

Village of Woodstock
Board of Trustees
January 25, 2024
8:00 am
Town Hall & Zoom
Agenda

- A. Call to order
- B. Citizen comments
- C. Additions to & deletions from posted agenda
- D. Permits
 - 1. Parade permits
 - a. Taste of Woodstock – Chamber of Commerce
 - b. Wassail Parade – Chamber of Commerce
 - c. Covered Bridges Half Marathon – CBHM Inc
 - 2. Sidewalk permits
 - a. Sidewalk Sale Days – August – Chamber of Commerce
 - b. Sidewalk Sale Days – May – Chamber of Commerce
 - 3. Use of the Green permits
 - a. Market on the Green – Chamber of Commerce
 - b. Chamber Art Festival – Chamber of Commerce
 - c. Wassail Weekend – Chamber of Commerce
- E. Discussions
 - 1. Village Warning
 - 2. Communication plan for Village Meeting day
 - 3. Dedication for Village Annual Report
- F. Other business
- G. 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=Q1NZUIFKaWRPTmZURFppUGxWRU9UUT09>

Or from zoom.us 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.



Town/Village of Woodstock

BY: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: August 10, 2024 Start time: 7AM
End time: 7PM
Applicant/organization: Woodstock Area Chamber of Commerce
Telephone: 454-3555
Email: bfinleyson@woodstockvt.com
Mailing address: PO Box 488
Woodstock VT 05091
Contact person: Beth Finleyson
Best contact number: 454-3555 / 82558-7031
Location of assembly & beginning of event: TO CLOSE off Elm St from Pleasant St to Central St.
Route of public highways: _____

*Attach map showing route

Traffic control (if any): Will work with Chief Swanson

Estimated number of participants: 1200

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

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

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: _____



Town/Village of Woodstock

BY: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: Woodstock's Wassail Parade / Horse & Wagons - / music
Parade/event date: December 14, 2024 Start time: 2pm
End time: 3pm

Applicant/organization: Woodstock Area Chamber of Commerce

Telephone: 454-3555 / 802-558-7031

Email: bfinlayson@woodstockvt.com

Mailing address: PO Box 488

Woodstock VT 05091

Contact person: Brian Butn Finlayson

Best contact number: _____

Location of assembly & beginning of event: Public Parking at East End

Route of public highways: Please see attached parade route
and Wagon Rides through the village Friday 12/13/24 Noon - 3
Sat. 12/14/24 9:30 - 12:30 Sunday 12/15/24 10 - 3

*Attach map showing route

Traffic control (if any): Will work with Chief Swanson

Estimated number of participants: 5000 +

Authorized representative signature: [Signature]
Print: Elizabeth R. Finlayson

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

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:

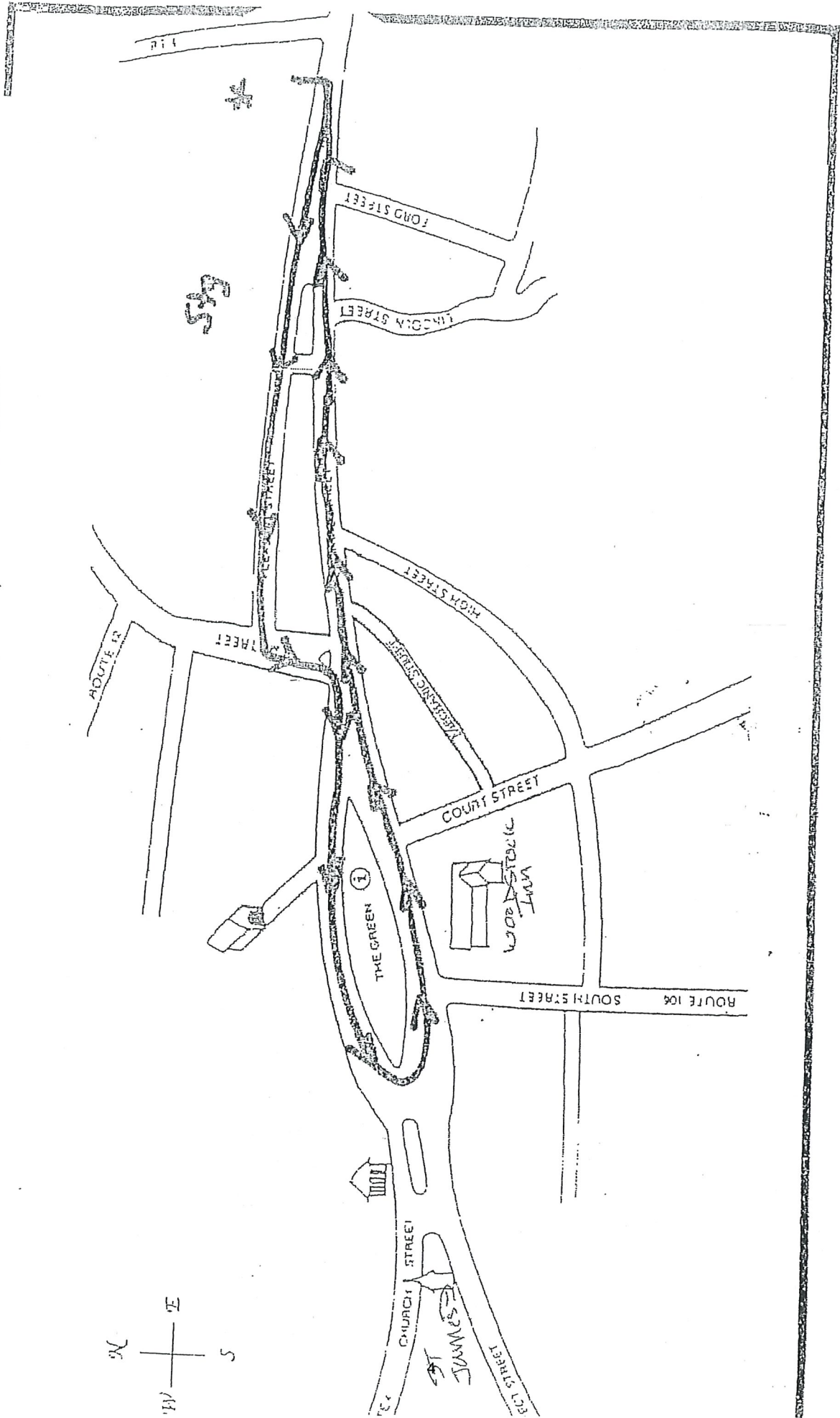
- ☐ Approved
☐ Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

Woodstock, Vermont



TOWN/VILLAGE OF WOODSTOCK
P.O. Box 488
WOODSTOCK, VT 05091

PHONE (802) 457-3456
FAX (802) 457-2329

APPLICATION FOR A PERMIT TO HOLD A PARADE OR EVENT
ON PUBLIC STREET OR HIGHWAYS

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

EVENT Covered Bridges Half Marathon June 2, 2024
(Parade, Walk, Race, etc.)

APPLICANT/ORGANIZATION CBHM, Inc. TELEPHONE 802-230-5152

ADDRESS PO Box 722, Woodstock VT 05091

CONTACT PERSON Nancy Nobile-McMenemy TELEPHONE 802-230-5152

LOCATION OF ASSEMBLY AND BEGINNING OF EVENT Saskaden Six Ski Area

ROUTE ON PUBLIC HIGHWAYS map attached; course route is the
(attach map showing route)

same as previous years. Request closure of Taftsville Bridge
TRAFFIC CONTROL (if any) Woodstock Police, Windsor County Sheriff ^{9-10am} and ^{6/2/24}

PARADE/EVENT DATE June 2 HOUR (start) 8:15 (end) 11:15 ^{Race}
^{(in Quechee) Volunteers}

ESTIMATED NO. OF PARTICIPANTS 2000


Nancy Nobile-McMenemy 11/8/24
Authorized Representative

CONDITIONS:

