Proposed Date(s) for this Event: June 5 – 9, 2024
2. Proposed Hours for this Event: See attached calendar
3. Proposed Location for this Event. Specify if event will be on a City street/Right-of-Way or Park
Attach any diagrams that will be helpful.

Venues outside the Flynn include the Waterfront Park, Church Street Marketplace,

The Vermont Comedy Club and City Hall Park.

For this proposed location please answer all questions that apply:

- a) Occupancy Load _____ b) # of Restrooms _____ c) # of Egresses _____
- d) Date of last Fire/Safety Check _____ e) Dancing by Patrons? Yes or No
- f) Amplified Music? Yes or No g) Will additional staff and/or security be required? Yes or No
- h) Tents ? Yes or No i) Will alcohol be served? Yes or No

(Continued on back)

See attached for each venue

Ad # 4013795 4/29/24
lo \$25.00

**PART III
DESCRIPTION OF ENTERTAINMENT**

1. Please give DETAILED description of the type of entertainment for which you are applying:

Description: The Flynn is producing JazzFest which is a live music festival that takes place in and around Burlington. There are performances indoors and outdoors from June 5 – 9, 2024. This is the 41st Jazz Festival where audiences will be able to gather together and listen to live jazz music.

2. ***** Please attach list of all scheduled events or performances*****

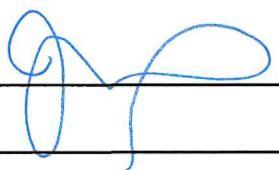
**PART IV
PARTICIPATING ORGANIZATIONS**

Please list all participating organizations/businesses/agencies:

- | | |
|------------------------------|----------------------------|
| 1. Burlington Parks & Rec | 7. Atomic Pro Audio |
| 2. Church Street Marketplace | 8. City of Burlington, BCA |
| 3. Vermont Comedy Club | 9. Vermont Blues Society |
| 4. NEFCU | 10. Jazz at Lincoln Center |
| 5. Lake Champlain Chocolate | 11. Casella |
| 6. Zero Gravity | 12. P&P Septic |

STATEMENT OF APPLICANT: Under the pains and penalties of perjury, I affirm that the preceding answers are true to the best of my knowledge and belief. I have read, understand and agree to comply with all City and State conditions, laws, ordinances, regulations and statutes.

DATE SIGNED: 4/24/24

SIGNATURE OF APPLICANT 

PRINT NAME: Jay Wahl

RELATIONSHIP TO BUSINESS: Executive Director

OFFICE USE ONLY

Fee Paid \$ _____ Date: _____ Fee Returned \$ _____ Date: _____

At their meeting of _____, the Burlington City Council License Committee recommended
Approval _____ Denial _____

At their meeting of _____, the Burlington City Council _____ this UMBRELLA
entertainment permit application.

For this proposed location please answer all questions that apply:

- a) Occupancy Load Mktplace capacity b) # of Restrooms 0 c) # of Egresses On the Mktplace
d) Date of last Fire/Safety Check ? e) Dancing by Patrons? Yes or No
f) Amplified Music? Yes or No g) Will additional staff and/or security be required? Yes or No
h) Tents? Yes or No i) Will alcohol be served? Yes or No

↳ If it rains, we might
pop-up some tents to
cover the kids

↳ No security
for school bands.
fym staff only.

For this proposed location please answer all questions that apply:

- a) Occupancy Load 800 b) # of Restrooms 2 c) # of Egresses On the Mktplace
d) Date of last Fire/Safety Check ? e) Dancing by Patrons? Yes or No
f) Amplified Music? Yes or No g) Will additional staff and/or security be required? Yes or No
h) Tents? Yes or No i) Will alcohol be served? Yes or No

↳ private security,
BPD, + fym
staff

For this proposed location please answer all questions that apply:

- a) Occupancy Load 6,000 b) # of Restrooms 29 c) # of Egresses 2 official points of entry + exit
d) Date of last Fire/Safety Check ? e) Dancing by Patrons? Yes or No
f) Amplified Music? Yes or No g) Will additional staff and/or security be required? Yes or No
h) Tents? Yes or No i) Will alcohol be served? Yes or No

↳ private security,
BPD, EMS, fym
staff

For this proposed location please answer all questions that apply:

- a) Occupancy Load Park capacity b) # of Restrooms 0 c) # of Egresses in the park
d) Date of last Fire/Safety Check ? e) Dancing by Patrons? Yes or No
f) Amplified Music? Yes or No g) Will additional staff and/or security be required? Yes or No
h) Tents? Yes or No i) Will alcohol be served? Yes or No

↳ BPD +
Vermont Blues
Society staff

(Continued on back)

Programming Calendar (as of 4/24/24)				
	Wednesday 6/5 Day 1	Thursday 6/6 Day 2	Friday 6/7 Day 3	Saturday 6/8 Day 4
				Sunday 6/9 Day 5
Main Stage	7:30p Cecile McLorin Salvant	10:00a Women and Jazz Panel (HS students)		7:30p Robert Glasper
Main Lobby				10:00 - 10:45a FlynnZone Artist TBD
FlynnSpace	5:30 - 7:00p Fundraiser Geoff Kim Organ Trio	Load In	9:00p - 2:00a The Illustrious Blacks for Hot Butter	
Bottom of Church Street Amphitheater #1	11:00 - 11:40a Westside Jazz Combo 12:20 - 1:00p Shelburne Community Stage Band 1:40 - 2:20p Hinesburg Community School Band 3:00 - 3:40p Winooski High School Chorus	11:00 - 11:40a Spaulding 1:00 - 1:40p EES 4/5 Chorus 2:00 - 2:40p EMS Jazz 3:00 - 3:40p BHS Jazz Ensemble 4:20 - 5:00p SB Wolves	11:00 - 11:40a BFA St. Albans Jazz Band 12:20 - 1:00p ADL Jazz Band 1:20 - 2:00p Essex Middle School 2:20 - 3:00p Essex Jazz Collective 3:40 - 4:20p Mill River Big Band 4:20 - 5:00p Mill River Combo	
Mall Entrance Amphitheater #2	11:40 - 12:20 Arlington Memorial HS Jazz Band 1:00 - 1:40p Commodore Jazz Band 2:20 - 3:00p Twinfield Jazz Ensemble	11:40 - 12:20p Middlebury Union Middle 12:20 - 1:00p MUHS Jazz Ensemble 1:40 - 2:20 LUHS Jazz 4:20 - 5:00p The Sentinel Big Band	11:40 - 12:20 Rutland Town Elementary School 1:00 - 1:40p MVU Jazz Ensemble 3:20 - 4:00p CMS Jazz Band 4:20 - 5:00p Colchester HS Jazz Band	
Top of the Block Amphitheater #3	11:00 - 11:40a The St. Johnsbury MS Jazz Band 12:20 - 1:00p CCS Jazz Band 1:40 - 2:20p CBMS Jazz Band 2:30 - 3:10p CBMS Chorus	TOB Performance 5:00p - Kerubo 6:00p - Cartrons 7:20p - Lady Wray 8:40p - Phony Ppl	11:00 - 11:40a WRVHS Jazz / Funk Band 12:20 - 1:00p Winooski Jazz Band 1:40 - 2:20 MSMS Jazz Messengers 2:20 - 3:00p Red Clay 3:40 - 4:20 Fallfax Jazz	
City Hall Park	4:00 - 4:45p FlynnTones			12:00p - 5:00p Joe Moore Tribute Concert
Waterfront		Load In	6:00p - Acqua Mossa 7:00p - Durand Bernarr 8:00p - Adi Oasis 9:35p - Big Freedlia	5:00p - Wesli 6:20p - Underground System 7:30p - Mononeon 9:00p - Seun Kuti & Egypt 80 Load Out
Big Joe's	10p - 1a Tyreek McDole	10p - 1a Tyreek McDole	1:30 - 2:30p Winooski HS Jazz Band w/ JALC 10p - 1a Tyreek McDole	10p - 1a Tyreek McDole
Hunt Middle School Auditorium		1:00 - 2:00p JALC school performance		
Integrated Arts Academy	1:15 - 1:50p Adi speaks at assembly			

**Burlington Jazz Festival
School Bands
Wednesday June 5 – Friday, June 9, 2024**

Overview:

The Flynn Center will invite school bands from across the state to come perform on Church Street as part of the Burlington Discover Jazz Fest that is free to the public. There will be no stages, the students will perform directly on the brick. Audiences will be welcome to dance if the music moves them.

Tickets – Free, no reservation

Time

- June 5, 11a – 5p
- June 6, 11a – 5p
- June 7, 11a – 5p

Locations

- See attached maps. There are 3 different locations on Church Street where the students will perform.

Parking

- Parking at downtown parking garages and streets

Food / Alcohol

- None

Audience

- Families of students and people passing by
- No seating provided

Bathrooms

- None

Trash

- None

Security

- None

Equipment Setup

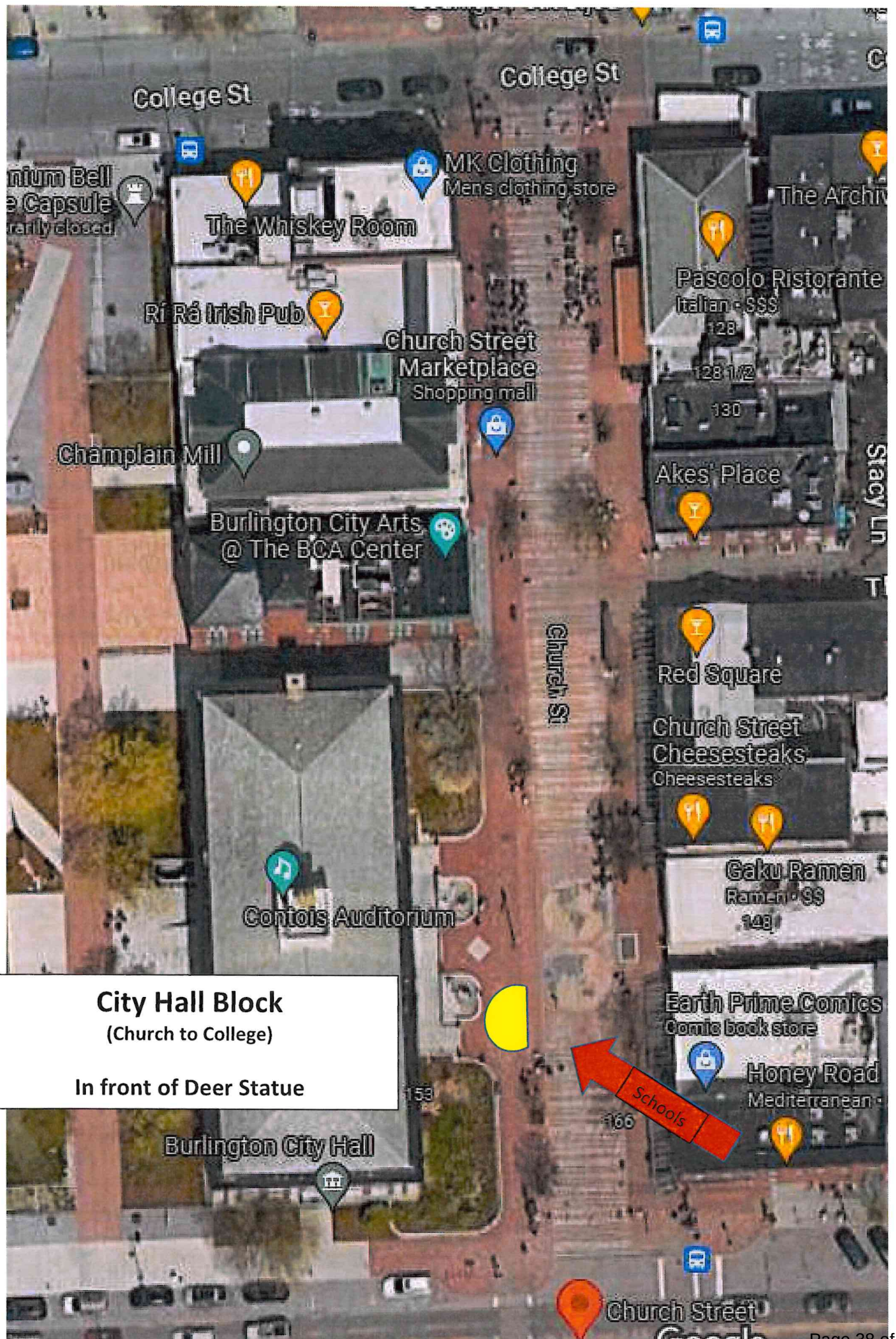
- No stages
- No tents
- Amplification: Students will bring their own guitar, bass, and keyboard amps as needed.
- Flynn will provide folding chairs
- Flynn will roll out amphitheater set ups for each location (poles with flags)

Staffing

- The Flynn will provide staff to meet the students and make sure the performances stay on time
- Marketplace staff will assist with power, chairs, etc. as needed.

