

Village of Woodstock
Board of Trustees
January 10, 2023
6:30pm
Town Hall & Zoom
Agenda

- A. Call to order
- B. Citizen comments
- C. Additions to and deletions from posted agenda
- D. Manager's Report
- E. Police Chief's report
- F. Permits
 - 1. Sidewalk permits
 - a. Sidewalk Sale Days (May) – Chamber of Commerce (p 3)
 - b. Sidewalk Sale Days (August) (p 4)
 - 2. Parade permits
 - a. Wassail Parade & Horse-Drawn Wagon Rides – Chamber of Commerce (pp 5-6)
 - b. Taste of Woodstock – Chamber of Commerce (p 7)
 - 3. Use of the Green permits
 - a. Wassail Weekend – Chamber of Commerce (pp 8-11)
 - b. Market on the Green – Chamber of Commerce (pp 12-20)
 - c. Art Festival – Chamber of Commerce (pp 21-24)
- G. Old Business
 - 1. Smoke Free Parks
 - 2. Review of Sidewalk Study
 - 3. Town Manager Goals and Objectives
- H. New Business
 - 1. Village Meeting Planning
 - 2. Village Report
 - a. Cover
 - b. Dedication
- I. Other business
- J. Adjournment

This Meeting will be held in person at the Town Hall and on Zoom.

The link to join us by Zoom is:

<https://us02web.zoom.us/j/85879622419?pwd=Q1NZUJFKaWRPTmZURFppUGxWRU9UUT09>

or from Zoom.com you can enter these details to join the meeting

Meeting ID: 858-7962-2419

Password: 412048

You can also download the Zoom app on your smartphone

For those without a computer or smartphone you may call in:

Phone number: 646 558 8656

Meeting ID: 858-7962-2419

Password: 412048

For Help on Joining Use this Link:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

- Please join the meeting ten minutes prior to start, so we can give technical help if needed.
- We will ask everyone on the phone and Zoom to identify themselves, so we know who is present.
- Please raise your hand on the Participant tab to comment or ask a question.
- Press *9 to raise your hand by phone

RECEIVED
JAN 03 2023

Village of Woodstock

BY:

Application for Permit to Use Sidewalks for Events or Furniture

Applicant name: Woodstock Area Chamber of Commerce
Applicant Address: _____
Mailing Address: PO Box 484 Woodstock VT 05091
Phone: 457-3555 Email: bfinlayson@woodstockvt.com

Application is hereby made for a permit to use the following sections of the Village streets or sidewalks for placement of furniture.

Section of street/sidewalk: business district of Elm & Centre St.
Event name (if applicable): Woodstock Sidewalk Sale Days
Organization: WACC
Are you a nonprofit? yes
Date(s) & time(s): May 24 & 27, 2023 9am - 6pm
For the purpose of: Selling on the sidewalks

Please attach a diagram of what you have in mind, including dimensions, distance from curb, trees, light posts, parking meters, and other objects.

Signature of applicant: [Signature] Date: 28 Dec 2022

Important – A certificate of insurance must be submitted with this application.
An application fee of \$25.00 must be submitted with this application.

COI Received: 1/3/23 Application fee received: 1/5/23
check 4684

The Village Trustees will consider this application at their next meeting. They meet the second Tuesday of every month. To be on the agenda, the permit needs to be submitted the Wednesday prior to the meeting. **Please be advised, a representative must attend the meeting, or the application will not be considered.**

Conditions:

1. Contact Chief of Police.
2. No advertisement on permitted items.
3. Permit lapses and all permission hereunder terminates upon the effective date of any amendment to this section or other related bylaw which would render the object not in compliance with the updated provisions. All permits hereunder are issued subject to changes in standards, procedures, and other provisions and no person shall be entitled to compensation for any expenses needed to remain in compliance with changing provisions.
4. Applicant's signature certifies that he/she has read the ordinance and agrees to comply with all provisions.

RECEIVED
JAN 03 2023

Village of Woodstock

BY: Application for Permit to Use Sidewalks for Events or Furniture

Applicant name: Woodstock Area Chamber of Commerce
Applicant Address: _____
Mailing Address: Po Box 486 Woodstock VT 05091
Phone: 457-3555 Email: b.finkelson@woodstockvt.com

Application is hereby made for a permit to use the following sections of the Village streets or sidewalks for placement of furniture.

Section of street/sidewalk: business district of Elm + Central St
Event name (if applicable): Woodstock Sidewalk Sale day 5
Organization: WACC
Are you a nonprofit? yes
Date(s) & time(s): August 18 & 19, 2023
For the purpose of: Selling on the Sidewalks

Please attach a diagram of what you have in mind, including dimensions, distance from curb, trees, light posts, parking meters, and other objects.

Signature of applicant: Elyabeth Byrleyson Date: 28 Dec 2022

Important – A certificate of insurance must be submitted with this application.
An application fee of \$25.00 must be submitted with this application.