APPROVED

DENIED

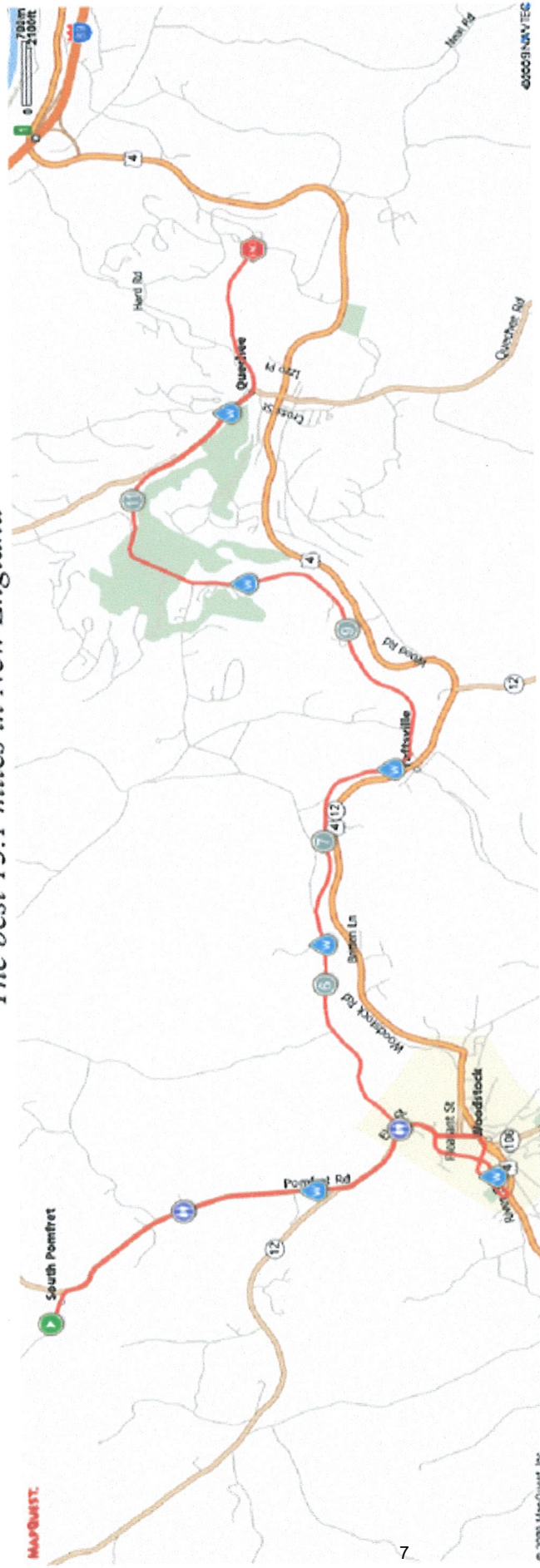
MUNICIPAL MANAGER DATE

CERTIFICATE OF INSURANCE				PRINT DATE: 1/17/2024	
				CERTIFICATE NUMBER: 202401171022108	
AGENCY:					
Edgewood Partners Insurance Center 5909 Peachtree Dunwoody Road, Suite 800 Atlanta, GA 30328 678-324-3300 (Phone), 678-324-3303 (Fax)				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
NAMED INSURED:				INSURERS AFFORDING COVERAGE:	
USA Track & Field, Inc. CBHM, Inc. 130 East Washington Street, Suite 800 Indianapolis IN 46204				INSURER A: Accredited Surety and Casualty Company, Inc. NAIC# 26379 INSURER B: Allied World National Assurance Company NAIC# 19489	
EVENT INFORMATION:					
Covered Bridges Half Marathon (6/2/2024 - 6/2/2024)					
POLICY/COVERAGE INFORMATION:					
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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	1-TRE-IN-17-01338542-01	11/1/2023 12:01 AM	11/1/2024 12:01 AM	GENERAL AGGREGATE (Per Event) \$4,000,000
	<input checked="" type="checkbox"/> Participant Legal Liability				EACH OCCURRENCE \$2,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$2,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$2,000,000
					PRODUCTS-COMP/OP AGG \$2,000,000
A	UMBRELLA/EXCESS LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	1-TRE-IN-17-01338543-01	11/1/2023 12:01 AM	11/1/2024 12:01 AM	EACH OCCURRENCE \$3,000,000
					AGGREGATE \$3,000,000
B	OTHER				
	<input checked="" type="checkbox"/> EXCESS LIABILITY	0313-1301	11/1/2023 12:01 AM	11/1/2024 12:01 AM	EACH OCCURRENCE \$7,000,000
					AGGREGATE \$7,000,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:					
Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies. Excess policy follows form of underlying General Liability. Evidence of coverage only					
CERTIFICATE HOLDER:				NOTICE OF CANCELLATION:	
CBHM, Inc. PO Box 722 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: <div style="text-align: center; font-size: 2em;">  </div>	

COVERED BRIDGES HALF MARATHON

POMFRET • WOODSTOCK • QUECHEE

The best 13.1 miles in New England



Start: Saskatchewan Six Ski Area, South Pomfret, Vermont. Race starts at 8:15am. NO PARKING

Water Stops: Miles 2, 4, 6, 8, 10, 12. Gatorade drinks at miles 6, 8, 10, and 12. Water and Gatorade at the Finish.

