

Town of Charlotte Beach Event Usage Policy Charlotte Recreation

The Town of Charlotte accepts applications for events at the beach, also known as the Fred St. George field, by submitting a Use of Town Facilities application. Large, non-town sponsored events, are not permitted during the beach season. Please review the information below pertaining to the application and approval process for programs and events at the beach.

| BEACH EVENT FEE SCHEDULE | | | | | |
|------------------------------------|------------------|-------------------|-----------------|---------------------|----------------|
| | CORPORATE | | PRIVATE | | DEPOSIT |
| | PROFIT | NON-PROFIT | RESIDENT | NON-RESIDENT | |
| | | | | | |
| Small Events (30-49ppl) | \$500 | \$100 | \$50 | \$100 | \$100 |
| | | | | | |
| Large Events (50+ ppl) | \$500 | \$100 | \$50 | \$100 | \$100 |
| | | | | | |

Application and Approval Process

All events consisting of 30 or more people must complete and submit a Use of Town Facilities application. We encourage all applicants to submit their application as early as possible to ensure timely review and/or approval. Online applications can be found on the [town website](#) or at www.charlotterec.com.

Small Events (30-49 people) – Small events are permitted at the beach during the beach season.

Steps to Apply:

- Fill out Use of Town Facilities application and submit at least 20 business days prior to the event.
- Receive response no later than 10 business days from date of submission.
- If approved, make payment to the Town of Charlotte prior to event.

Large Events (50 or more) – Large events are not permitted at the beach during the beach season.

Steps to apply:

- Confirm your event is held off season.
- Fill out Use of Town Facilities application and submit at least 60 business days prior to the event. If the application is not submitted at least 60 business days in advance it will not be approved.
- Receive a response no later than 20 business days from date of submission.
- Response will indicate if event is subject to additional review by the Town, and a site visit or appearance at a Selectboard meeting may be required.

- If approved, make payment to Town of Charlotte prior to event.

Beach Season and Hours of Operation

The beach is open daily Memorial Day through Labor Day, 8:00 am to 10:00 pm (sunset). Weather permitting, beach attendants are present from 10:00 am to 8:00 pm to maintain the facilities and assist with parking.

DURING BEACH SEASON: The beach will remain open to the public; no areas will be restricted for events. Events held at the beach during normal beach hours must end prior to the beach closing.

DURING OFF SEASON: The beach facilities will be closed to the public, with limited staff availability. Events outside of the beach season will be subject to modifications proposed by the Town and a town point of contact will be identified.

Event Exceptions:

Town-Sponsored Events – The town hosts events at the beach such as the town beach party and evening concerts. These events require an application and approval from the Selectboard during a warned Selectboard meeting. Fees are waived if approved by the Selectboard as town-sponsored event.

Community Events -- We promote and welcome community-based events at the beach. If you are a resident of Charlotte and would like to host an event for town residents, we ask that you complete an application and provide details on your event on the application. Fees are waived if your event is approved by the Town as a Charlotte community event. An example of a community event: end of year PTO/CCS class picnic.

Special Programming – Special programs that are not sponsored by Charlotte Recreation and occur more than once will be charged a one-time fee of \$100. The host of the program must complete an application and provide proper liability insurance to the Town. Examples of special programming include: cycling tours, group fitness classes, dance classes, etc.

Deposit & Beach Policies

A deposit is required to ensure the beach and its facilities were left in the same condition as when your group arrived. Deposits will be returned if the below procedures are followed:

- The beach, open space area, and bathhouse facility is left in pre-rental condition.
- No visible damage after the event
- Users abided by the carry-in/carry-out policy
- Clean-up is complete and the event ends by the time listed in the application.
- Decorations must be approved and shall not cause damage to the park's wildlife and/or its facilities. They must be removed after the event is complete.
- All group members are to be respectful of the other beach users, neighbors and the wildlife that surrounds it.
- If music is approved in the application, it must be maintained at an appropriate level.

- Noise must be kept at an appropriate level and all event guests must be respectful.

Please review the following additional policies enforced at the beach:

- There is no parking permitted on either side of Lake Road
- The Town of Charlotte does not employ lifeguards at the beach. Swimming is unsupervised and at the risk of the individual user.
- Dogs and other pets are NOT allowed at the town beach or any facilities around it which include the park area, tennis courts, playgrounds, and ball fields.
- Boats are prohibited in the swimming area. Please use the southern section of the beach front when launching canoes, paddleboards, or kayaks.
- Open fires are permitted ONLY in the barbeque grills located on the property.
- Fireworks and explosives are prohibited.
- Glass bottles are not allowed at the beach.
- No smoking
- No drones or planes

The assigned town's point of contact will visit the beach after the event to ensure policies and procedures are met. If any of the procedures or policies above are violated, the applicant will not receive their deposit and lose the ability to apply for an event at the beach in the future. The deposit will be refunded by the Town of Charlotte via the original method of payment.