COI Received: 1/3/23 Application fee received: 1/5/23
check 4684

The Village Trustees will consider this application at their next meeting. They meet the second Tuesday of every month. To be on the agenda, the permit needs to be submitted the Wednesday prior to the meeting. **Please be advised, a representative must attend the meeting, or the application will not be considered.**

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4. Applicant's signature certifies that he/she has read the ordinance and agrees to comply with all provisions.

BY:

Town/Village of Woodstock
Application for a permit to hold a parade or event on public streets or highways

Pursuant to Title 24 V.S.A. Section 2291 (5) the Legislative Board of the Village/Town of Woodstock herewith regulates the use of public highways for parades and/or events.

Event: Wassail Parade and horse-drawn wagon Rides
Parade/event date: Dec 9, 2023 Start time: 2 PM
End time: 3 PM
Applicant/organization: Woodstock Area Chamber of Commerce
Telephone: 457-3555
Email: bfinlayson@woodstockvt.com
Mailing address: PO Box 487
Woodstock VT 05091
Contact person: Beth Finlayson
Best contact number: _____
Location of assembly & beginning of event: East End / Maxham Meadows way
Route of public highways: please see attached

Rides through the Village - Friday 1-3:30
Sat 9:30-12:30
Sun 10-2pm

*Attach map showing route

Traffic control (if any): will work with Chief Blush

Estimated number of participants: 100

Authorized representative signature: Elizabeth R. Finlayson
Print: Elizabeth R. Finlayson

Conditions: Include Certificate of Insurance naming the Town of Woodstock as additional insured in the amount of \$2,000,000. Rec 11/3/23

Please mail or email completed application to:

Town of Woodstock
Nikki Nourse
PO Box 488
Woodstock, VT 05091

nnourse@townofwoodstock.org

OFFICE USE ONLY

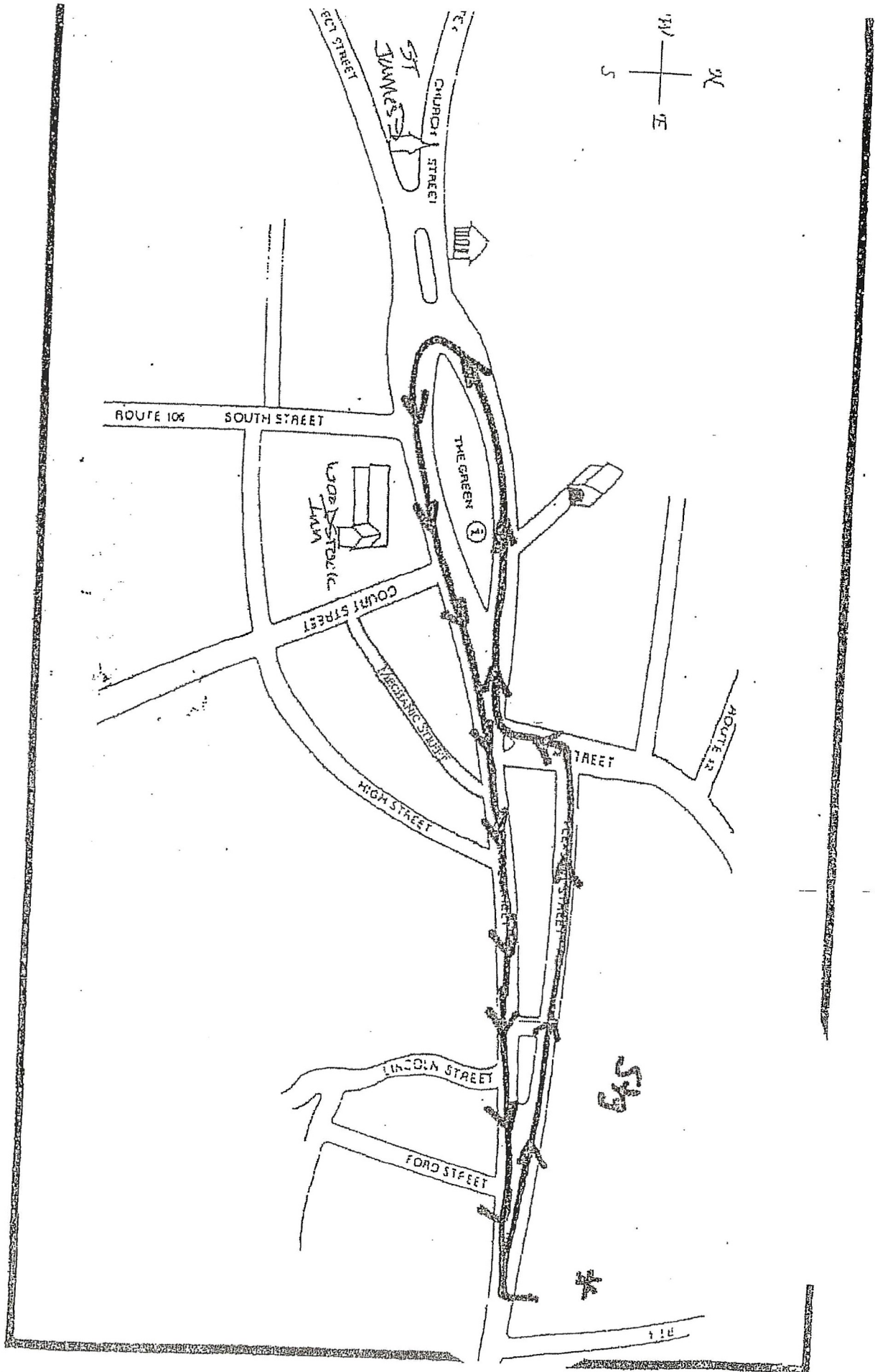
This permit is:

- ☐ Approved
☐ Denied

Additional conditions: _____

Municipal Manager: _____
Date: _____

Woodstock, Vermont



BY:

Town/Village of Woodstock
Application for a permit to hold a parade or event on public streets or highways

Pursuant to Title 24 V.S.A. Section 2291 (5) the Legislative Board of the Village/Town of Woodstock herewith regulates the use of public highways for parades and/or events.

Event: Taste of Woodstock
Parade/event date: Aug. 12, 2023 Start time: Rd Closed 7AM
End time: 7pm
Applicant/organization: Woodstock Area Chamber of Commerce
Telephone: 457-3555
Email: bfinlayson@woodstockvt.com
Mailing address: PO Box 486 Woodstock VT 05091
Contact person: bfinlayson
Best contact number: 457-3555
Location of assembly & beginning of event: Close Elm St and host
Vendor and live music on Saturday, Aug 12.
Route of public highways: Elm St

*Attach map showing route

Traffic control (if any): will work with Chief Blish

Estimated number of participants: 1500

Authorized representative signature: Elizabeth R. Finlayson
Print: Elizabeth R. Finlayson

Conditions: Include Certificate of Insurance naming the Town of Woodstock as additional insured in the amount of \$2,000,000. Rec 1/3/23

Please mail or email completed application to:

Town of Woodstock

nnourse@townofwoodstock.org

Nikki Nourse

PO Box 488

Woodstock, VT 05091

OFFICE USE ONLY

This permit is:

- ☐ Approved
☐ Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____



BY:

Village of Woodstock
Permit for Use of the Village Green

Application date: Dec. 27, 2022

Event name: Woodstock's Wassail Weekend

Name of non-profit organization: Woodstock Area Chamber of Commerce

Address: PO Box 486

Woodstock, VT 05091

Event information:

Date of event: Dec. 9, 2023

Time of event: 9:30-6PM

Hours event will occupy the Green, including setup and cleanup time: 8AM-7PM

Anticipated crowd size: 3000 People

Will you have booths or stalls? Yes

If yes, how many: up to 25

Equipment to be used on the Green: Pop up tents, Bon Fire, Luminaries, Tables,
Multple Tended Fire Pits (Will discuss with David Green)

Event description. Clearly state the scope and nature of the vent to be held: Wassail Events

An Artesian Market including vendors selling food, hot cider, coffee, crafts, and Vermont Spirits.

Announcing Wassail Parade, Music, Bon Fire, Memory Tree, Caroling, A Wassail Pub, Luminaries

Traffic control plan/arrangements: Will work with Chief Blish

Please submit a layout for the event.

An application fee of \$50.00 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as certificate holder.

Fee paid: 1/5/23

Cash/Check/Online: check 4684

Received by: NLN

Certificate of Insurance received: 1/3/23

Received by: NLN

- b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Street, Union Street, Court Street, South Street, and the Village Square.
 - c. Police officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
9. Maintenance and Damages:
- a. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.
 - b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.
10. Applicant should check for electricity of the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.
11. At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.
12. Applicant recycling plan: applicant to describe plans for the vent to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
13. The \$50.00 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50.00 fee. Such refund will be made only after the Board of Village Trustees agrees to do so.

I have read and understand the above restrictions and conditions and agree to any additional conditions established by the Board of Trustees.