School Band Schedule (as of 4.24.24)

Wednesday 6/5		10:40	11:00	11:20	11:40	12:00	12:20	12:40	1:00	1:20	1:40	2:00	2:20	2:40	3:00	3:20	3:40	4:00	4:20	4:40	5:00
Bottom of Church Street	Lower Middle of Church Street	11 - 11:40a	Westside Jazz Combo		11:40 - 12:20	Shelburne Community Stage Band		12:20 - 1:00p	Shelburne Community School		1:40 - 2:20p	Hinesburg Community School Jazz Band		3:00 - 3:40p	Winooski High School Chorus		4:20 - 5:00p				
			West Rutland School			Arlington Memorial High School			Hinesburg Community School			Twinnfield Jazz Ensemble			Winooski High School						
Top of the Block		11 - 11:40a	The St. Johnsbury Middle School Jazz Band		12:20 - 1:00p	CCS Jazz Band		1:40 - 2:20p	CBMS Jazz Band		2:20 - 3:10p min.	CBMS Chorus		3:00 - 3:40p	CBMS 3:10 end		4:20 - 5:00p				
			The St. Johnsbury School			Charlotte Central School			Crossett Brook Middle School												
Thursday 6/6		10:40	11:00	11:20	11:40	12:00	12:20	12:40	1:00	1:20	1:40	2:00	2:20	2:40	3:00	3:20	3:40	4:00	4:20	4:40	5:00
Bottom of Church Street	Lower Middle of Church Street	11 - 11:40a	Spaulding High School		12:20 - 1:00p	Middlebury Union Middle School		1:40 - 2:20p	Middlebury Union High School		2:20 - 3:10p	LUHS Jazz		3:00 - 3:40p	The Sentinel Big Band		4:20 - 5:00p				
			Spaulding High School			Middlebury Union High School			Lamoille Union High School			Edmunds Middle School			Burlington High School			Frederick H. Tuttle Middle School			
Top of the Block		11 - 11:40a	The Sentinel Big Band		12:20 - 1:00p	Ticonderoga Junior/Senior High School		1:40 - 2:20p			2:20 - 3:10p			3:00 - 3:40p			4:20 - 5:00p				
Friday 6/7		10:40	11:00	11:20	11:40	12:00	12:20	12:40	1:00	1:20	1:40	2:00	2:20	2:40	3:00	3:20	3:40	4:00	4:20	4:40	5:00
Bottom of Church Street	Lower Middle of Church Street	11 - 11:40a	BFA St. Albans Jazz Band		12:20 - 1:00p	Essex Middle School All American Flying Submarine Band		1:40 - 2:20p	Essex High School		2:20 - 3:10p	Essex Jazz Collective		3:00 - 3:40p	CMS Jazz Band		4:20 - 5:00p				
			BFA St. Albans			Essex Middle School						Essex High School			Colchester Middle School			Colchester High School			
Top of the Block		11 - 11:40a	WRVHS Jazz/Funk Band		12:20 - 1:00p	Winooski High School		1:40 - 2:20p	MSMS Jazz Messengers		2:20 - 3:10p	Red Clay		3:00 - 3:40p	Fairfax Jazz		4:20 - 5:00p				
			White River Valley High School			Main Street Middle School			Montpelier High School			BFA Fairfax High School									



City Hall Block

(Church to College)

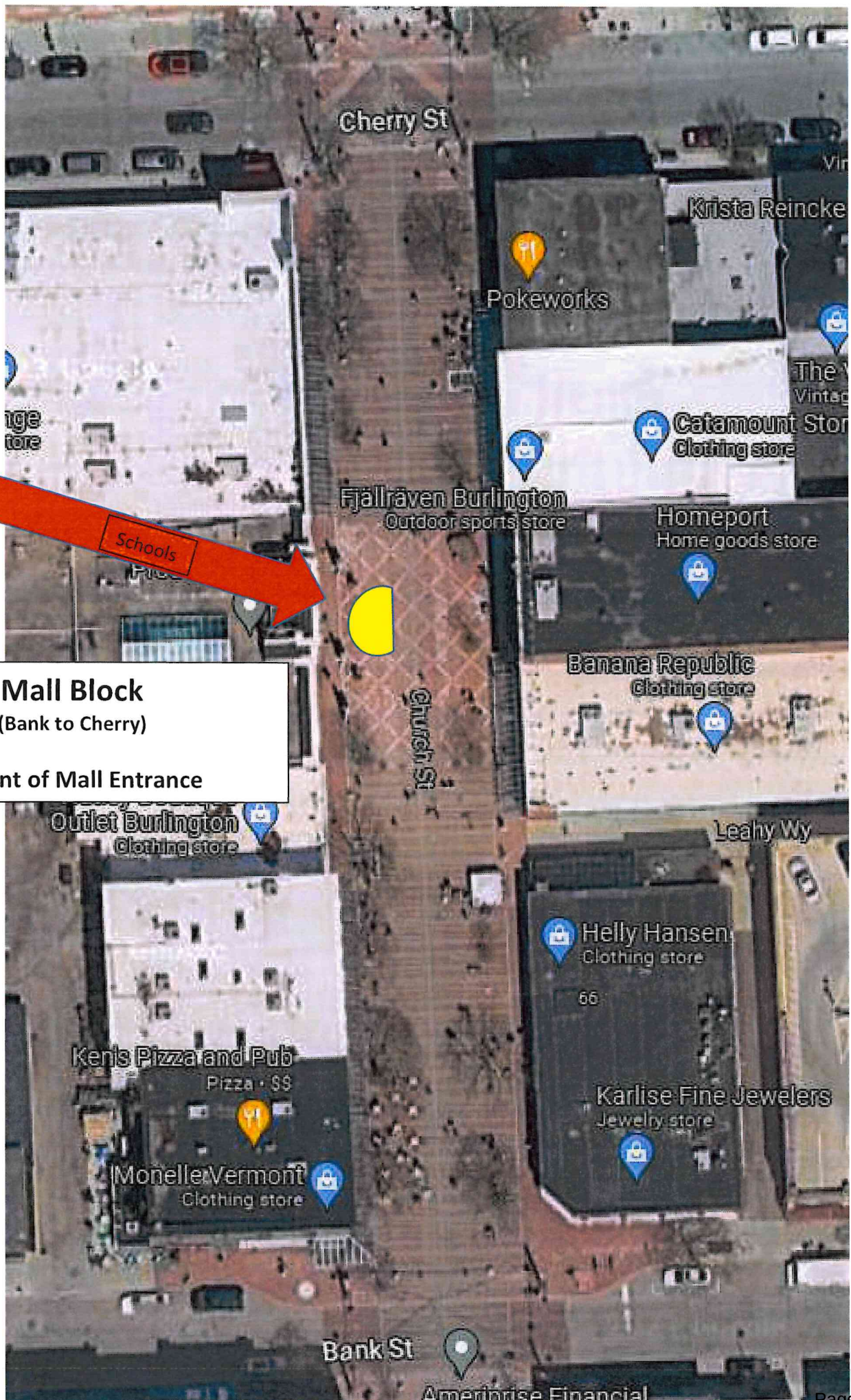
In front of Deer Statue

School Bands Locations

1. Deer Statue in front of City Hall



- **Band Set Up:** In front of the Deer Statue and the southern staircase. Bricks in good condition, slant of street is minimal.
- **Bus Drop Off:** Main and Church
- **Rain Location Options:** Contois, BCA Gallery



Mall Block

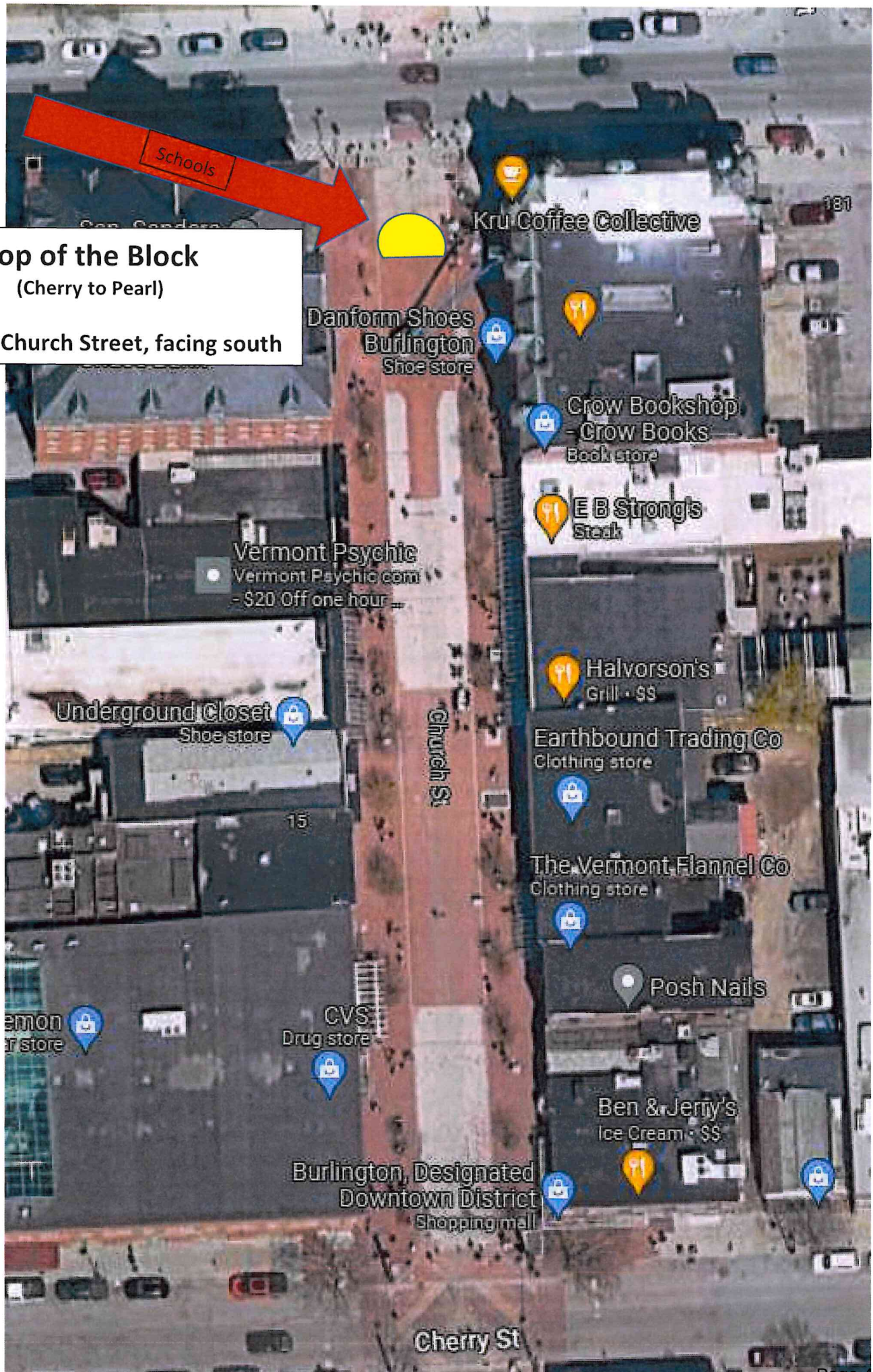
(Bank to Cherry)

In front of Mall Entrance

2. Mall



- **Band Set Up:** In front of the mall entrance. Bricks in good condition, slant of street is minimal. Exact same set up as 2022.
- **Bus Drop Off:** Cherry and Church
- **Rain Location Options:** Inside the mall? First Congregational Church (Cherry & S. Winooski)



Schools

Top of the Block

(Cherry to Pearl)

Center of Church Street, facing south

Kru Coffee Collective

Danform Shoes
Burlington
Shoe store

Crow Bookshop
- Crow Books
Book store

E B Strong's
Steak

Vermont Psychic
Vermont Psychic.com
- \$20 Off one hour ...

Underground Closet
Shoe store

Halvorson's
Grill • \$\$

Earthbound Trading Co
Clothing store

The Vermont Flannel Co
Clothing store

Posh Nails

Ben & Jerry's
Ice Cream • \$\$

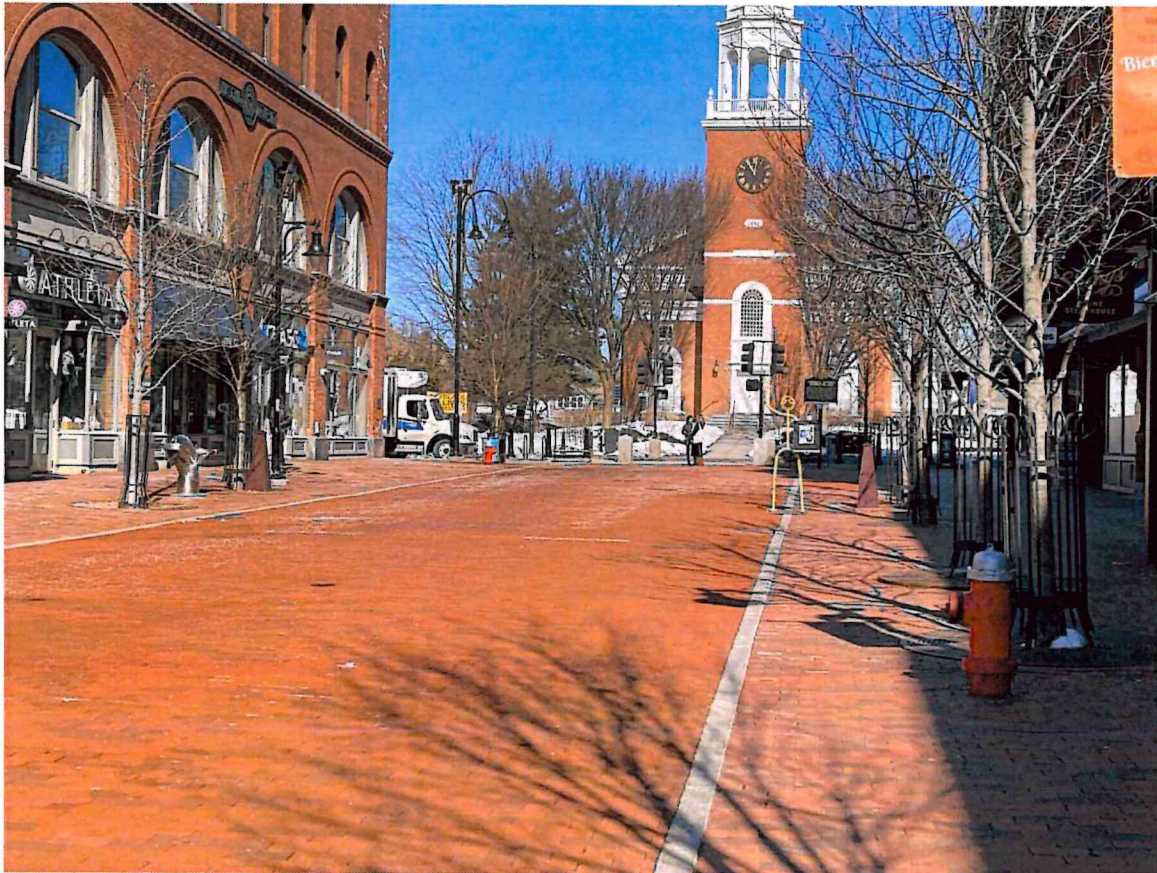
Burlington, Designated
Downtown District
Shopping mall

CVS
Drug store

emon
r store

Cherry St

3. Top of Block



- **Band Set Up:** In the middle of Church Street facing south.
- **Bus Drop Off:** Pearl and Church
- **Rain Location Options:** Unitarian Universalist Church, Swan Dojo

**Burlington Jazz Festival
Top of the Block
Thursday, June 7, 2024**

Overview:

The Flynn Center will set up a stage at the Top of Church Street to produce a free concert as part of Burlington Discover Jazz Fest. Audiences will be welcome to dance if the music moves them.