Parking

Parking will be directed by the attendant or town point of contact on site. If the lower parking lot becomes full, staff will direct cars to the upper parking lot. During the season, special event parking permits may be issued. The permit must be visible on the vehicle's dashboard. The host of the event is responsible for issuing passes to guests. We will accommodate guests that need handicap parking.

Cancellation Policy

There is no refund for small events. For large events, the applicant must notify the town in writing of the cancellation of their event seven (7) business days prior to receive a full refund. No refund will be given inside of seven (7) business days.

The Town of Charlotte has the right to cancel any events based on weather and/or safety concerns.

Contact Information

Town of Charlotte Recreation Director
P.O. Box 119 Charlotte, VT 05445
Phone: (802) 989-2929
Email: Recreation@townofcharlotte.com

Please feel free to reach out to the Recreation Director with any questions.

Edited v1.1 (original) v1.2(Feb draft) v1.3(Mar draft)v1.4(March2)

TOWN OF CHARLOTTE
APPLICATION FOR USE OF TOWN FACILITIES

Approved for Use: September 22, 2014

Name of Organization/Event: _____
Date(s) of Event: _____
Organization's Address: _____
Non-Profit _____ For Profit _____
If non-profit, briefly explain the benefit fund: _____

Contact information for Organization/Representative:

Name of Event Manager/Title: _____
Email address: _____
Telephone number: _____
Mobile telephone number: _____

Location

Town highways _____
Town Beach ___ Senior Center ___ Town Hall ___ Other _____
Brief description of requested use of facility: _____

Event Start Time: _____ Event End Time: _____

Anticipated Attendance

Participants _____ Staff/Volunteers _____ Vendors/Caterer _____ Total _____

Will food be served? ___ (yes) ___ (no)
Will alcohol be served: ___ (yes) ___ (no).

If yes, include copy of the caterer's license and certificate of insurance.

Safety Arrangements: (attach additional sheet if needed)
(Parking, course monitors, water and aid stations, traffic control)

Has Charlotte Fire & Rescue been notified? Yes _____ No _____

Signature of CVFRS Official

Is a standby ambulance needed? Yes _____ No _____

Are State of Vermont permits required? Yes _____ No _____

Is a port-o-let proposed? Yes _____ No _____

Has this event been held in Charlotte before? Yes _____ No _____
If yes, please list years: _____

Is this event open to Charlotte residents? Yes _____ No _____

Please attach an event map, if applicable.

Please attach or e-mail a certificate of insurance for the event which names the Town of Charlotte as an "additional insured" for general liability coverage.

Waste Management

The Town of Charlotte is dedicated to making all events in public spaces as waste free as possible by reducing packaging and single use items, and by collecting waste in three streams: *compostables*, *recycling* and *trash*. All events held in public spaces will adhere to these expectations, and comply with VT ACT 148 Universal Recycling Law and CSWD's Solid Waste Management Ordinance.

Please see Recommendations for Waste Reduction in the attached addendum. (Live link)

Event sponsors are responsible for communicating these recommendations to all vendors/caterers.

Technical help is available from Charlotte CSWD representative, Ken Spencer: kspencer@cswd.net

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

Email address: _____

Telephone number: _____

Mobile telephone number: _____

Plan for Compostables

Use of food scrap buckets is required for events at which food is served. Buckets are available from the Town, CSWD, and haulers. To obtain from Town, please contact Ken Spencer:

kspencer@cswd.net

Number of buckets needed _____

Compostable materials: _____ food scraps only; _____ food scraps and other organics

Compost management plan: _____ will use onsite compost bin; _____ will take to CCS Compost Shed; _____ will drop off at CSWD facility; _____ will hire compost or three-stream hauler

Plan for recyclables and trash (check one)

____ Will use Town's existing recycling and trash infrastructure. Fee may apply.

____ Will contract for three-stream pick-up by hauler

____ Will drop off at CSWD facility

Waste Stations

Side-by-side composting/ recycling/trash stations are required, labeled with Vermont's Universal



Symbols.

See: <http://cswd.net/about-cswd/universal-recycling-law-act-148/>

Number of waste stations needed for event _____

Plan for assisting participants with sorting streams _____

Plan for decontaminating streams _____

In consideration of this request to use town highways and/or town-owned property and facilities _____ (organization/group/business) and I agree, and for myself/ourselves and my/our heirs, executors and administrators agree to indemnify, defend and hold forever harmless the Town of Charlotte and its officers, agents and employees from and against any claims, demands, liabilities, actions, judgments, settlements, damages, costs and expenses (including attorney's fees and disbursements) for injury to or death of any person or damage to property arising out of or resulting from the activity described in this request.

Signature of authorized representative _____