Applicant signature: _____

Date: Dec. 27, 2022

Please call or email completed permit to:

Town of Woodstock

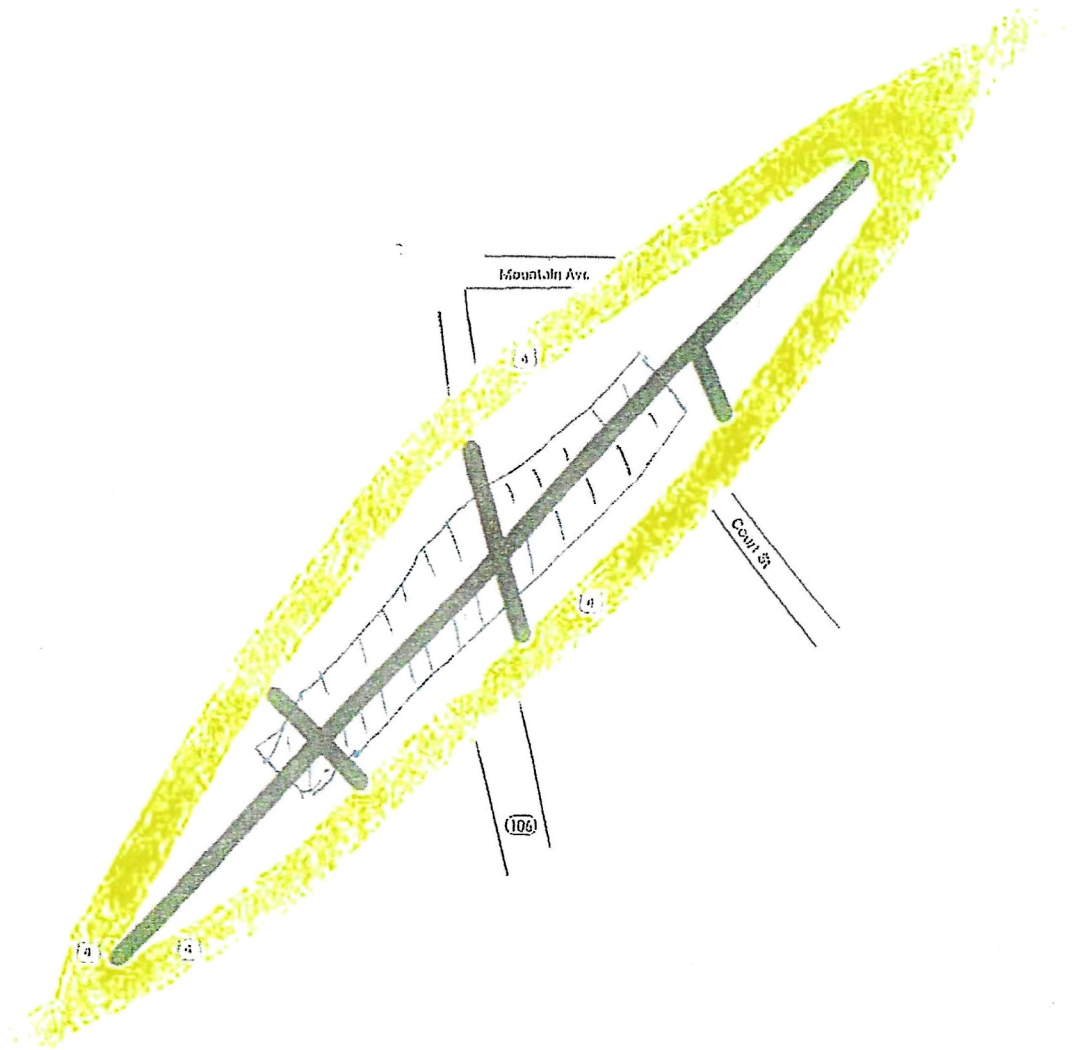
nnourse@townofwoodstock.org

Nikki Nourse

PO Box 488

Woodstock, VT 05091

Please use this to show the layout of the event;



PO Box 488
Woodstock VT 05091

nnourse@townofwoodstock.org



WOODARE-02

GABRIELLE FONTAINE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/27/2022

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 NFP Property & Casualty Services, Inc. PO Box 298 35 Pleasant Street Woodstock, VT 05091	CONTACT Patty Carville PHONE (A/C, No, Ext): (603) 941-9099 FAX (A/C, No): (603) 875-1213 E-MAIL Address: Patty.carville@nfp.com																					
INSURED Woodstock Area Chamber of Commerce P O Box 486 Woodstock, VT 05091	<table border="1"><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Acadia Insurance Company</td><td>31325</td></tr><tr><td>INSURER B:</td><td>Chubb Indemnity Insurance Company</td><td>12777</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Acadia Insurance Company	31325	INSURER B:	Chubb Indemnity Insurance Company	12777	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPA0091907-30	6/24/2022	6/24/2023	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 300,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 5,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COM/POP AGG</td><td>\$ 2,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COM/POP AGG	\$ 2,000,000		\$
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B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		71787756	5/25/2022	5/25/2023	<table border="1"><tr><td><input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ 100,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 100,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 500,000</td></tr></table>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER		E.L. EACH ACCIDENT	\$ 100,000	E.L. DISEASE - EA EMPLOYEE	\$ 100,000	E.L. DISEASE - POLICY LIMIT	\$ 500,000						
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Section 3A State: VT
Members/Owners Excluded: Tod Mineth, Kimberly Smith, Jack Malden, Elizabeth Deignan

CERTIFICATE HOLDER

CANCELLATION

The Village of Woodstock, VT
Po Box 488
Woodstock, VT 05091

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

ACORD 25 (2016/03)