Spectators: Woodstock Village – Parking on the streets and municipal parking lots. Miles 2.7-5.

NO PARKING IN TAFTSVILLE! Spectator parking before 10:00 am at Quechee Polo Field – entrance just past Quechee Gorge

Racer parking for buses at Quechee Gorge Village, one mile east of Quechee Gorge, from 5:30am to 7:00am. (Spectators after 10:00 am)

Finish: Quechee Polo Field, Quechee, Vt. First runners at 9:25, last runners at 11:10am.

More Info: www.cbhm.com

Covered Bridges Half Marathon (CBHM, Inc.)

Emergency Protocol

With individual's safety in mind, procedures are in place that will allow us to safely operate Covered Bridges Half Marathon (CBHM). These policies and procedures are based on thirty years of hosting this race in our community and working closely with Police and Fire personnel in these communities.

CBHM is a 13.1-mile road race held the first Sunday in June on paved and gravel roads. 2000 runners enjoy the racecourse which begins in Pomfret, Vermont at the Suicide Six Ski Area and travels through Woodstock, Vermont ending in Quechee (Hartford) Vermont. Packet Pick up is conducted in an open-air tent on race morning. The finish line area is on an open field.

Traffic and Safety

- Volunteers and local law enforcement work together to minimize delays and keep runners safe and traffic flowing smoothly.
- Racecourse duty details are covered by the Windsor County Sheriff's Department, Woodstock Police Department, and Hartford Police Department.
- The Start area is monitored by the Windsor County Sheriff's Department, which provides a pace car at the start of the race and first finisher through the finish chute.
- The finish area is monitored by the Hartford Police Department, including a plain clothes detective.
- Green Mountain Bike Patrol members, equipped with portable HAM radios, ride the course and aid in communications.
- Windsor County Sheriff Department and Hartford Police control the emptying of the parking lots.

Communication

- On course, law enforcement uses local dispatch for emergencies. Race-related issues are conducted using cell phones. Green Mountain Bike Patrol provide HAM Radio support.
- A command center is located at the finish line and is operated by HAM Radio personnel, Hartford Police and Windsor County Sheriff Department.

RECEIVED
JAN 12 2024

VILLAGE OF WOODSTOCK

BY: APPLICATION FOR PERMIT TO USE SIDEWALKS FOR EVENTS OR FURNITURE

Applicant name: Woodstock Area Chamber of Commerce

Applicant address: PO Box 480
Woodstock, VT 05091

Mailing address: _____

Phone: 802. 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: Central & Elm St Business District

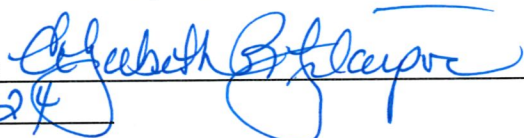
Event name (if applicable): Woodstock Sidewalk Sale Days

Organization: Woodstock Chamber Are you a nonprofit? yes

Date(s) & time(s): Aug. 16 & 17, 2024 - 9-4pm

For the purpose of Sidewalk Sale Days

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: 

Date: Jan. 2024

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: 1/12/24

Application fee received: 1/12/24 check 4880

The Village Trustees will consider this application at their next meeting. They meet the second Tuesday of each 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 no 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 need 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.

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: _____

Signature: _____

Date: _____

Permit #: _____

RECEIVED
JAN 12 2024

BY:

VILLAGE OF WOODSTOCK

APPLICATION FOR PERMIT TO USE SIDEWALKS FOR EVENTS OR FURNITURE

Applicant name: Woodstock Area Chamber of Commerce
Applicant address: PO Box 484
Woodstock VT 05091
Mailing address: _____
Phone: 802-457-3355
Email: rofinlayson@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: Central & Elm Business District
Event name (if applicable): Sidewalk Sale Days
Organization: Woodstock Chamber Are you a nonprofit? yes
Date(s) & time(s): May 24 & 25th / 9-6pm
For the purpose of Sidewalk Sales

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: 9 Jan 2024

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: 1/12/24 Application fee received: 1/12/24 check 4880

The Village Trustees will consider this application at their next meeting. They meet the second Tuesday of each 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.