Tickets – Free, no reservation

Time

- June 7
 - o 7:00a Stage Load-In
 - o Load-in / Sound Checks
 - o 5p – 10p Performances
 - o Load-out
 - o 1:00a Clear of Church Street

Parking

- Parking at downtown parking garages and streets

Food / Alcohol

- No alcohol or food
- Security by Chocolate Thunder and/or GMCS

Audience

- Capacity of approx. 600 people over the course of the 5 hours
- No seating provided

Bathrooms

- 1 single and 1 ADA from P&P Septic on Cherry by the Outdoor Gear Exchange wall

Trash

- None provided

Security

- Security will be on site at all times starting at load-in
- Flynn has contracted with BPD for 4 officers + 1 supervisor from 4:30p – 11:00p

Equipment Setup

- A stage will be set up

- Tents: Yes, tents will be Flynn owned 10 x 10 pop-ups if needed
- Amplification: Yes, Backline and PA system will be rented

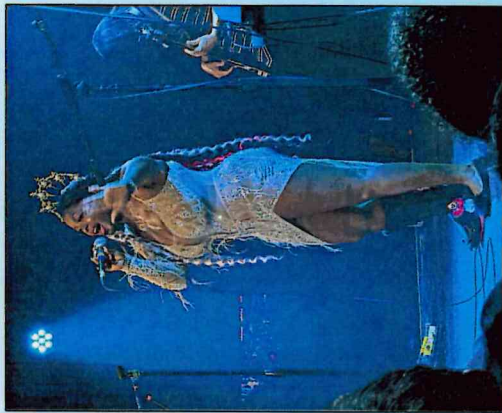
Staffing

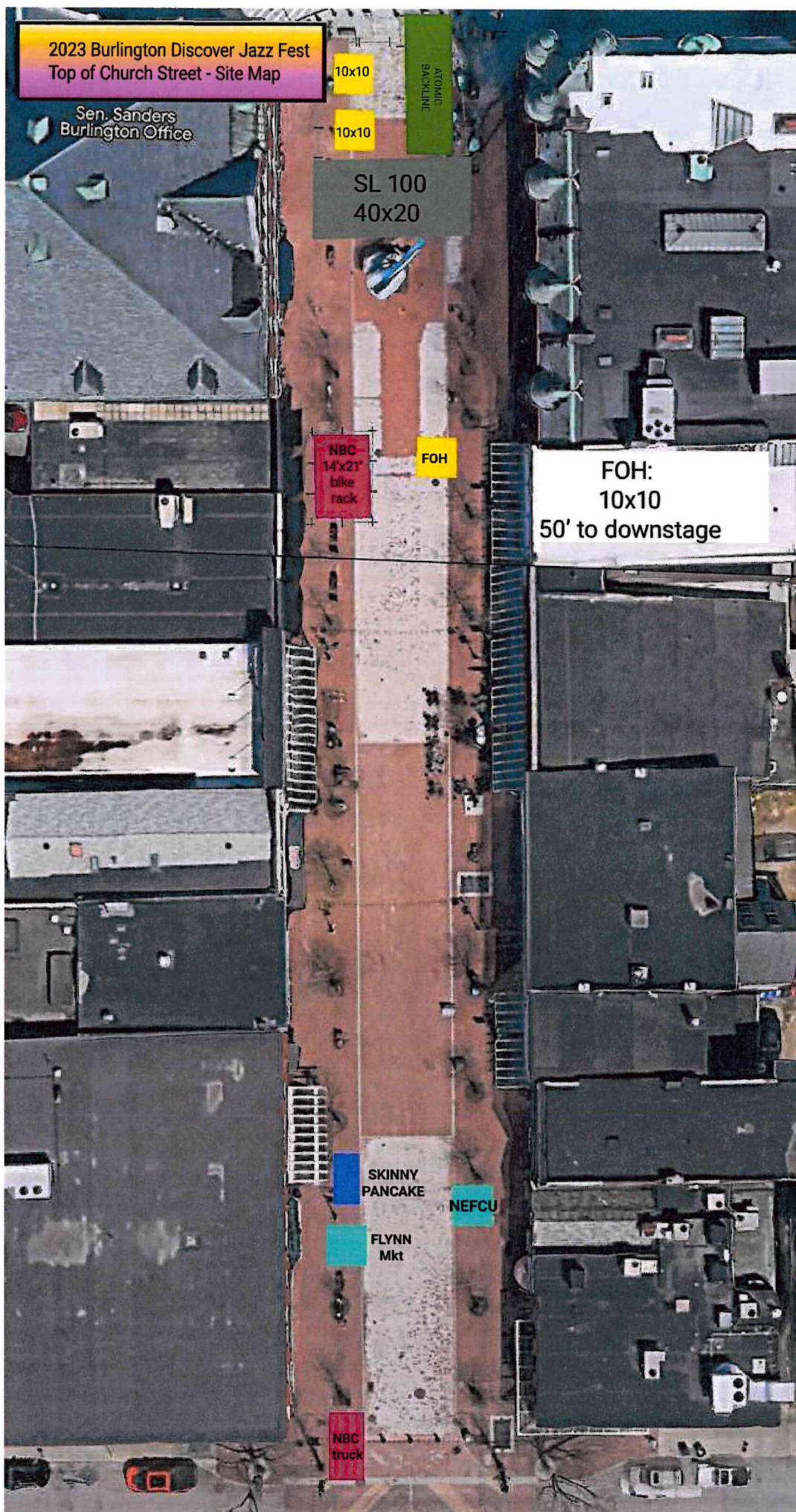
- The Flynn will provide staff to work this event including a site manager, stage manager, an artist manager, security manager and staff to help load-in and out.
- Atomic Pro Audio will staff the stage, audio, and lighting.
- Chocolate Thunder and/or Green Mountain Concert Services will provide the security staffing.

Top of the Block **Thursday, June 6** **5p – 10p**

Artists

- 5:00p - Kerubo
- 6:00p - Carrtoons
- 7:20p - Lady Wray
- 8:40p - Phony Ppl





2024
Map will
be very
similar

- NEFCU
- Flynn
- NBC
- Skinny Pancake
- SL100

**Burlington Jazz Festival
Waterfront
Friday, June 7 & Saturday, June 8, 2024**

Overview:

The Flynn Center will produce a concert as part of Burlington Discover Jazz Fest that is free to the public. The concert venue will be at the Waterfront Park –greater park area. Alcohol will be sold. A stage will be set up. Audiences will be welcome to dance is the music moves them. The Flynn is working with Richard Bailey on details.

Tickets – Free, no reservation

Time

- June 6
 - o Stage Load in
 - o Vendors Load in
- June 7
 - o Audio Load in / sound checks
 - o 6p – 10:45p Performances (hard stop at 11p with amplified sound)
- June 8
 - o Sound Checks
 - o 5:00p – 10:30p Performances
 - o 10:45p Load Out begins
- June 9
 - o Load out may run into the early morning hours
 - o Vendors Load out complete

Parking

- Parking on street via meters

Food Trucks

- Food trucks will participate

Audience

- Capacity of approx. 3,000 – 4,000 people each day
- No seating provided

Bathrooms

- Portopotties will be rented and set up
- 25 standard and 4 ADA and 5 handwashing stations
- ADA accessible bathroom

Trash

- 1 10-yard trash dumpster with locks, 2 10-yard recycle dumpster with locks
- Compost totes
- 20 racks of each trash / recycling / compost

Alcohol - Yes

- Alcohol will be served by Higher Ground
- Security by Chocolate Thunder and GMCS
- Entire venue is double fenced
- Security will ID and wrist band 21+ people at the line for the bar

Security

- Security will be on site at all times starting overnight on June 6 and through the load-out on June 10
- Flynn is working with BPD on staffing as well

EMS

- Flynn is working with BFD on EMS services and evacuation plans.

Equipment Setup

- Large stage will be set up by Atomic
- Tents: Yes, tents are being provided by VT Tent.
- Amplification: Yes, Backline and PA system will be rented through Atomic

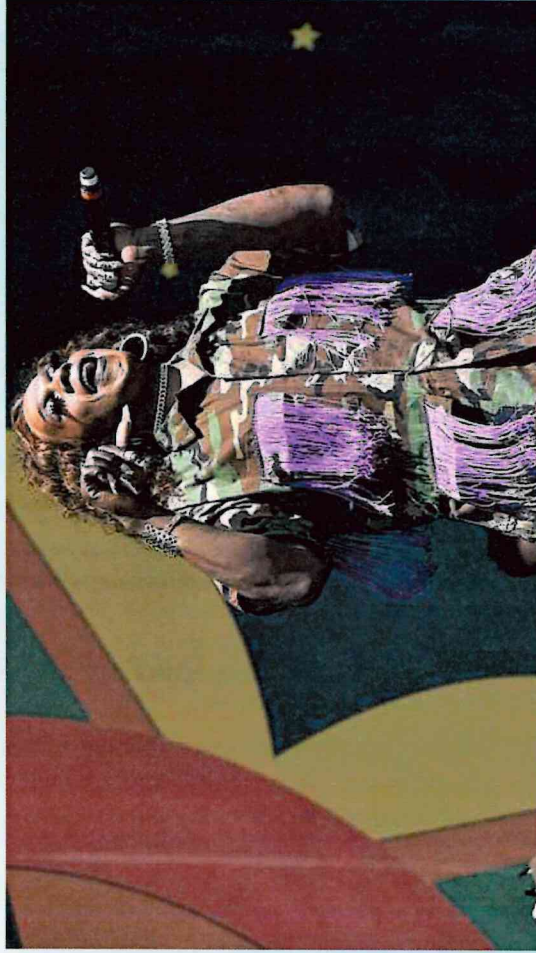
Staffing

- The Flynn will provide staff to work this event including a site manager, stage manager, an artist manager, security manager, staff to help load-in and out, and volunteers
- City staff will be on site to assist in the placement of equipment, tents, egress areas, etc.
- Atomic staff will be on site to manage the stage and audio equipment
- Chocolate Thunder and Green Mountain Concert Services will provide the security staffing.

Waterfront Artists

Friday, June 7

6:00p – Acqua Mossa
7:00p – Durand Bernarr
8:00p – Adi Oasis
9:35p – Big Freedria



Saturday, June 8

5:00p – Wesli
6:20p – Underground System
7:30p - Mononeon
9:00p – Seun Kuti & Egypt 80



Burlington Discover Jazz Festival
Waterfront June 7 & 8, 2024
Frequently Asked Questions

Is it free?

Yes! All events at the waterfront are free of charge. No reservations or tickets required.

Am I guaranteed admittance?

The events are first come, first serve.

Where are the entrances?

There are 2 public entrances. One on the south side and one on the north side of the park.

What time are the performances each day?

Friday, June 7: Performances from 6p – 10:45p

Saturday, June 9: Performances from 5p – 10:30p

What time do the gates open each day?

Friday, June 7 – Gates open at 5:00p

Saturday, June 8 – Gates open at 4:00p

Is there re-entry?

Yes, however you will have to get back in line and wait to re-enter if the park is at capacity.

Can I bring a blanket or chair?

Yes! Blankets and chairs are encouraged and welcomed.

Can I bring a bag?

Yes, there will be a security check point which includes a bag check.

Where do I get my ID checked?

You will show your ID if you are 21+ and want to drink alcohol when you get in line at the bar.

Security will put a wristband on you at this time as well.

Will there be food?

Yes, we will have a variety of food trucks at the event.

Will there be alcohol?

Yes, with Credit Card Only (no cash).

Can I bring outside food in?

Yes.

Can I bring outside beverages?

Each person is allowed one sealed bottle of water. No other drinks and no alcohol is allowed to be brought inside.

Water Refilling Station

Yes, there will be a place to refill your water.

Are there ATM's inside the gate?

No ATM's

What is your Covid Policy?

These events are outside. No masks or proof of vaccination required.

Where can I park?

We highly recommend car-pooling and parking away from the festival to walk to the event.

What if it rains?

The concert will go on rain or shine. If it is forecasted to pour all day, the event might be moved into the Flynn. Watch social media for updates.

What Can I bring?

- 1) Chairs
- 2) Sunscreen
- 3) Small bag
- 4) Personal umbrella
- 5) Point-and-shoot cameras
- 6) Food
- 7) One bottle of sealed water
- 8) Medications and prescriptions
 - a. Please bring a valid photo ID that matches the name printed on your prescription

What Can't I bring?