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RECEIVED
JAN 03 2023

BY:

Village of Woodstock
Permit for Use of the Village Green

Application date: Dec. 27, 2022

Event name: Market on the Green

Name of non-profit organization: Woodstock Area Chamber of Commerce

Address: PO Box 486

Woodstock, VT 05091

Event information:

Date of event: Weds. May 31-Oct. 18, 2023

Time of event: 3-6PM

Hours event will occupy the Green, including setup and cleanup time: 1-7PM

Anticipated crowd size: 100 People

Will you have booths or stalls? Yes

If yes, how many: up to 40

Equipment to be used on the Green: Pop up tents-

Event description. Clearly state the scope and nature of the vent to be held: A Farmers Market
Local vendors selling produce, prepared food, carfts, and Vermont spirits.
Live music and craft activities for children.

Traffic control plan/arrangements: Will work with Chief Blish

Please submit a layout for the event.

An application fee of \$50.00 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as certificate holder.

Fee paid: 1/5/23

Cash/Check/Online: check 4684

Received by: NLN

Certificate of Insurance received: 1/3/23

Received by: NLN

- b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Street, Union Street, Court Street, South Street, and the Village Square.
 - c. Police officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
9. Maintenance and Damages:
- a. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.
 - b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.
10. Applicant should check for electricity of the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.
11. At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.
12. Applicant recycling plan: applicant to describe plans for the vent to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
13. The \$50.00 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50.00 fee. Such refund will be made only after the Board of Village Trustees agrees to do so.

I have read and understand the above restrictions and conditions and agree to any additional conditions established by the Board of Trustees.

Applicant signature: _____

Date: Dec. 27, 2022

Please call or email completed permit to:

Town of Woodstock

nnourse@townofwoodstock.org

Nikki Nourse

PO Box 488

Woodstock, VT 05091



WOODARE-02

GABRIELLE FONTAINE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/27/2022

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PRODUCER NFP Property & Casualty Services, Inc. PO Box 298 35 Pleasant Street Woodstock, VT 05091	CONTACT NAME: Patty Carville PHONE (A/C, No, Ext): (603) 941-9099 FAX (A/C, No): (603) 875-1213 E-MAIL ADDRESS: Patty.carville@nfp.com														
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COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																								
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Section 3A State: VT

Members/Owners Excluded: Tod Mineth, Kimberly Smith, Jack Malden, Elizabeth Deignan

CERTIFICATE HOLDER**CANCELLATION**

The Village of Woodstock, VT
Po Box 488
Woodstock, VT 05091

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

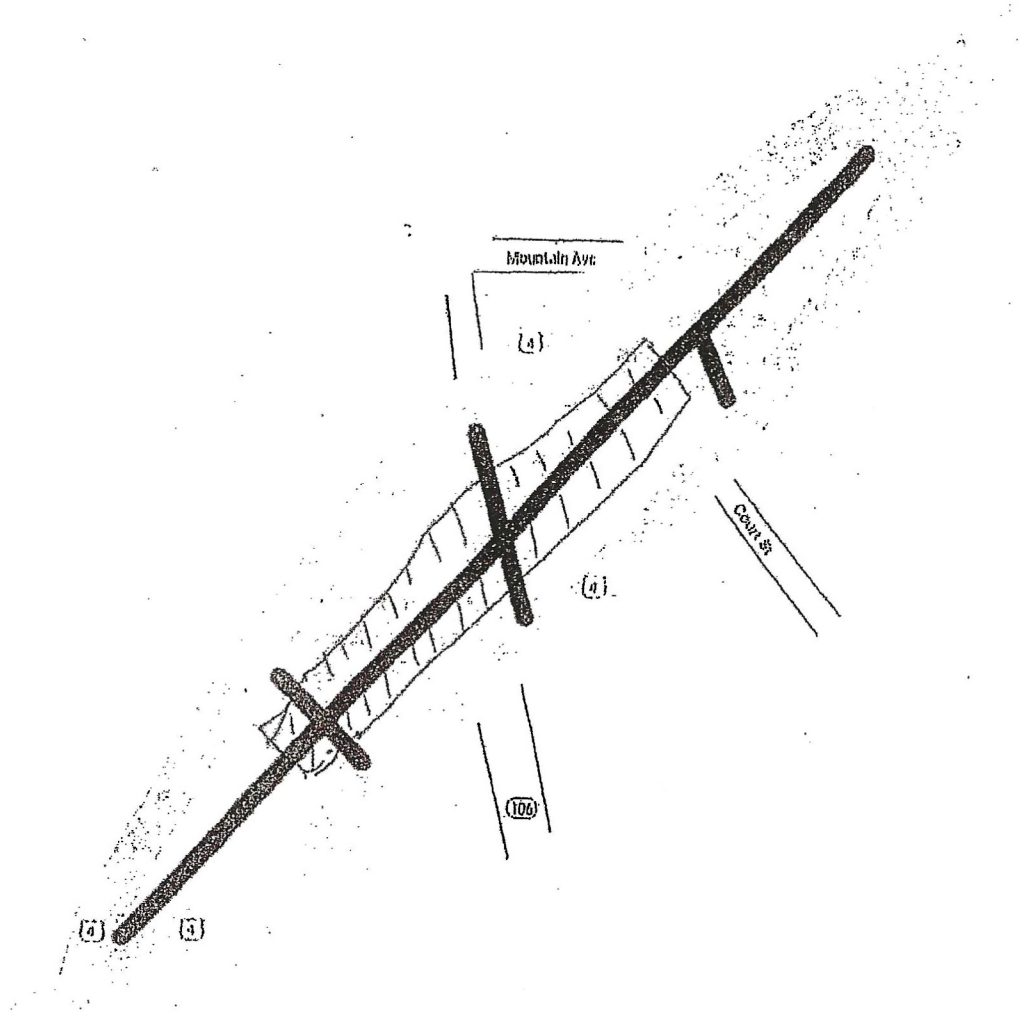
AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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Please use this to show the layout of the event;