RECEIVED
JAN 1 2 5051

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 no 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 need 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.

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: _____

Signature: _____

Date: _____

Permit #: _____

RECEIVED
JAN 12 2024

Village of Woodstock
Permit for Use of the Village Green

BY:

Application date: 8 Jan 2024
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: May 29, 2024 Time of event: Oct 4 2024 3-6 PM
Hours event will occupy the Green, including setup and cleanup time: Noon - 7pm
Anticipated crowd size: up to 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 event to be held: Local vendors
selling produce, prepared food, crafts & VT spirits
music & children's activities

Traffic control plan/arrangements: Will work with Chief Swanson

We request that we be the only permit entitled to
use the green on these Wednesdays between noon - 7pm
Please submit a layout for the event.

An application fee of \$50 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as a certificate holder. Both are required before permit will be approved.

Fee paid: 1/12/24 Cash/Check/Online: 4877

Received by: NLL

Certificate of Insurance received: 1/12/24

Received by: NLL

*Certificate of Insurance
on file*

The individual designated as responsible to the Village Trustees for compliance with the provisions of the Village Ordinance governing the Use of the Village Green, certification that the organization is based in Woodstock, and the restrictions/conditions on the reverse side.

Name: Elizabeth B. Finlayson

Title: Executive

Phone: 802-457-3555

Mailing address: PO Box 484 Woodstock

Email: bfinlayson@woodstockvt.com

Restrictions/Conditions:

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonable possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be installed and removed shall be installed and removed on the day of the activity. This standard shall have separate application to any alternate date not immediately following the scheduled date.
3. No signs or equipment shall be attached to or installed upon trees or historic/memorial markers in the Village Green or upon traffic signs, parking kiosks, or light poles surrounding the Village Green.
4. Traffic signs and parking kiosks surrounding the Village Green shall not be obstructed.
5. No structures or tents shall be erected or placed within 15 feet of the trunk of any tree in the Village Green.
6. No activity shall be conducted on or before 7:00 am or after 10:00 pm without special arrangements.
7. Consideration may be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the Village Green.
8. Parking and traffic control:
 - a. All traffic control arrangements and site layouts shall be reasonable calculated to ensure the maximum safety of the public and to cause the least possible inconvenience to the public. Descriptions of arrangements for traffic control shall include the recommendations of the Village Chief of Police with respect thereto and shall clearly state any variances between actual arrangements made recommendation of the Village Chief of Police.
 - 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, 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 event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
13. The \$50 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 fee. Please send written request within 30 days after the event. 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 signatures: _____

Date: _____

Please call or email completed permit to:

Town of Woodstock

nnourse@townofwoodstock.org

Nikki Nourse

PO Box 488

Woodstock, VT 05091

FOR OFFICE USE ONLY

This permit was:

Approved

Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

Permit #: _____

**Woodstock Market on the Green
2024 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 29 through July 31 (\$175) ***
_____ **August 7 through October 9 (\$175) ***
_____ **Alternating weeks**

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

_____ **Entire Season (20 weeks) (\$350) ***
_____ **May 29 through July 31 (\$175) ***
_____ **August 7 through October 09 (\$175) ***

*Chamber members will receive a 20% discount.

A maximum of 40 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, 2024 to:**

**Woodstock Market on the Green
PO Box 486
Woodstock, VT 05091**



**Woodstock Market on the Green
2024 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

2024 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 29 and goes through October 9, 2024.
- 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.

- e) With strong regard to any potential conflicts of interest, any craft items sold elsewhere in Woodstock village during the market season will not be eligible to be sold at the Market on the Green, without permission of the local business. It is the vendor's responsibility to obtain permission from the local business.
- f) The Vendor must have grown all plants for at least six weeks prior to being brought to market.