- 1) Bags larger than 20"x20"x10"
- 2) Glass containers
- 3) Coolers
- 4) Beach Umbrella
- 5) Lasers
- 6) Un-sealed beverages
- 7) Alcoholic beverages
- 8) Firearms
- 9) Tools including knives
- 10) Professional audio, photography and video equipment
- 11) Pets
- 12) Pop-up tents
- 13) Drones

This aerial map illustrates the layout for the 2023 Burlington Discover Jazz Fest at Waterfront Park. The site is bounded by Lake St to the west and the Boardwalk to the east. Key features include:

- Entrances:** Located at the top left and bottom center of the main event area.
- Waste Management:** Multiple stations for "Waste Rack Trash/Recycling/Compost" are positioned around the perimeter.
- Port-a-potties:** Several units are distributed throughout the site, with one specifically labeled "Port-a-potties Handwash".
- Structures and Stages:**
 - PRODUCTION VEHICLES:** A large area on the left side.
 - STAGE 1:** A large white structure with a red roof.
 - STAGE 2:** A smaller white structure.
 - STAGE 3:** A structure labeled "STAGE 3".
 - STAGE 4:** A structure labeled "STAGE 4".
 - STAGE 5:** A structure labeled "STAGE 5".
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 - STAGE 100:** A structure labeled "STAGE 100".
- Other Features:**
 - Trail Closed during event:** Indicated on the left side.
 - Vehicle Entrance:** Located at the bottom right.
 - Double Fence North and East Sides of area:** A boundary line on the right side.
 - Single Fence West and South Sides of area:** A boundary line on the right side.
 - Waste Rack Trash/Recycling/Compost:** Multiple stations around the perimeter.
 - Port-a-potties Handwash:** Multiple units around the perimeter.
 - Produce RV #1, #2, #3, #4, #5, #6, #7, #8, #9, #10, #11, #12, #13, #14, #15, #16, #17, #18, #19, #20, #21, #22, #23, #24, #25, #26, #27, #28, #29, #30, #31, #32, #33, #34, #35, #36, #37, #38, #39, #40, #41, #42, #43, #44, #45, #46, #47, #48, #49, #50, #51, #52, #53, #54, #55, #56, #57, #58, #59, #60, #61, #62, #63, #64, #65, #66, #67, #68, #69, #70, #71, #72, #73, #74, #75, #76, #77, #78, #79, #80, #81, #82, #83, #84, #85, #86, #87, #88, #89, #90, #91, #92, #93, #94, #95, #96, #97, #98, #99, #100:** A large area of RVs on the left side.
 - Produce RV #1, #2, #3, #4, #5, #6, #7, #8, #9, #10, #11, #12, #13, #14, #15, #16, #17, #18, #19, #20, #21, #22, #23, #24, #25, #26, #27, #28, #29, #30, #31, #32, #33, #34, #35, #36, #37, #38, #39, #40, #41, #42, #43, #44, #45, #46, #47, #48, #49, #50, #51, #52, #53, #54, #55, #56, #57, #58, #59, #60, #61, #62, #63, #64, #65, #66, #67, #68, #69, #70, #71, #72, #73, #74, #75, #76, #77, #78, #79, #80, #81, #82, #83, #84, #85, #86, #87, #88, #89, #90, #91, #92, #93, #94, #95, #96, #97, #98, #99, #100:** A large area of RVs on the left side.
 - Produce RV #1, #2, #3, #4, #5, #6, #7, #8, #9, #10, #11, #12, #13, #14, #15, #16, #17, #18, #19, #20, #21, #22, #23, #24, #25, #26, #27, #28, #29, #30, #31, #32, #33, #34, #35, #36, #37, #38, #39, #40, #41, #42, #43, #44, #45, #46, #47, #48, #49, #50, #51, #52, #53, #54, #55, #56, #57, #58, #59, #60, #61, #62, #63, #64, #65, #66, #67, #68, #69, #70, #71, #72, #73, #74, #75, #76, #77, #78, #79, #80**

FLYNN

April 29, 2024

Lori Olberg
Licensing, Voting and Records Coordinator
149 Church Street
Burlington, VT 05401
lolberg@burlingtonvt.gov

Dear Lori,

Thank you very much for your assistance in helping us fill out the correct permit applications for the JazzFest.

Please find included the City of Burlington Umbrella Entertainment Permit Application for JazzFest which takes place from June 5 – 9, 2024. Included with the application is a full festival calendar along with maps and the \$25 application fee. Please note that all this information is up to date as of today and is still a work in progress.

Please let us know if you have any questions or need further information.

Sincerely,



Amy Harting
Producer

The Flynn Center for the Performing Arts
aharting@flynnvt.org
802-652-4554



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 VOX
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov

MEMORANDUM

TO: License Committee/City Council

FROM: Caleb Manna, Excavation Inspector, Department of Public Works

DATE: May 1st, 2024

CC: Norman Baldwin, P.E. Assistant Director of Public Works/City Engineer
Chapin Spencer, Director of Public Works.
Laura Wheelock, P.E.; Sr. Public Works Engineer

RE: 111 Saint Paul Street– Outdoor Seating Encumbrance Permit Application – Devil Takes a Holiday

Request

The Applicant, DJINN LLC, d/b/a Devil Takes a Holiday, owner of the establishment located at 111 Saint Paul Street, is requesting approval for an outdoor seating area to exist in the public right-of-way. The request, if approved, will formally permit an outdoor seating area on the sidewalk in front of the establishment, through a License Agreement with the City.

As stated in Burlington Code of Ordinance Chapter 27-32(a): *“No permit as required by Section 27-31 shall be for longer than sixty (60) days, except as authorized by the city council.”*

Overview

Devil Takes a Holiday submitted an encumbrance permit application to the Department of Public Works on April 16th, 2024, requesting to occupy 60 square feet of City right-of-way space on Saint Paul Street, in the “frontage” zone of the public sidewalk.

The proposed seating area will occupy the sidewalk directly adjacent the establishment in front of the entryway. The seating area meets all the requirements to occupy the public right-of-way under Great Streets Standards and the Street Seating Program Guide. The dining area will consist of small tables and chairs, cordoned off by a decorative barriers around the perimeter.

The outdoor dining area will be used by the restaurant during normal business hours. During times when the establishment is closed, tables and chairs will be removed from the public right-of-way.

The Applicant will be responsible for any future maintenance or repairs and any other conditions as defined in the License Agreement.

Recommendation

The Department of Public Works is supportive of entering into a License Agreement between the Applicant and the City.

Thank you for your consideration of this request. Please do not hesitate to contact me directly at CManna@burlingtonvt.gov or 802-865-7562.

Attachment

- A. Application
- B. DPW Recommendation Form
- C. Photographs
- D. Certificate of Insurance

Motions:

License Committee:

"To approve and recommend that the City Council approve the Encumbrance Application for DJINN LLC d/b/a Devil Takes a Holiday at 111 Saint Paul Street requesting use of the sidewalk for an outdoor seating area and to further recommend that the City Council authorize the Mayor to enter into a license agreement with the Applicant for use of the portion of the right-of-way outlined in the Application, subject to review by the City Attorney's Office."

City Council:

"To approve the Encumbrance Application for DJINN LLC d/b/a Devil Takes a Holiday at 111 Saint Paul Street requesting use of the sidewalk for an outdoor seating area and authorize the Mayor to enter into a license agreement with the Applicant for use of the portion of the right-of-way outlined in the Application, subject to review by the City Attorney's Office."

ENCUMBRANCE PERMIT AND LICENSE AGREEMENT

Devil Takes a Holiday
111 Saint Paul Street, Burlington VT

This Long-term Encumbrance Permit and License Agreement (“Agreement”) is made by and between the City of Burlington, a municipal corporation organized and validly existing under the laws of the State of Vermont (“City”), and DJINN LLC, d/b/a Devil Takes a Holiday, a domestic limited liability company located at 111 Saint Paul Street, Burlington, Vermont 05401 (“Licensee”). The City and Licensee agree to the terms and conditions of this Agreement.

1. RECITALS

- A. Authority.** Authority to enter into this Agreement exists in the City Charter and Burlington City Ordinance 27-32. Required approvals, clearance, and coordination have been accomplished from and within each Party.
- B. Consideration.** The Parties acknowledge that the mutual promises and covenants contained herein and other good and valuable consideration are sufficient and adequate to support this Agreement.
- C. Background.** The City owns property, including the street and sidewalk right-of-way adjacent to 111 Saint Paul Street. The Licensee has received approval to install an outdoor seating area on the sidewalk of the public right-of-way adjacent to the premises.
- D. Purpose.** This Agreement sets forth the terms and conditions for the allowed use of the public right-of-way.

2. EFFECTIVE DATE AND TERM

- A. Effective Date.** This Agreement shall not be valid or enforceable until the Effective Date. The City shall not be bound by any provision of this Agreement before the Effective Date and shall have no obligation for any performance before the Effective Date or after the expiration or termination of this Agreement. Licensee’s obligations hereunder for indemnification, defense, and restoration of the Premises and other City property shall survive expiration or termination hereof.
- B. Term.** This Agreement shall commence on the Effective Date and expire on April 30, 2025.
- C. Termination.** This Agreement may be terminated as set forth in this paragraph (C). Upon termination, Licensee shall remove—at its own expense—all objects, materials, and other obstructions placed on the Premises. If Licensee refuses to promptly remove such obstructions, the City may remove all such obstructions and the Licensee shall be liable for all expenses of such removal.
 - i. Discontinued Use.** The City shall have the exclusive right to immediately terminate this Agreement should Licensee or a subsequent owner discontinue the licensed use of the premise.
 - ii. Termination for Convenience.** At any time prior to completion of services specified under this Agreement, the City may terminate the Agreement for any reason by submitting written notice via certified or registered mail to the Licensee, not less than fifteen (15) days prior to the termination date, of its intention to do so. The Licensee shall make no claim against the City by reason of such termination.
 - iii. Breach.** The City shall have the exclusive right to terminate this Agreement if Licensee is

in breach of this Agreement. The City shall provide seven (7) days written notice in advance of the termination date.

- iv. **Non-Compliance.** If any of the License Conditions are not met to the satisfaction of the City, the Licensee will be responsible for restoration of the Premises, the sidewalk adjacent to the property, and any other City property damaged, destroyed, or otherwise affected by Licensee or its officers, employees, agents, customers/invitees, successors, or assigns, within seven (7) days of receiving written notice.
- v. **Renewal.** This agreement shall be renewable annually for a one (1) year term provided that Licensee submits a timely annual renewal application certifying that its renewal does not amend, modify or otherwise change the existing agreement, pays the requisite fees, and provides updated proof of insurance and all applicable endorsements, and provided that the Department of Public Works certifies that licensee is still in compliance with terms of this agreement.

3. DEFINITIONS

- A. **“Effective Date”** means the date on which this Agreement is approved and signed by the City as shown on the signature page of this Agreement.
- B. **“Encumbrance Fee”** means the sum of the encumbrance application fee, and the square foot use fee annually set by the City.
- C. **“Party”** means the City or Licensee and **“Parties”** means both the City and Licensee.
- D. **“Premises”** means the sidewalk directly in front of 111 Saint Paul Street.
- E. **“Property”** means the outdoor seating area that is the subject of this Agreement.

4. GRANT OF LICENSE

The City hereby grants to Licensee a license to install an outdoor seating area for dining purposes on the sidewalk directly adjacent to 111 Saint Paul Street, totaling an area of 60 square feet for the term set forth above. Licensee may use and shall maintain the outdoor seating area existing in the City’s right-of-way.

5. LICENSE CONDITIONS

- A. **Maintenance.** Licensee shall maintain the outdoor seating to the satisfaction of the City, which includes maintaining it in a safe, proper, and working condition. Licensee shall be solely responsible for all costs associated with maintenance, upkeep, repair, and replacement of outdoor seating amenities.
- B. **Placement.** The featured seating shall be placed and maintained in accordance with all conditions set by the Department of Public Works in the approved plan (Attachment C) and shall not impede the City’s or any other private or public utilities’ ability to maintain the road, sidewalk, parking meters, greenbelt, utility infrastructure, or any other City or private property. The amenity shall not cause an obstruction or inconvenience to members of the public accessing the road, sidewalk, parking meters, greenbelt or any other City or private property. The seating area shall be removed from the public right of way when not in use by the establishment. Notwithstanding anything to the contrary herein, it is Licensee’s obligation to ensure the

approved plan complies with applicable laws, including the Americans with Disabilities Act, all applicable regulations and design standards promulgated thereunder, and other applicable disability access laws. Any analysis done by the City regarding compliance of the plan with applicable laws is for the City's sole and exclusive benefit, and Licensee shall not rely thereon. If the plan fails to comply with applicable laws, including disability access laws, then it is Licensee's obligation to comply with the law and to request the City's ratification of any change from the plan shown in Attachment C as soon as reasonably possible. An amendment to the plan in Attachment C to comply with applicable law shall require the written approval of the Public Works Director or designee without a formal amendment to this Agreement.

C. Appearance. Licensee shall pick up and sweep debris created by its use of the public right-of-way.

F. Emergency Access. In the event of an emergency relating to municipal operations, the City shall have the authority to remove or relocate the amenity to access any public infrastructure deemed necessary. Licensee shall be solely responsible for all cost associated with relocation of seating area, and returning the structure the approved location in this agreement.

6. PAYMENT FOR LICENSE

A. License Fee. Licensee shall pay the City an Encumbrance Fee, as described in Attachment A.

B. Initial License Fee. By signing this Agreement, the Parties acknowledge that Licensee has paid the City the license fee for the period beginning April 30, 2024 and ending April 30, 2025.

7. INSURANCE

A. Requirement. Licensee shall maintain throughout the term of this Agreement, and any subsequent extension or renewals, commercial general liability insurance from an insurance carrier rated A-:VII or higher by A.M. Best Co. and admitted in the State of Vermont, insuring against all legal liability for injuries or damages suffered as a result of the exercise of privileges granted by this Agreement in an amount not less than \$1,000,000 each occurrence. The City shall be named as an additional insured on such insurance policy.

B. Evidence. Prior to execution of this Agreement, Licensee shall furnish the City with a certificate of insurance and endorsement that includes the provision naming the City as an additional insured on a primary, non-contributory basis and waiving subrogation against the City. Licensee shall take all reasonable efforts to acquire an endorsement providing the City with thirty (30) days' written notification of cancellation. If such endorsement is not reasonably available, then Licensee shall provide the City with notification of any impending cancellations within three (3) days after receipt of such notice from its insurance carrier. The current certificate of insurance and applicable endorsements are attached to this Agreement as Attachment D.

C. Continuing Obligation. Licensee shall provide the City with an updated certificate of insurance and applicable endorsements annually on or before the certificate's stated expiration. It is the responsibility of Licensee to ensure that a current certificate of insurance is on file with the City at all times.

8. INDEMNIFICATION

Licensee shall indemnify, defend, and hold harmless the City, its officers, officials, agents, and employees from liability for any claims, suits, expenses, losses, judgments, penalties, fines, costs (including attorneys' fees and costs), and damages arising as a result of the Licensee's acts and/or omissions, and the acts and/or omissions of Licensee's officers, directors, employees, agents,

contractors, subcontractors, customers/invitees, successors, or assigns arising from or related to Licensee's use of the Premises or in connection with this Agreement or the privileges granted to it under this Agreement, excepting claims arising from the City's gross negligence or willful misconduct. If the City, its officers, officials, agents, or employees are notified of any claims asserted against it to which this indemnification provision may apply, the City shall promptly thereafter notify the Licensee in writing that a claim to which the indemnification provision may apply has been received. Licensee shall promptly retain counsel and otherwise provide a complete defense against the entire claim or suit. The City retains the right to participate, at its own expense, in the defense of any claim, and to approve all proposed settlements of claims to which this provision applies. Under no conditions shall the City be obligated to indemnify the Licensee or any third party, nor shall the City be otherwise liable for expenses or reimbursement including attorney's fees, collection costs, or other costs, of the Licensee or any third party.