PO Box 488
Woodstock VT 05091

nnourse@townofwoodstock.org

2023 Woodstock Market on the Green Market Rules

1. Eligibility of Vendors

Products should be locally grown or made and produced by the vendors or their immediate representatives. The Market Committee of the Woodstock Area Chamber of Commerce (WACC) will consider the following questions when jurying a potential vendor:

- a) Are the products grown or made locally by the vendor in Windsor, Windham, Rutland, or Orange counties?
- b) Is the crafter/artisan or prepared food vendor who is applying currently represented by a gallery or shop in Woodstock?
- c) Are the products home or shop made?
- d) Do the products have a homespun quality?
- e) Will the products benefit the market as a whole?
- f) Is the applicant a member of the Woodstock Area Chamber of Commerce (WACC)? (Not required.)
- g) Is the vendor willing to commit for the whole season?
- h) Do the prepared foods utilize local ingredients?
- i) If a previous vendor, has vendor adhered to market rules?

2. Market season and hours of opening

- a) The Market on the Green begins May 31 and goes through October 18, 2023.
- b) The Market on the Green is open to vendors for setup beginning at 1:00PM on Market day.
- c) The Market is open for selling between 3 and 6 PM. Vendors are expected to be prepared for opening at 3 PM and stay until closing at 6 PM.
- d) The Market will be open, rain or shine unless dangerous thunderstorms are predicted.
- e) Each vendor is responsible for having his or her space vacated and clean by 7 PM

3. Eligibility of products

- a) Only local products grown or produced in Windsor, Windham, Orange or Rutland Counties may be sold.
- b) Products must be of high quality and may include agricultural products, prepared foods, or crafts. All products are subject to the jurying of the Market Committee of the WACC.
- c) In order to maintain a balance of products sold, vendors must indicate the percentage of products offered for sale based on the following three categories which are defined as such:
 - Agricultural products consist of food, fiber, plants or flowers that were grown by the vendor. This includes value-added agricultural products that are composed of 50% or more of ingredients or raw products that were grown on their own farm or property.
 - Prepared foods include foods and beverages prepared by the vendor and that do not meet the definition of agricultural products. Food vendors are encouraged to source local ingredients as much as possible.
 - Crafts are non-agricultural and non-food products that are crafted by the vendor.
- d.) Vendors who wish to sell additional products during the vending season that are not listed on their application, will need to submit a written request to the Market committee for approval.
- e) All craft items will be juried by the Market Committee before being accepted to assure quality & suitability for a farmers' market in Woodstock. Crafters will be juried on an annual basis without preference to previous vending.

- lawn. The Market committee will assign vendor spaces.
- c) All booths, stands and displays are subject to Market Committee approval.

7. Parking – (non-adherence will be considered a market rule violation)

- a) **UNLOADING:** Vendors will have ten reserved parking spaces at the west end of the Green for unloading. As soon as product has been unloaded, the vendors will need to move their vehicles to the parking lot of the Elementary School on School Street (or in a designated area during the school season) for the duration of the market.
- b) **Metered and non-metered spaces near or around the Green are not to be used by vendors during the Market and must be left for customers in order to maximize attendance.**
- c) Vendors may again park in the spaces at the west end of the Green to load products and tables back into their vehicles at the conclusion of the Market.