4. Conditions of Sale

- a) Products must be sold by the grower or producer themselves or by an employee thereof.
- b) Vendors selling by weight must provide their own certified scales.
- c) Each vendor is responsible for any licensing or certification required for products sold in Vermont.
- d) Collection and payment of applicable Vermont sales tax is the responsibility of each vendor.

5. Allocation of space & vending fees

The Market Coordinator and the Market Committee of the Woodstock Area Chamber of Commerce shall allocate space under the following general guidelines:

- a) In allocating space the Market on the Green will maintain a vendor ratio as close as possible of agricultural products (60%), prepared foods, (20%) and crafts (20%).
- b) Vendor applications are due by March 1, 2024.
- c) A **\$50 deposit must accompany applications** and is non-refundable once you are accepted into the Market. The deposit will be returned to applicants who are NOT accepted as reserved vendors.
- d) Full and half season vendors must pay for their space regardless of attendance. No refunds will be given. The Market must be paid directly (no subletting). There are 20 markets in the 2023 season.
- e) Reserved vendors will receive written notification of acceptance into the Market by the Market Coordinator. Payment of the balance of **vending fees** will be due as follows:

Full Season vendors * \$350.00

Half Season vendors * \$175.00

\$50 Deposit Must be sent with application. We will invoice balance due by email. This must be paid before your start date. Full season vendors may split payments in two.

Substitute vendor fees will be \$30 per market that you attend: due the day you vend.

Failure to pay vending fees by due date will be considered a violation of Market rules.

Make checks payable to the **Woodstock Area Chamber of Commerce.**

* Chamber members who are accepted as vendors will receive a 20% discount.

- f) A waiting list of unreserved/substitute vendors will be maintained. In the event that a reserved vendor is unable to attend on a given market day, the Market Coordinator will contact a vendor from this waiting list to utilize the space for that day. The Market Coordinator will collect the daily vending fee (\$30) from the substitute vendor on that market day

6. Regulation of Structures

Our Woodstock Green is small by comparison to other village greens and has the unique attribute of being in the middle of a major east/west highway (Route 4) while surrounded by some of Woodstock's most elegant and historic homes. Special care must be taken with our plantings.

- a) Stall space is rented on the basis of square plots ten feet on each side. Vendors must provide their own tables and a canopy. No large stakes may be driven into the ground. No permanent structures are allowed. Please make sure you secure your tents.

- b) Spaces will shift week to week from close to the rail and then close to the path so to preserve the 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/spirit 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 \$30.00 will be applied if 24 hours is not given.**