9. RESPONSIBILITY FOR SUPERVISION:

Licensee shall assume responsibility for general supervision of its contractors and any subcontractors, shall be solely responsible for all procedures, methods, and work, and shall be responsible to the City for all acts or omissions of its officers, employees, agents, contractors, subcontractors, or any other person related to any activity or work performed in connection with this Agreement or the privileges granted to Licensee under this Agreement.

10. PUBLIC RELATIONS

Throughout the performance of the work, the Licensee will endeavor to maintain good relations with the public and any affected property owners. Personnel employed by or representing the Licensee shall conduct themselves with propriety.

11. PERMITS

Licensee shall be responsible for obtaining all necessary City and/or State permits prior to performing any work on the Premises or in connection with this Agreement.

12. NUISANCES PROHIBITED

Licensee shall not—during the term of this Agreement—on or in the Premises, maintain, commit, or permit the maintenance or commission of any nuisance or violation of any applicable City ordinance, State or Federal statute, or controlling law, regulation, or condition imposed whether existing at the time of commencement of this Agreement or enacted, amended, or otherwise put into effect during the term of this Agreement.

13. INSPECTION OF WORK

The City shall, at all times, have access to the Premises for the purposes of inspection and the Licensee shall provide whatever access is considered necessary to accomplish such inspections. At any time, the Licensee shall permit the City or representative for the City the opportunity to inspect any plans, drawings, estimates, specifications, or other materials prepared or undertaken by the Licensee.

14. ASSIGNMENT OF RIGHTS

If Licensee sells the Property, Licensee may temporarily assign the privileges granted herein to the new owner of the Property for a period of sixty (60) days after closing. Any subsequent owner of the Property shall execute a new agreement with the City and provide proof of insurance within the sixty

(60) day period. Failure to comply with this section shall constitute a discontinued use under §2.C.i of this Agreement.

15. LIMITATION OF RIGHTS; PROPERTY TAXES

Licensee acknowledges that no title, estate, leasehold, easement, or other property interest or other right is created other than that specifically defined and limited by this Agreement. Any property tax liability arising from this Agreement under Vermont law, notwithstanding the foregoing, shall be the sole responsibility of Licensee.

16. WAIVER

The City's failure or delay in exercising any right, power, or privilege under this Agreement, whether explicit or by lack of enforcement, shall not operate as a waiver, notwithstanding the passage of time. Waiver by the City may only occur through an expressed written waiver signed by an authorized representative of the City. No waiver of a breach of any of the covenants, agreements, or provisions contained in this Agreement shall be construed to be a waiver of any subsequent breach of the same or of any other provision in this Agreement.

17. ENTIRE AGREEMENT

This Agreement contains the entire understanding of the Parties with respect to the subject matter of this Agreement. All prior representations and understandings related to Licensee's use of the specified portions of the City's right-of-way, oral or written, are merged into this Agreement. Prior or contemporaneous additions, deletions, or other changes to this Agreement shall not have any force or effect whatsoever, unless embodied herein.

18. MODIFICATION

Modifications to this Agreement shall only be valid if agreed to in a formal written amendment to this Agreement, properly executed and approved by the Parties.

19. THIRD PARTY BENEFICIARIES

This Agreement does not confer any rights or remedies upon any person or entity other the Parties. Enforcement of this Agreement and all rights and obligations hereunder are reserved solely to the Parties. Any services or benefits which third parties receive as a result of this Agreement are incidental to this Agreement and do not create any right for such third parties.

20. MISCELLANEOUS

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder shall remain in effect as necessary to effectuate the original intent of the Parties as closely as possible; provided, however, that if any provision hereof relating to indemnification or defense for the protection of the City and its taxpayers is held to be invalid and unenforceable, then this Agreement shall have no further prospective force or effect, but it shall be enforced to the fullest extent allowed by law for the protection of the City and its taxpayers with respect to prior transactions and occurrences. This Agreement shall be construed according to Vermont law, notwithstanding conflicts of law principles, and venue for any dispute arising from this Agreement shall be proper in Chittenden County, Vermont, notwithstanding any other law. This Agreement shall not be construed its drafter. In case of any dispute arising from this Agreement, the prevailing party shall be entitled to attorneys' fees and costs.

21. ATTACHMENTS

The following attachments are adopted, incorporated by reference, and made part of this Agreement:

- A. Attachment A:** Licensee's Application
- B. Attachment B:** Department of Public Works Encumbrance Recommendation Form
- C. Attachment C:** Photographs and Sketches of Encroachment
- D. Attachment D:** Certificate of Insurance

22. ORDER OF PRECEDENT

This Agreement shall control over any conflicting attachment.

— *Signature Page Follows* —

23. SIGNATURE PAGE

Persons signing for the Parties hereby swear and affirm that they are authorized to act on behalf of their respective Party and acknowledge that the other Party is relying on their representations to that effect. This Agreement may be executed in counterparts, each of which shall be deemed an original. This Agreement may be executed electronically, and an electronic copy or other facsimile shall be treated as an original.

The Parties hereto have executed this Agreement

**LICENSEE
DJINN LLC**

By: _____
Taylor Watts, Manager

By: _____
Robert Downey, Manger

Date: _____

**CITY OF BURLINGTON
Mayor Miro Weinberger**

By: _____
Mayor Emma Mulvaney-Stanak

Date: _____



City of Burlington, VT

4/22/2024

REN-24-3**ROW Encumbrance Permit**

Status: Active

Submitted On: 4/16/2024

Primary Location

111 Saint Paul Street

Burlington, VT 05401

Owner

MCNEIL, JOSEPH / JOSEPH E. MCNEIL

REVOCABLE TRUST

333 SOUTH PROSPECT STREET

BURLINGTON, VT 05401

Applicant

Taylor Watts



941-735-8306



@ taylor@deviltakesaholiday.com



111 St Paul St.

Burlington, VT 05401

Right-of-Way Encumbrance Application**Type of Encumbrance Requested***

Long-Term Encumbrance (More than 60 Days)

Encumbrance Description* ?

Bench seating in front of restaurant.

Location of Encumbrance * ?

In front of 111 St. Paul Street to either side of front door extending to the edge of the building and not sticking out more than 5 feet.

Attachment A1

The length of Long-Term Encumbrances (years) are negotiated on a case-by-case basis, and may be renewed at the request of the applicant.

Encumbrance Term (Years)

0

Encumbrance Start Date

05/15/2024

Encumbrance End Date

10/15/2024

Area Encumbered (Square Feet)

60

Company Information

Company Name

DJINN LLC

DBA Name

Devil Takes A Holiday

Phone

(941) 735-8306

FAX**Street Address**

111 St Paul Street

City, State Zip

Burlington, VT 05401

Email ?

taylor@deviltakesaholiday.com



DEPARTMENT OF PUBLIC WORKS
 645 PINE STREET
 BURLINGTON, VT 05401
 Voice: (802) 863-9094 Ext 3 Fax: (802) 863-0466
 Email: dpwpinecustomerservice@burlingtonvt.gov

DPW ENCUMBRANCE RECOMMENDATION FORM

DBA NAME: DJINN LLCX DATE: 4/22/24
 COMPANY NAME: Devil Takes a Holiday PHONE: 941-735-8306
 CONTACT NAME: Taylor Watts EMAIL: taylor@deviltakesaholiday.com
 MAILING ADDRESS: 111 St. Paul St., South Burlington VT 05401
 LOCATION OF ENCUMBRANCE: 111 Saint Paul Street

FOR LONG-TERM ENCUMBRANCE, TABLE AND CHAIR ENCUMBRANCE, AND CONSTRUCTION ENCUMBRANCE

1. All encumbrances should be located on private property, if possible. In the opinion of the Excavation Inspector, is there an available alternative location for the requested encumbrance on private property?

YES []

NO ☒

2. Will there be sufficient width for plows, pedestrian access, and ADA requirements if the proposed encumbrance is added to the sidewalk/roadway/greenbelt?

YES ☒

NO []

3. Additional Comments: _____
Outdoor seating 111 Saint Paul. Seating area will
directly in front of the establishment. Small tables and chairs.

4. Has this business remained in compliance to date (RENEWALS ONLY)?

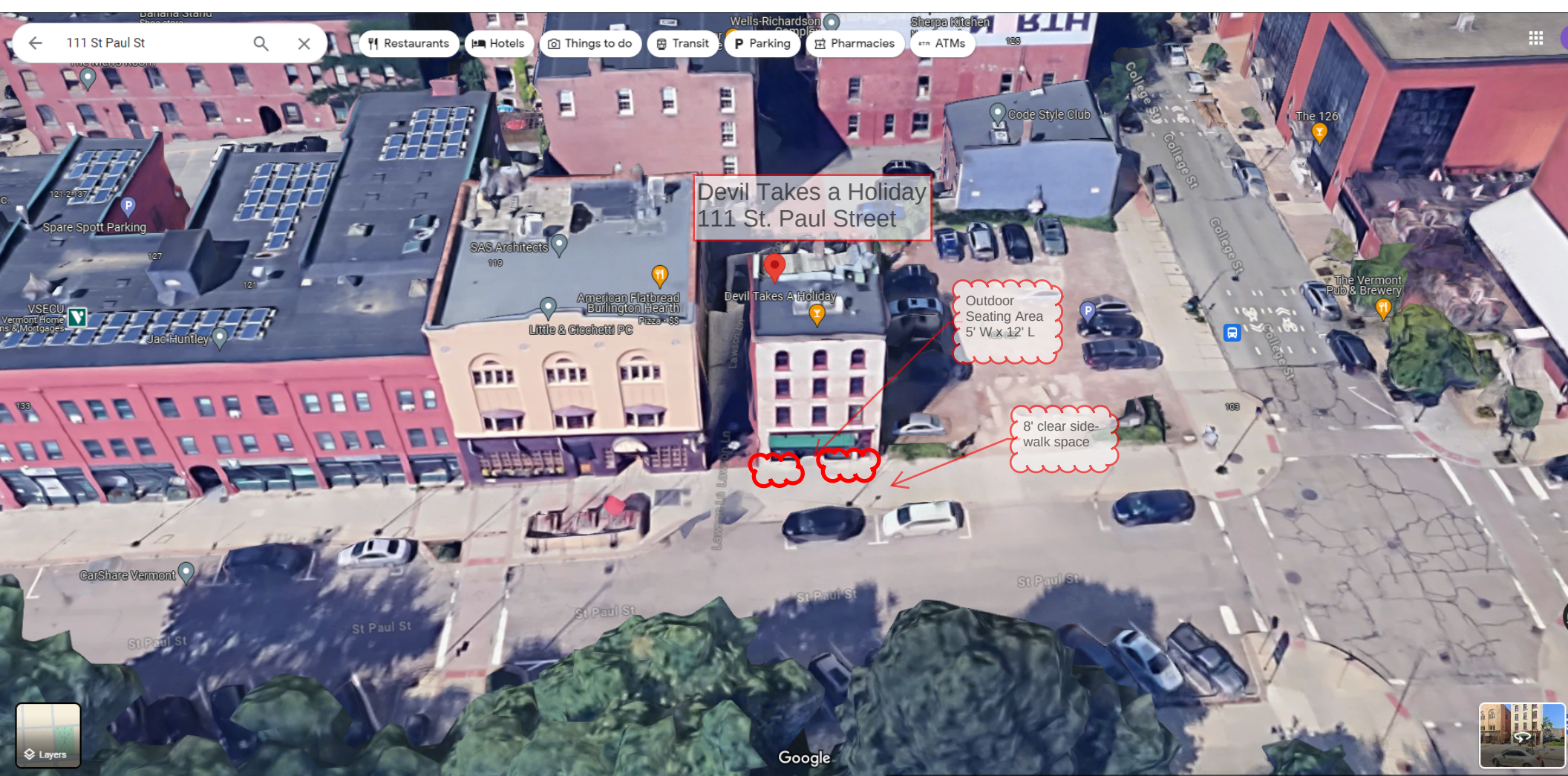
YES []

NO []

5. Describe the encumbrance, including square footage and location of items: _____
60 sq. ft. 6' min clear sidewalk path maintained for downtown core.

BELOW THIS LINE – DEPARTMENT OF PUBLIC WORKS OFFICE USE ONLY

Approved: Yes ☒ No [] If no, reason: _____
 Signature: Caleb Manna Date: 5/25/2023





Attachment C1



Attachment C2



DJINLLC-01

WPARENT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/16/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hickok & Boardman Insurance Group 346 Shelburne Rd Burlington, VT 05401	CONTACT NAME: Melissa Kavanagh	
	PHONE (A/C, No, Ext): (802) 383-1621	FAX (A/C, No): (802) 658-0541
	E-MAIL ADDRESS: mkavanagh@acrisure.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Cincinnati Specialty Underwriters Ins Co	
	INSURER B : A.I.M. Mutual Insurance Company	
INSURED DJINN LLC 115 St. Paul St. Burlington, VT 05401	NAIC #	
	13037	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	X		CSU0220609	11/13/2023	11/13/2024	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							Liquor Liab \$ 1,000,000
							COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
PROPERTY DAMAGE (Per accident) \$							
							\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N	N / A	WMZ-800-8008360-2023A	11/6/2023	5/1/2024	☒ PER STATUTE ☐ OTH-ER
							E.L. EACH ACCIDENT \$ 500,000
							E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Additional Insured status applies on the General Liability per terms and conditions of attached form CG 20 12 12 19. 30 Day Notice of Cancellation applies per terms and conditions of attached form CSGA 4094 06 16.

CERTIFICATE HOLDER

CANCELLATION

City of Burlington Burlington Public Works Encumbrance Application Dept. 645 Pine St Burlington, VT 05401	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

POLICY NUMBER: CST0220609

COMMERCIAL GENERAL LIABILITY
CG 20 12 12 19**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****ADDITIONAL INSURED – STATE OR GOVERNMENTAL
AGENCY OR SUBDIVISION OR POLITICAL
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE**State Or Governmental Agency Or Subdivision Or Political Subdivision:**City of Burlington, Burlington Public Works, Encumbrance Application Dept., 645
Pine St, Burlington, VT 05401

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

EARLIER NOTICE OF CANCELLATION OR NONRENEWAL BY US TO A DESIGNATED ENTITY

This endorsement modifies insurance provided under the following:

COMMERICAL GENERAL LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
POLLUTION LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS COVERAGE PART

SCHEDULE

Designated Entity:

City of Burlington

Burlington Public Works Encumbrance Application Dept

Mailing Address:

645 Pine Street

Burlington

VT

05401

Cancellation Notification - Number of Days: 30

The following notice of cancellation condition is added only for the person or organization designated in the Schedule above.