General Market Regulations

- a) Each vendor must keep his or her space and surrounding area clean. Vendors who sell items that may be consumed at the market must provide their own trash receptacles. Barrels at either end of the Green provided by the Town of Woodstock are for customer use only.
- b) Consumption of alcoholic beverages is not permitted at the Market except for tastings offered by an approved Vermont wine vendor.
- c) It is a Woodstock Village ordinance that there is no smoking on the Green.
- d) Vendors are required to notify the Market Coordinator by telephone at least 24 hours in advance if they are unable to attend the Market so that a replacement can be contacted. **A fee of \$25.00 will be applied if 24 hours is not given.**
- e) Vendors are required to report their sales totals at the end of each half market season. Vendors will be given a form at the beginning of each market half season.
The reporting will be anonymous and confidential. This will assist the committee in market analysis, guide future improvements, and is a requirement for the Market to qualify for NOFA (Northeast Organic Farming Association) funding.

Trash

- a) The Village of Woodstock passed an ordinance that requires recycling on the Green. Vendors are required to take any trash they create (i.e. cardboard boxes) home with them.
- b) Prepared food vendors are required to provide a trash receptacle at their booth and remove the trash at the end of the day.

Enforcement

- All vendors are expected to know and follow the Rules of the Woodstock Market on the Green or will be subject to permanent dismissal from the market. If a vendor is not complying with Market Rules, the below steps shall be taken in the order in which they appear. The violations can be of the same Rule or of different Rules. The Market Coordinator has the responsibility to monitor market operations and vendor compliance during each market.
- On the first offense, a verbal warning will be given to the vendor stating which guideline has been violated and noting the specific nature of the violation. Written documentation of the verbal warning will be provided to the Market on the Green committee.
 - On the second offense, written warning will be issued to the vendor stating which guideline they have violated and noting the specific nature of the violation. Written documentation will be provided to the Market on the Green Committee and the WACC Board of Directors.
 - If a third offense occurs, the vendor will be asked to leave the market and not return for the remainder of the season; there will be no refund of fees paid; participation in future seasons will be



**Woodstock Market on the Green
2023 Product Liability Release Form**

I understand that individual product liability coverage is my responsibility as a vendor. I do hereby release the Woodstock Area Chamber of Commerce and the Woodstock Market on the Green, as well as the Board of Directors, Market Coordinator, Town and Village of Woodstock, Vermont, and its governing officials from liability due to my product(s).

I have read and agree to comply with the Market Rules of the Woodstock Market on the Green.

signature

date

please print signed name above

name of farm/business

**Woodstock Market on the Green
2023 Vendor Application**

Your name: _____ Phone No. _____

Farm/business name: _____

Mailing address: _____

County of residence: _____ E-mail: _____

Is e-mail a reliable way to contact you? _____

Are you a member of the Woodstock Area Chamber of Commerce (WACC)? YES NO

Please list the products you intend to sell and give a detailed description of how, where, and by whom they are made or grown:

Craft Vendors: Please send 4 photographs of your work. Enclose a SASE if you want them returned to you. Crafters will be juried and will be accepted for **half season** – shared with another craft vendor, half season options please check one first half, second half or alternating weeks:

- ____ **May 31 through August 2 (\$162.50)**
____ **August 9 through October 18 (\$162.50)**
____ **Alternating weeks**

Agricultural and Prepared Food Vendors: Please indicate your preference for vending below:

- ____ **Entire Season (20 weeks) (\$325) ***
____ **May 31 through August 2 (\$162.50)**
____ **August 9 through October 18 (\$162.50)**

*Chamber members who vend for the entire season will receive a 20% discount.

A maximum of 35 weekly vendors will be accepted into the Market on the Green. Additional vendors will be placed on a waiting list to sub-in for reserved vendors who cannot make it on one of their scheduled market dates.

If you are not accepted as a reserved Market vendor, would you like to be placed on the waiting list? YES NO

If yes, how much notice do you need if there is a cancellation and a space becomes available?

____ last minute ____ 3 days ____ 1 week

**Return application, liability release form, and \$50 deposit (payable to WACC) by
March 1, 2023 to:
Woodstock Market on the Green
PO Box 486
Woodstock, VT 05091**

RECEIVED
JAN 03 2023

BY:

Village of Woodstock
Permit for Use of the Village Green

Application date: Dec. 27, 2022

Event name: Woodstock Chamber Art Festival

Name of non-profit organization: Woodstock Area Chamber of Commerce

Address: PO Box 486

Woodstock, VT 05091

Event information:

Date of event: September 9 & 10, 2023

Time of event: 10 AM-5PM

Hours event will occupy the Green, including setup and cleanup time: 8AM-6PM

Anticipated crowd size: 200 People

Will you have booths or stalls? Yes

If yes, how many: up to 40

Equipment to be used on the Green: Pop up tents- We would like to have the ability to set up tents after 3 PM on Friday.

Event description. Clearly state the scope and nature of the vent to be held: _____

The Chamber Art Festival has been an event since 2010! We feture New England artists-
with a priority given to Vermont Artisits. We will feature food vendors as well as Vermont
Spirit tasting and selling. We will provide live music both days..

Traffic control plan/arrangements: Will work with Chief Blish

Please submit a layout for the event.

An application fee of \$50.00 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as certificate holder.