If we cancel or nonrenew this policy for any statutorily permitted reason other than nonpayment of premium we will mail notice to the person or organization shown in the Schedule above. We will mail such notice at least the number of days shown in the Schedule before the effective date of the cancellation or nonrenewal.

If we cancel this policy for nonpayment of premium, we will mail notice to the person or organization shown in the schedule above. We will mail such notice for nonpayment of premium at least 10 days before the effective date of cancellation.

When notice is mailed, proof of mailing to the mailing address shown in the Schedule will be sufficient proof of notice.

In no event will coverage extend beyond the actual expiration, termination or cancellation of the policy.



Fee \$25.00

May 1, 2024 ---- April 30, 2025

**CITY OF BURLINGTON
SPECIAL EVENT
ENTERTAINMENT PERMIT APPLICATION**

☒ Indoor

☒ Outdoor

**PART I
ORGANIZATION**

All information in this section is required

1. Corporation/Sole Proprietor name Despacito LLC / Tank studio INC / Phinneus Sonin / Goldenjunk LLC
2. D/B/A (Business Name) Despacito / Tank Recording studio / Junktiques / Ratsmission
3. Bus. Phone (603) 660-4923 / (802) 870-8265 / (802) 865-3724
4. Business Address 314 N Winooski Ave #112C / 322 N Winooski Ave / 324 N Winooski Ave /
5. Mailing Address 294 N Winooski Ave #112C / 322 N Winooski Ave / 328 N Winooski Ave, Burlington VT 05401
6. Contact person Josephine Bunnell 7. Contact Phone (609) 836-2122
8. Email contact address bunnell.josephine@gmail.com

**PART II
OPERATION**

1. Do you currently have a Liquor License? Yes or No
2. Do you currently have an Entertainment Permit/Special Event Permit? Yes or No
3. Proposed Date(s) for this Special Event May 25, 2024
4. Proposed Hours for this Special Event set up 2:12 pm - 5pm
event: 5pm - 12 am
5. Proposed Location for this Special Event Specify if event will be on City street or right-of-way
Location at Despacito / Tank Recording studio / Junktiques / Ratsmission
AS WELL AS Archibald street between N. Winooski Ave & Hyde st.

For this Proposed location please answer the following questions:

- a) Occupancy Load 324 ^{indoor > 100 outdoor} total; b) # of Restrooms 4 c) # of Egresses 5
- d) Date of last Fire/Safety Check Dec / April e) Dancing by Patrons? Yes or No
- f) Amplified Music? Yes or No g) Will additional staff and/or security be required? Yes or No

(Continued on back)

PART III DESCRIPTION OF ENTERTAINMENT

Please give DETAILED description of the type of entertainment for which you are applying:

Description Plex is an immersive art event taking place in the Old North End of Burlington at locations specified on page 1 (Indoor/outdoor), as well as a section of Archibald Street. There will be scheduled music performances and other performances, film screenings, sculptural installations, and a visual art gallery. The festival will start at 5pm with Tank Recording Studio closing at 10 or 11pm and other locations closing at 12 am. There will be on participant serving alcohol for a short time and will submit their own catering permit. We have submitted a street closure permit as well for Archibald street. Any food trucks will be already licensed/permited.

STATEMENT OF APPLICANT: Under the pains and penalties of perjury, I affirm that the preceding answers are true to the best of my knowledge and belief. I have read, understand and agree to comply with all City and State conditions, laws, ordinances, regulations and statutes.

DATE SIGNED: 04.09.24

SIGNATURE OF APPLICANT 

PRINT NAME: Josephine Bunnett

RELATIONSHIP TO BUSINESS Event Organizer

OFFICE USE ONLY

Fee Paid \$ _____ Date: _____ Fee Returned \$ _____ Date: _____

At their meeting of _____, the Burlington City Council License Committee recommended
Approval _____ Denial _____

At their meeting of _____, the Burlington City Council _____ this SPECIAL
entertainment permit application.





Fee \$25.00

May 1, 2024 ---- April 30, 2025

**CITY OF BURLINGTON
SPECIAL EVENT
ENTERTAINMENT PERMIT APPLICATION**

☐ Indoor

☒ Outdoor

**PART I
ORGANIZATION**

All information in this section is required

1. Corporation/Sole Proprietor name Pine & Ginger LLC
2. D/B/A (Business Name): The Pinery 3. Bus. Phone (802) 363-9305
4. Business Address 377 Pine Street Burlington, VT 05401
5. Mailing Address 190 North Ave. Burlington, VT
6. Contact person Louie Orleans 7. Contact Phone (802) 363-9305
8. Email contact address info@thepineryvt.com

**PART II
OPERATION**

1. Do you currently have a Liquor License? Yes or No
2. Do you currently have an Entertainment Permit/Special Event Permit? Yes or No
3. Proposed Date(s) for this Special Event June 1st 2024
4. Proposed Hours for this Special Event 4:00 – 11:00pm
5. Proposed Location for this Special Event Specify if event will be on City street or right-of-way
N/A

For this Proposed location please answer the following questions:

- a) Occupancy Load 4000 b) # of Restrooms 7 c) # of Egresses: N/A - outdoor event
d) Date of last Fire/Safety Check N/A – outdoor event e) Dancing by Patrons? Yes or No
f) Amplified Music? Yes or No g) Will additional staff and/or security be required? Yes or No

(Continued on back)

*pd chk #1056 \$25.00
lo 4/2/24*

**PART III
DESCRIPTION OF ENTERTAINMENT**

Please give DETAILED description of the type of entertainment for which you are applying:

Description: "Country for a Cure" is a benefit concert being held in support of Sam Torney's LLS (Leukemia and Lymphoma Society) Visionaries of the Year fundraising campaign. Sam is a two-time Lymphoma survivor from Shelburne, Vermont who has a goal of raising \$150,000 toward Leukemia and Lymphoma research over the ten-week fundraising period. The second annual concert, which was held in Shelburne last year, features Dalton and the Sheriffs, a prominent country band based out of Boston and known for their philanthropic involvement. All proceeds from concert ticket sales go toward the LLS fundraising campaign. Last year's concert raised over \$40,000 toward the effort through the sale of around 400 tickets, and this year we hope to sell even more given the larger venue at South End Get Down. Several local businesses donated goods and services toward the cause last year, including Vermont Tent Company, Gallagher & Flynn, and others, many of whom hope to be involved again this year. The band typically plays for about 3 hours, with a break in the middle, playing a mix of their own original music and country cover songs. We will employ several food trucks to offer food and alcohol for sale at the event.

STATEMENT OF APPLICANT: Under the pains and penalties of perjury, I affirm that the preceding answers are true to the best of my knowledge and belief. I have read, understand and agree to comply with all City and State conditions, laws, ordinances, regulations and statutes.

DATE SIGNED: 3/25/24

SIGNATURE OF APPLICANT Jack Torney

PRINT NAME: Jack Torney

RELATIONSHIP TO BUSINESS Patron/Concert Partner

OFFICE USE ONLY

Fee Paid \$ _____ Date: _____ Fee Returned \$ _____ Date: _____

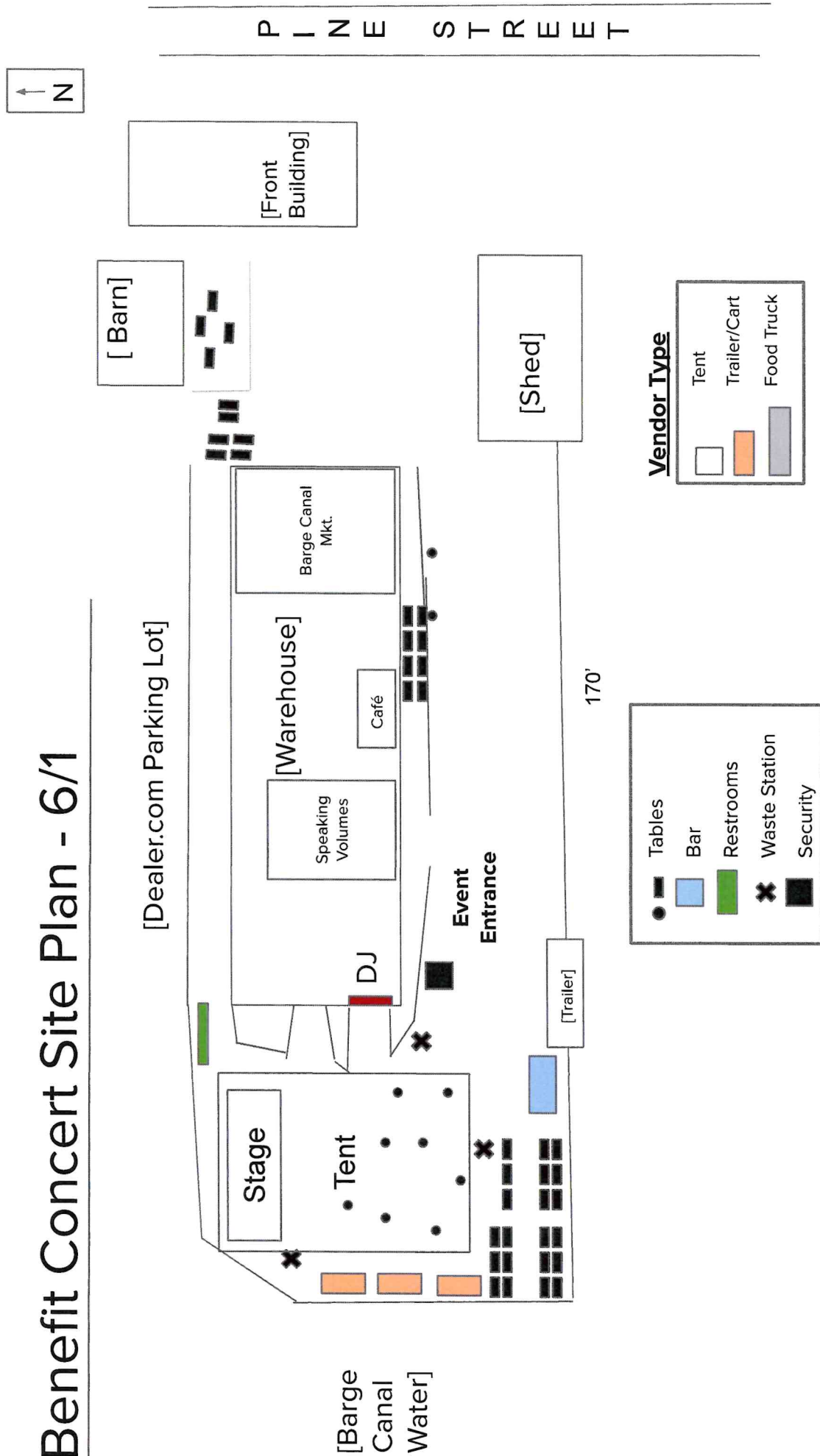
At their meeting of _____, the Burlington City Council License Committee recommended

Fee \$25.00

Approval _____ Denial _____

At their meeting of _____, the Burlington City Council _____ this SPECIAL
entertainment permit application.

Benefit Concert Site Plan - 6/1





Fee \$25.00

May 1, 2024 ---- April 30, 2025

**CITY OF BURLINGTON
SPECIAL EVENT
ENTERTAINMENT PERMIT APPLICATION**

☒ Indoor

☒ Outdoor

**PART I
ORGANIZATION**

All information in this section is required

1. Corporation/Sole Proprietor name CannaPlanners LLC
2. D/B/A (Business Name) _____ 3. Bus. Phone 802-923-9800
4. Business Address 1 Lawson Lane, Burlington VT 05401
5. Mailing Address 1 Lawson Lane, Box 12 - Burlington VT 05401
6. Contact person Will Read 7. Contact Phone 315-212-0924
8. Email contact address will@cannaplanners.com

**PART II
OPERATION**

1. Do you currently have a Liquor License? Yes or No but Orlando's does
2. Do you currently have an Entertainment Permit/Special Event Permit? Yes or No but Orlando's does
3. Proposed Date(s) for this Special Event Friday June 14
4. Proposed Hours for this Special Event 6pm -10pm
5. Proposed Location for this Special Event Specify if event will be on City street or right-of-way
1 Lawson Lane Burlington VT 05401

For this Proposed location please answer the following questions:

- 160 (Se)
a) Occupancy Load 70 (pubs) b) # of Restrooms 6 c) # of Egresses 4
d) Date of last Fire/Safety Check 4/17/24 e) Dancing by Patrons? Yes or No
f) Amplified Music? Yes or No g) Will additional staff and/or security be required? Yes or No

*pdewick #1235 \$25.00
to 4/23/24*

(Continued on back)

Fee \$25.00

**PART III
DESCRIPTION OF ENTERTAINMENT**

Please give DETAILED description of the type of entertainment for which you are applying:

Description SEE ATTACHMENT

STATEMENT OF APPLICANT: Under the pains and penalties of perjury, I affirm that the preceding answers are true to the best of my knowledge and belief. I have read, understand and agree to comply with all City and State conditions, laws, ordinances, regulations and statutes.

DATE SIGNED: April 22, 2024

SIGNATURE OF APPLICANT



PRINT NAME: William Read

RELATIONSHIP TO BUSINESS Founder and CEO

OFFICE USE ONLY

Fee Paid \$ _____ Date: _____ Fee Returned \$ _____ Date: _____

At their meeting of _____, the Burlington City Council License Committee recommended
Approval _____ Denial _____

At their meeting of _____, the Burlington City Council _____ this SPECIAL
entertainment permit application.

Part III - Description of Entertainment

June 14 2024 - 6-11 pm - Office Party!

This is a private event that will be hosted at our offices at 1 Lawson Lane. In addition to co-mingling and networking within our offices, we will be utilizing Orlando's as our private host for food and beverages. The purpose of the event is to network with clients, and celebrate our employees.

We would like to set up a band in the lower parking lot outside the front doors of 1 Lawson Lane (abutting the back of 135 College St). Nothing crazy - acoustic/semi-electric Grateful Dead cover band. We have explicit permission from the owner of that parking lot, Nick Parent, for usage.

We would like to invite 2-3 food trucks to park in the upper parking lot (on the corner of College and St. Paul), close to the entrance of the alleyway. We have explicit permission from the owner of that lot as well, Barry Mossman, to host our event.



May 1, 2024 ---- April, 2025

Fee: \$25.00/event

Fee: \$25.00

CITY OF BURLINGTON SPECIAL EVENT

ENTERTAINMENT PERMIT APPLICATION

Indoor

Outdoor

PART I ORGANIZATION

All information in this section is required

1. Corporation/Sole Proprietor name: Orleans Events, LLC
2. D/B/A (Business Name): South End Get Down; Bus Phone: 802-363-9305
4. Business Address: 190 North Ave, Apt 1, Burlington, VT 05401
5. Mailing Address: 190 North Ave, Apt 1, Burlington, VT 05401
6. Contact person: Louie & Max Orleans 7. Contact Phone: 802-363-9305 & 802-373-2600
8. Email contact address: getdown@orleansevents.com

PART II OPERATION

1. Do you currently have a Liquor License? Yes or No
2. Do you currently have an Entertainment Permit/Special Event Permit? Yes or No
3. Proposed Date(s) for this Special Event: **Saturday, June 29, 2024**
4. Proposed Hours for this Special Event: **5-10pm. (Hours of operation, 5-9pm)**
5. Proposed Location for this Special Event Specify if event will be on City street or right-of-way
98 North Ave, Burlington, VT 05401. This is the parking lot of Brian's Auto.

For this Proposed location please answer the following questions:

- a) Occupancy Load: 999 patron b) # of Restrooms: 8 port-a-potties c) # of Egresses: 2
- d) Date of last Fire/Safety Check: N/A e) Dancing by Patrons? Yes or No
- f) Amplified Music? Yes or No g) Will additional staff and/or security be required? Yes or No

(Continued on back)

*pdch 1079 \$25.00
lo 3/2/24*

**PART III
DESCRIPTION OF ENTERTAINMENT**

For the first time ever, The South End Get Down is teaming up with Brian's Auto to create an amazing family-friendly community event in the Old North End. We are using the same format as the South End Get Down (free entrance, lots of food vendors, bar, music, lots of seating, etc.) which has been very successful and safe for the last three years. It will be mainly walking traffic, so parking shouldn't be an issue.

Max and Louie Orleans (Orleans Events, LLC) will operate the event.

There will be 6 food vendors in the garage bay doors, one food truck, a band and mobile bar truck. We will have snow fencing around the border of the event and create one opening for security to check IDs at the entrance. This will prohibit alcohol from leaving the event. We put 999 as our capacity, in order to show that it's less than 1,000. But we will most likely only have 500-600 people there at any given time due to the size of the parking lot.

We applied until 10pm to be safe, but anticipate the event ending at 9pm sharp due to the neighborhood setting.

STATEMENT OF APPLICANT: Under the pains and penalties of perjury, I affirm that the preceding answers are true to the best of my knowledge and belief. I have read, understand and agree to comply with all City and State conditions, laws, ordinances, regulations and statutes.

DATE SIGNED: 3/14/2024

SIGNATURE OF APPLICANT



PRINT NAME: Louie Orleans

RELATIONSHIP TO BUSINESS: Owner - Partner

OFFICE USE ONLY

Fee Paid \$ _____ Date: _____ Fee Returned \$ _____ Date: _____
At their meeting of _____, the Burlington City Council License Committee recommended
Approval _____ Denial _____

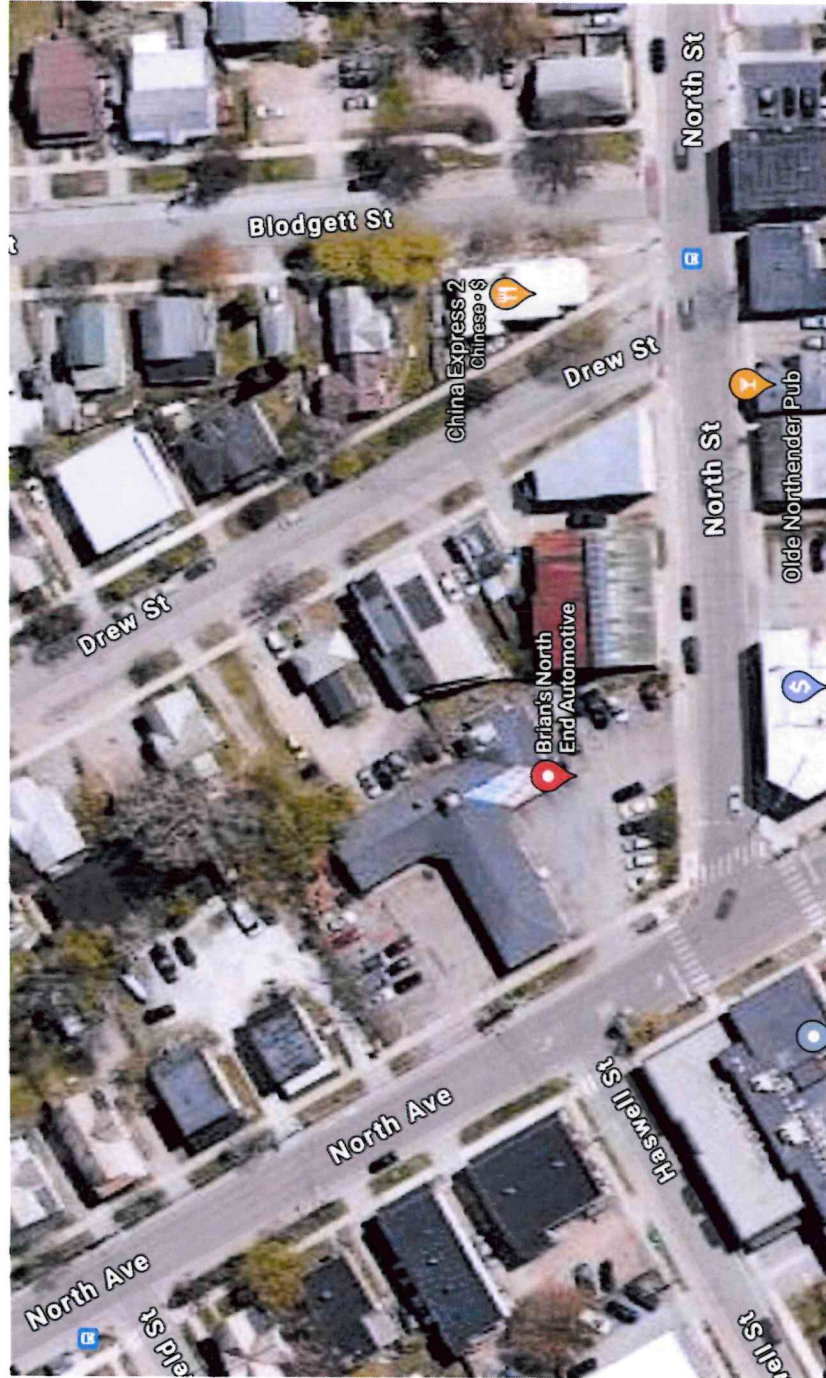
At their meeting of _____, the Burlington City Council _____ this SPECIAL
entertainment permit application.



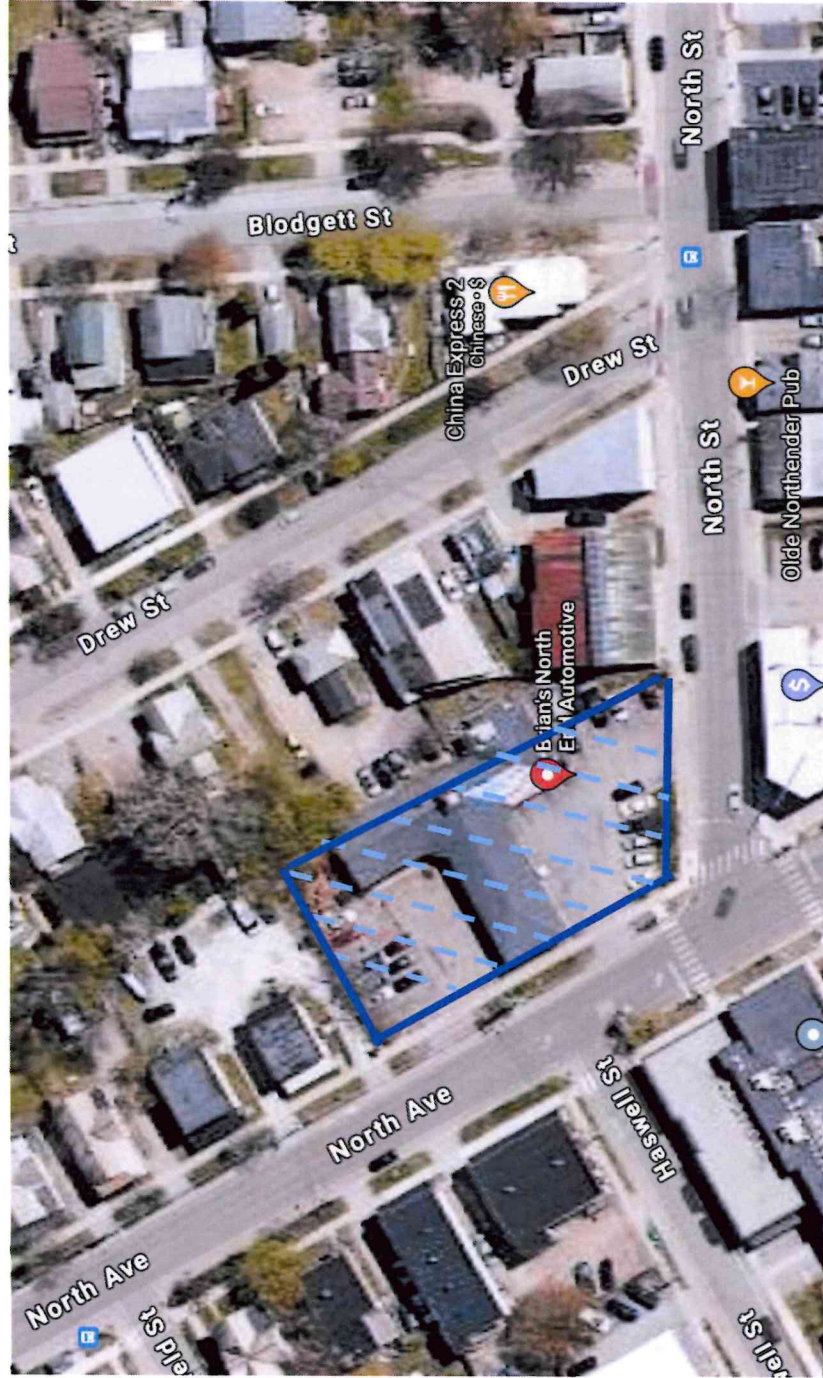
Brian's Auto x Get Down

Saturday
June 29, 2024
5-9pm

Site Map 1

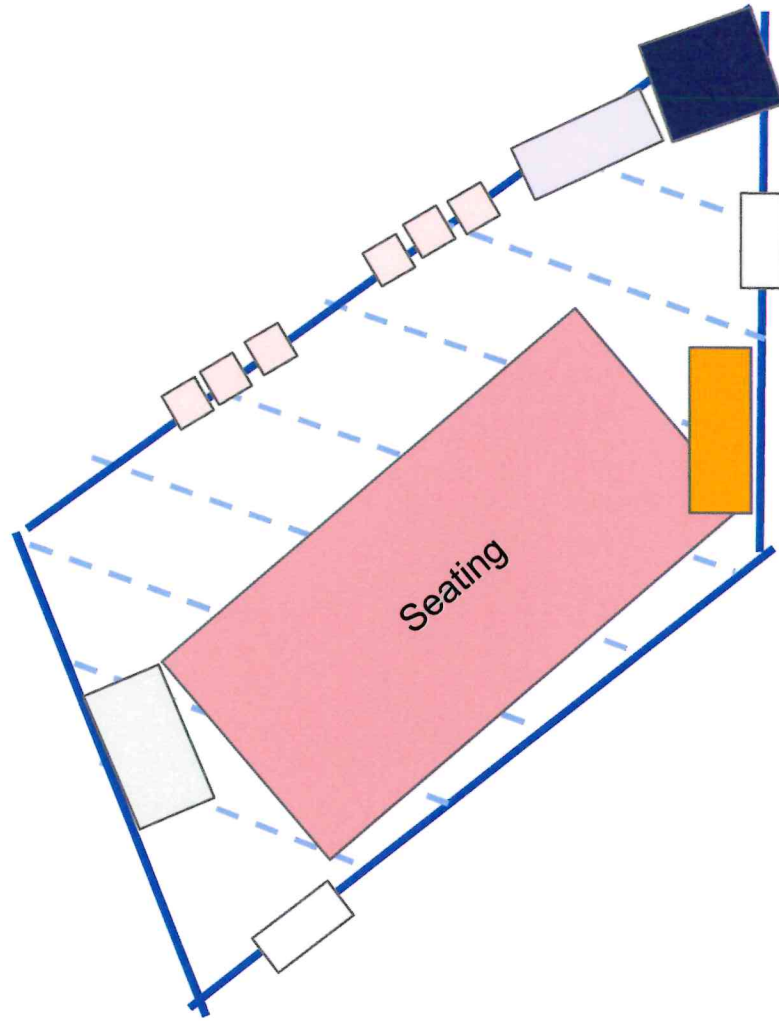


Site Map 2



Site Map 3

- Entrance/ID check
- Porta-Potties
- Food Vendors
- Bar Vendor
- Band
- Seating
- Bike Parking (?)