Fee paid: 1/5/23

Cash/Check/Online: check 4684

Received by: NLN

Certificate of Insurance received: 1/3/23

Received by: NLN

- b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Street, Union Street, Court Street, South Street, and the Village Square.
 - c. Police officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
9. Maintenance and Damages:
- a. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.
 - b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.
10. Applicant should check for electricity of the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.
11. At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.
12. Applicant recycling plan: applicant to describe plans for the vent to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
13. The \$50.00 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50.00 fee. Such refund will be made only after the Board of Village Trustees agrees to do so.

I have read and understand the above restrictions and conditions and agree to any additional conditions established by the Board of Trustees.

Applicant signature: _____

Date: Dec. 27, 2022

Please call or email completed permit to:

Town of Woodstock

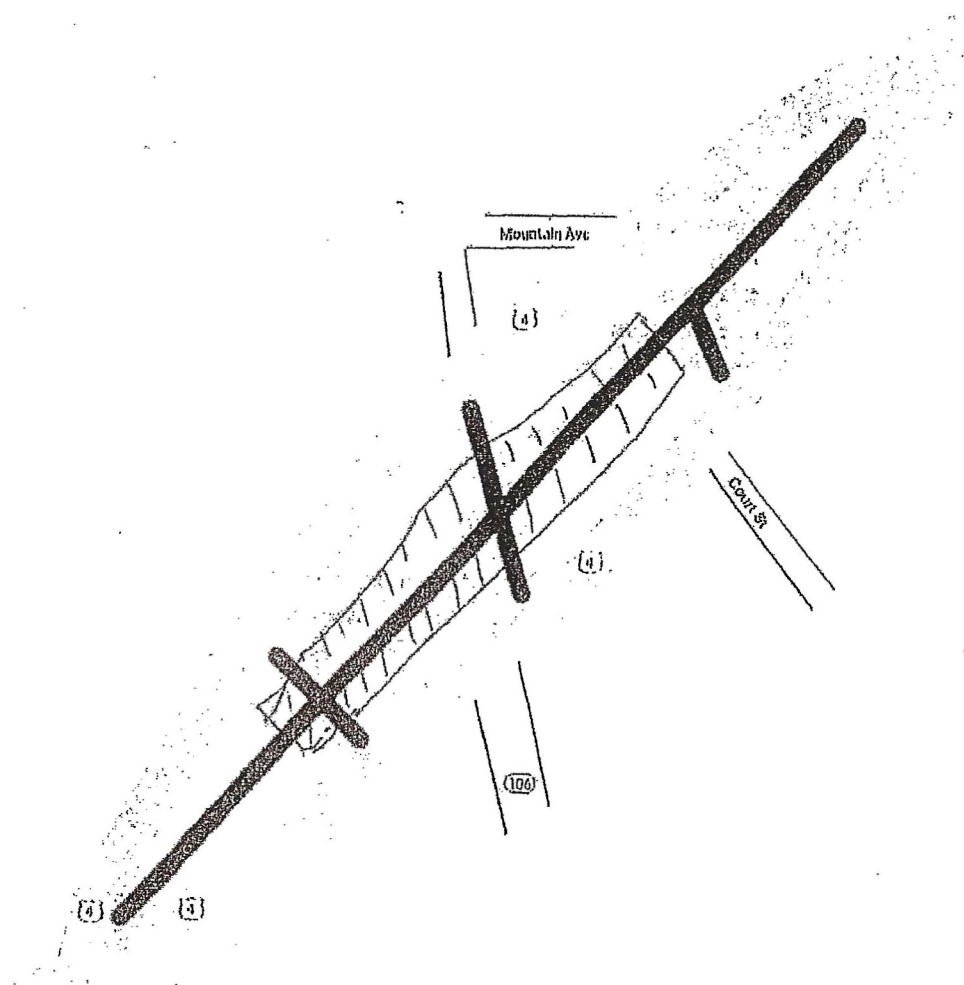
nnourse@townofwoodstock.org

Nikki Nourse

PO Box 488

Woodstock, VT 05091

Please use this to show the layout of the event;



PO Box 488
Woodstock VT 05091

nnourse@townofwoodstock.org



WOODARE-02

GABRIELLE FONTAINE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/27/2022

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 NFP Property & Casualty Services, Inc. PO Box 298 35 Pleasant Street Woodstock, VT 05091	CONTACT NAME: Patty Carville PHONE (A/C, No, Ext): (603) 941-9099 FAX (A/C, No): (603) 875-1213 E-MAIL ADDRESS: Patty.carville@nfp.com																					
INSURED Woodstock Area Chamber of Commerce P O Box 486 Woodstock, VT 05091	<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>Acadia Insurance Company</td><td>31325</td></tr><tr><td>INSURER B:</td><td>Chubb Indemnity Insurance Company</td><td>12777</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Acadia Insurance Company	31325	INSURER B:	Chubb Indemnity Insurance Company	12777	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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COVERAGES

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