May 1, 2023 — April 30, 2024

Fee \$25.00

**CITY OF BURLINGTON
SPECIAL EVENT
ENTERTAINMENT PERMIT APPLICATION**

☐ Indoor

☒ Outdoor

**PART I
ORGANIZATION**

All information in this section is required

1. Corporation/Sole Proprietor name The Wallflower Collective
2. D/B/A (Business Name) _____ 3. Bus. Phone 843-532-0525
4. Business Address 71 Union St #4 Burlington, VT 05401
5. Mailing Address 71 Union St #4 Burlington, VT 05401
6. Contact person Lauren McKenzie 7. Contact Phone 843-532-0525
8. Email contact address lauren.mckenzie7@gmail.com

**PART II
OPERATION**

1. Do you currently have a Liquor License? (Yes) or No
2. Do you currently have an Entertainment Permit/Special Event Permit? (Yes) or No
3. Proposed Date(s) for this Special Event August 25th, 2024
4. Proposed Hours for this Special Event 9pm - 11pm (doors @ 3:30pm, music @ 4pm)
5. Proposed Location for this Special Event Specify if event will be on City street or right-of-way
3rd annual "Wallflower Fest" anniversary party in the adjacent/adjoining private parking lot

For this Proposed location please answer the following questions:

- a) Occupancy Load 950 b) # of Restrooms 8 c) # of Egresses outdoors
d) Date of last Fire/Safety Check 6/5/23 e) Dancing by Patrons? (Yes) or No
f) Amplified Music? (Yes) or No g) Will additional staff and/or security be required? (Yes) or No

pd check # 1282
\$25.00
8/24/2024

(Continued on back)

Fee \$25.00

**PART III
DESCRIPTION OF ENTERTAINMENT**

Please give DETAILED description of the type of entertainment for which you are applying:

Description live music afternoon/evening festival hosting local
touring bands in adjoining parking lot. The event will be 21+
ticketed, w/fenced perimeter, built stage, projected music,
to end sharply at 11pm or before. Additional bathrooms &
security will be employed. Neighboring businesses will be open
& involved in the event. (Grass Queen & folios)

STATEMENT OF APPLICANT: Under the pains and penalties of perjury, I affirm that the preceding answers are true to the best of my knowledge and belief. I have read, understand and agree to comply with all City and State conditions, laws, ordinances, regulations and statutes.

DATE SIGNED: 4-12-24

SIGNATURE OF APPLICANT Lauren McKenzie

PRINT NAME: Lauren McKenzie

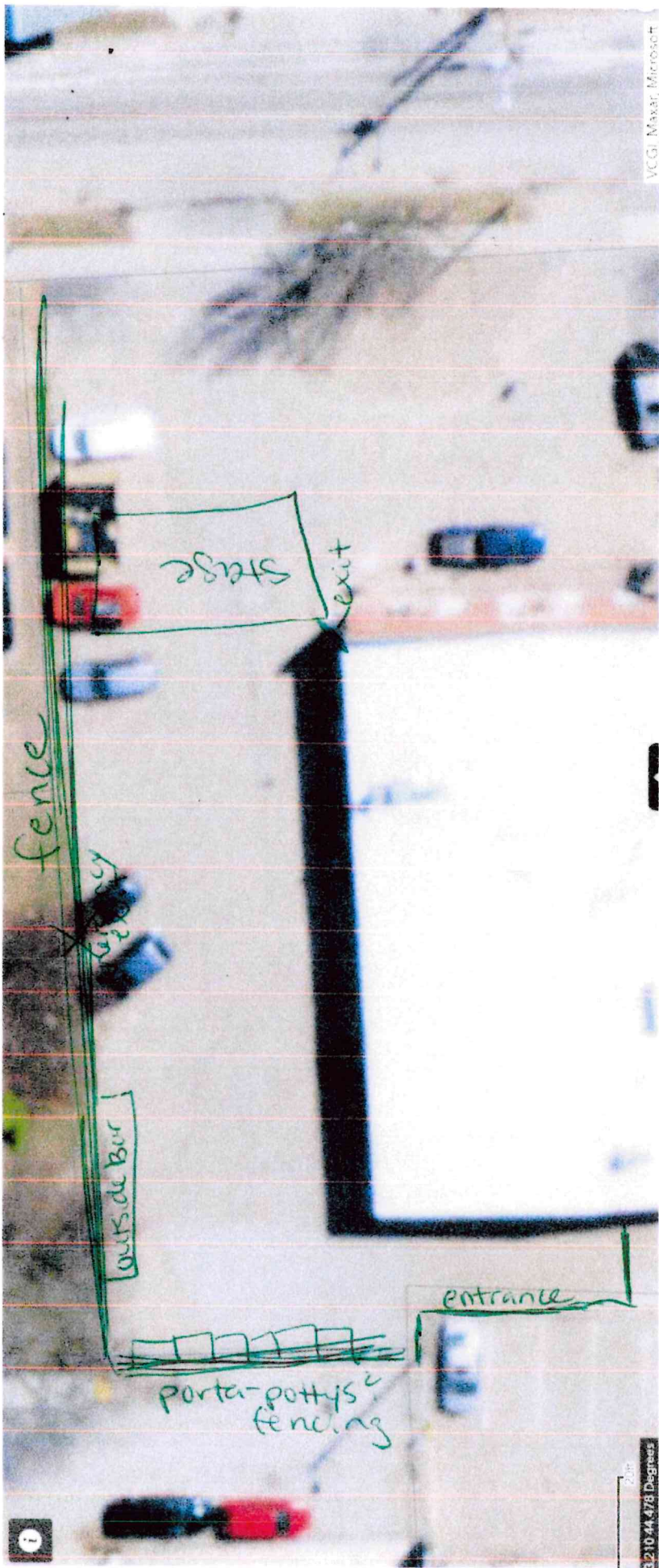
RELATIONSHIP TO BUSINESS owner/operator

OFFICE USE ONLY

Fee Paid \$ _____ Date: _____ Fee Returned \$ _____ Date: _____

At their meeting of _____, the Burlington City Council License Committee recommended
Approval _____ Denial _____

At their meeting of _____, the Burlington City Council _____ this SPECIAL
entertainment permit application.



World Flower Fest 2024

August 25, ?



May 1, 2024 ---- April, 2025

Fee: \$25.00/event

Fee: \$25.00

CITY OF BURLINGTON SPECIAL EVENT

ENTERTAINMENT PERMIT APPLICATION

Indoor

Outdoor

PART I ORGANIZATION

All information in this section is required

1. Corporation/Sole Proprietor name: Pine & Ginger, LLC
2. D/B/A (Business Name): The Pinery; Bus Phone: 802-363-9305
4. Business Address: 190 North Ave, Apt 1, Burlington, VT 05401
5. Mailing Address: 190 North Ave, Apt 1, Burlington, VT 05401
6. Contact person: Louie & Max Orleans 7. Contact Phone: 802-363-9305 & 802-373-2600
8. Email contact address: info@thepineryvt.com

PART II OPERATION

1. Do you currently have a Liquor License? Yes or No
2. Do you currently have an Entertainment Permit/Special Event Permit? Yes or No
3. Proposed Date(s) for this Special Event: **Friday, September 6, 2024 and Saturday, September 7, 2024**
4. Proposed Hours for this Special Event: **4:30 - 11pm (Friday). 10a - 11p (Saturday)**
5. Proposed Location for this Special Event Specify if event will be on City street or right-of-way

377 Pine Street, Burlington, VT, 05401. This is a parking lot on the west side of Pine Street. For reference, it is the same parking lot that Myer's Bagels and Barge Canal Market both use.

For this Proposed location please answer the following questions:

- a) Occupancy Load: 999 patron b) # of Restrooms: 8 port-a-potties c) # of Egresses: 2
d) Date of last Fire/Safety Check: N/A e) Dancing by Patrons? Yes or No
f) Amplified Music? Yes or No g) Will additional staff and/or security be required? Yes or No

(Continued on back)

pdchm #782
\$25.00
3/21/24

PART III
DESCRIPTION OF ENTERTAINMENT

Please give DETAILED description of the type of entertainment for which you are applying:

The site plan for this event is the exact same as the South End Get down, which has gone very well over 3 years. However, it will be run by The Pinery and is NOT the South End Get Down (Orleans Events). This is Art Hop weekend, so there will be many artists on the east side of the parking lot and we will have music playing on the west side of the parking lot. There will be 4-5 food vendors on the west side of the parking lot as well.

Max Orleans, Louie Orleans, and Tyson Ringey (Pine & Ginger LLC DBA The Pinery) will operate this event.

The parking lot has fencing on the North/South sides, and is naturally enclosed on the west side by the Barge Canal. We would provide security at the main entrance on the East side of the parking lot. The event is focused on the art, food trucks and beverage; it is not focused on the music, but is more for an ambiance. This is a family-friendly event and really caters to a very broad audience of mainly local traffic.

Because Art Hop's official hours end at 10pm on both nights, we've applied to 11pm to ensure that the parking lot is clear by 11pm.

STATEMENT OF APPLICANT: Under the pains and penalties of perjury, I affirm that the preceding answers are true to the best of my knowledge and belief. I have read, understand and agree to comply with all City and State conditions, laws, ordinances, regulations and statutes.

DATE SIGNED: 3/18/2024

SIGNATURE OF APPLICANT _____



PRINT NAME: Louie Orleans

RELATIONSHIP TO BUSINESS: Owner - Partner

OFFICE USE ONLY

Fee Paid \$ _____ Date: _____ Fee Returned \$ _____ Date: _____
At their meeting of _____, the Burlington City Council License Committee recommended
Approval _____ Denial _____

At their meeting of _____, the Burlington City Council _____ this SPECIAL
entertainment permit application.



Home (/DLLicenseManagment/s/)

Application

DLL - Application - 38229

Approve

Reject

Applicant Action Required

Town Payment Received

Download

APPLICATION DETAILS

RELATED INFORMATION

▼ Application Information

DLL - Application Id

DLL - Application - 38229

Business Entity Name

Three Five 45 Community Store & Kitchen

Phone number:

Applicant Email

rajkumargurung356@gmail.com (mailto:rajkumargurung356@gmail.com)

Renewal Application

Student Name

Applicant Action Comments

License/Permit Location Description

Town Fee

0

Business Entity Phone

802-338-5471

Training Completion Record

Designated Caterers Details

Days Since Last Modified

0

Estimated time period for alcohol

Name and address from whom you purchase

Lease Expiration Date

Liquor Liability Insurance Policy Number

Landlord Email

Renewal Change Indicated

Renewal Change Description

URL for Policies & Procedures ¹

URL for Duties ¹

External Status

Application sent to municipality

Town Clerk/ Municipal Jurisdiction

Burlington

Historical Id

TOBC

Application Type ¹

License

Application For

Tobacco License

Mode of Training

Town User Approval/Rejection Comments

Eligibility of Tobacco Fee waiver

Yes

Quantity of Alcohol required

what purpose this alcohol is used to be

Where is this alcohol to be used

1563 North Avenue



Raj kumar Gurung

Tobacco Only Training Program 2024 (Final Exam)

February 19, 2024

100%



City of Burlington, VT

4/26/2024

ELO-16 Renewal
Entertainment License -
Outdoor
 Status: Active
 Submitted On: 3/26/2024

Primary Location
 1 Lawson Lane
 Burlington, VT 05401
Owner
 Barry Mossman
 Lawson Lane 1 Burlington,
 Vermont 05401

Applicant
 Brandon Mossman
 802-497-8112
 orlandosbarandlounge@gmail.com
 1 Lawson Lane
 Ste 10
 Burlington, VT 05401

Establishment Information

**requested changes*

Establishment Name (DBA) * ?

Orlando's Bar & Lounge

Establishment Street Address*

1 Lawson Lane ste 10

Establishment City, State Zip*

Burlington, VT 05401

Establishment Phone* ?

802-540-0033

Establishment Owner (Legal Name) * ?

BDM Enterprises LLC

Legal Owner Mailing Street Address*

1 Lawson Lane ste 10

Legal Owner Mailing City, State Zip*

Burlington, VT 05401

Contact Person Name* ?

Brandon Mossman

Contact Email Address*

Bbmossma@gmail.com

Contact Phone* ?

8024978112

Application Information

Amplified Music*

Yes

Dancing by Patrons*

No

Date of Last Fire Safety Inspection*

05/08/2023

Outdoor entertainment Types; Check all that Apply

Live Instrumental Music

☐

Live Vocal Music

☐

Jukebox / Boom Box / Ipod

☐

Disc Jockey

☐

Karaoke

☐

Floor / Stage Show Entertainment

☐

Floor/Stage Show Entertainment Details:

Check any of the below for which you are applying, and provide additional description in the text box below.

Fashion Show / Trade Show / Exhibition

☐

Readings

☐

Stage Play / Pantomime

☐

Comedian

☐

Dance Performance

☐

Contests / Games / Amusements

☐

Movies

☐

Other ?

☐

Outdoor Entertainment Proposed Days; Check all that Apply

Sunday**Monday****Tuesday****Wednesday****Thursday****Friday****Saturday**

Outdoor Entertainment Hours

Sunday Start Time*

11:00 AM

Sunday End Time*

10:30 PM

Monday Start Time*

4:00 PM

Monday End Time*

10:30 PM

Tuesday Start Time*

4:00 PM

Tuesday End Time*

10:30 PM

Wednesday Start Time*

4:00 PM

Wednesday End Time*

10:30 PM

Thursday Start Time*

4:00 PM

Thursday End Time*

10:30 PM

Friday Start Time*

4:00 PM

Friday End Time*

11:00 PM

Saturday Start Time*

11:00 AM

Saturday End Time*

11:00 PM

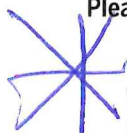
Changes or Corrections to your License Application

Do you have any changes for this year's application?

*

Yes

Please enter any changes to entertainment types, or days/hours of operation here.*



We would like to go past 11 pm, as we are in the city ordinance location as Church Street ie. Red Square permit goes until 1 am.

VT Division of Liquor Control Licenses

First Class Liquor License*

Yes

Second Class Liquor License*

No

Third Class Liquor License*

Yes

Outside Consumption Permit*

Yes

Standard Entertainment Permit Conditions

I attest that I have read the standard permit conditions

Digital Signature*

✓ Brandon Brian Mossman
Mar 26, 2024

Certification

I have agreed to submit this application by electronic means. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature. By checking this box and typing my name, I am electronically signing my application.*

✓ Brandon Brian Mossman
Mar 26, 2024

Hi Lori,

We would like to waive the Food Truck Ordinance for Saturday, June 15th for the Juneteenth Celebration, specifically for Jamaican Supreme to be able to have him join us for the Supper Club portion of the event from 5-7pm. Jamaican Supreme has been in business for 10+ years and is a vital member of the community. Since our event has centered in and around City Hall Park we would like to make an exception to this ordinance for this day, to accommodate more business owners to be able to participate. He could not participate last year because of this ordinance. Please let me know if you have any further questions regarding the Juneteenth Celebration or this ordinance exception.

Best,

Taryn Maitland

Juneteenth Producer on behalf of REIB