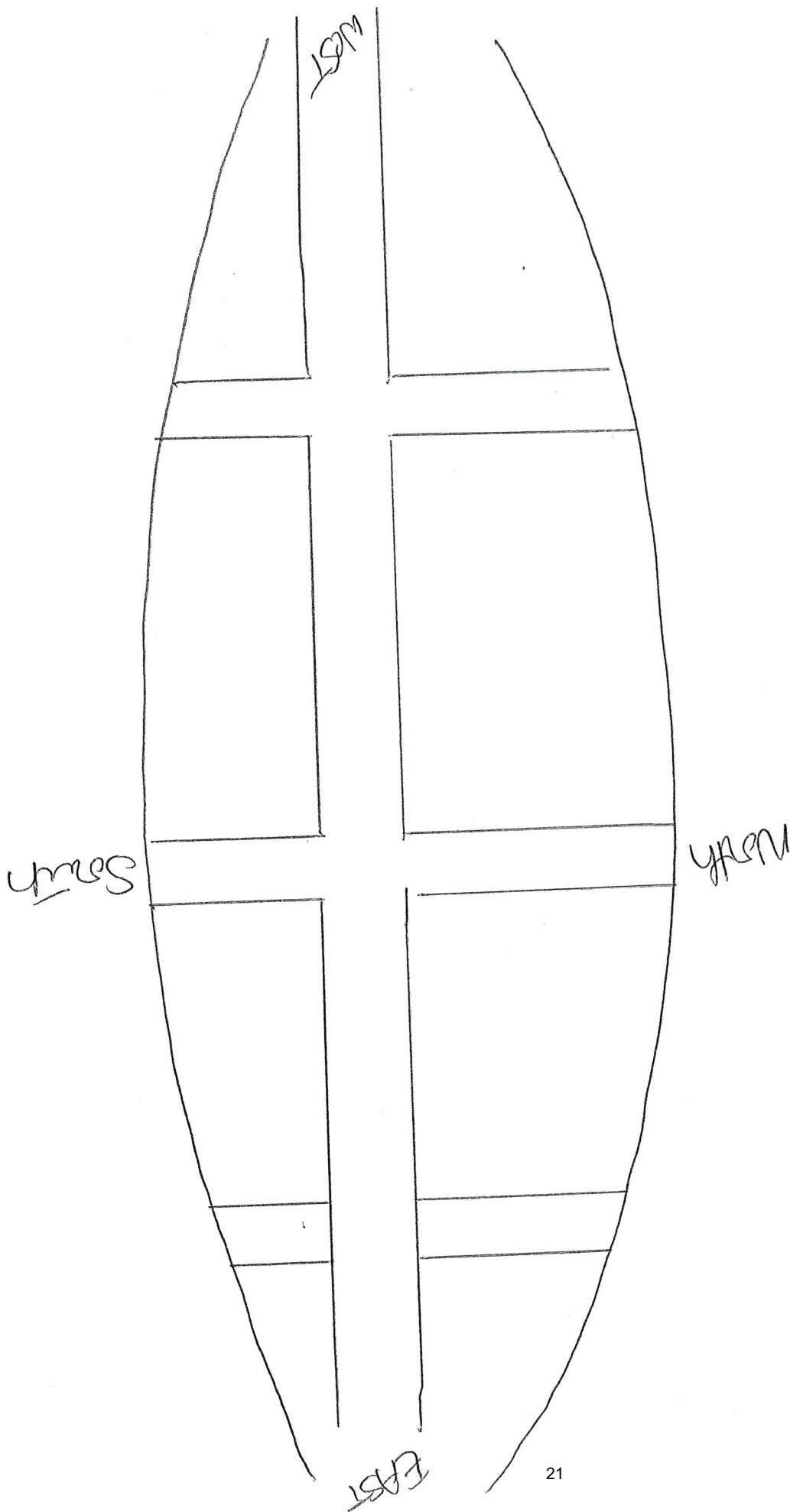
Trash

- 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 determined by the Market on the Green committee.

Questions? Contact Kathy Avellino, Market Coordinator at (802) 457-3555 (please leave a message) info@woodstockvt.com or Cell Phone (802) 356-4909



RECEIVED
JAN 12 2024

Village of Woodstock
Permit for Use of the Village Green

BY:

Application date: 8 Jan 2024
Event name: Chamber Art Festival
Name of non-profit organization: Woodstock Area Chamber of Commerce
Address: PO Box 486 Woodstock VT 05891

Event information

Date of event: Sept 7-8, 2024 Time of event: 10 - 5
Hours event will occupy the Green, including setup and cleanup time: 8 AM - 6:30 PM
Anticipated crowd size: Requesting tents be allowed to be set up Friday Sept 6 after 3 PM
Will you have booths or stalls? yes
If yes, how many? up to 40
Equipment to be used on the Green: Pop-up Tents, musical equipment

Event description. Clearly state the scope and nature of the event to be held: An Art Festival
featuring local and east-coast based artists. Food vendors
and spirit vendors

Traffic control plan/arrangements: Will work with Chief Swanson

We request that we hold the sole permit for these
days.
Please submit a layout for the event.

An application fee of \$50 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as a certificate holder. Both are required before permit will be approved.

Fee paid: 1/12/2024 Cash/Check/Online: 4879
Received by: NLL
Certificate of Insurance received: 1/12/2024
Received by: NLL

The individual designated as responsible to the Village Trustees for compliance with the provisions of the Village Ordinance governing the Use of the Village Green, certification that the organization is based in Woodstock, and the restrictions/conditions on the reverse side.

Name: Beth Finkelson
Title: Executive Phone: 457-3555
Mailing address: PO Box 486 Barnard VT 05091
Email: bfinkelson@woodstockvt.com

Restrictions/Conditions:

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonable possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be installed and removed shall be installed and removed on the day of the activity. This standard shall have separate application to any alternate date not immediately following the scheduled date.
3. No signs or equipment shall be attached to or installed upon trees or historic/memorial markers in the Village Green or upon traffic signs, parking kiosks, or light poles surrounding the Village Green.
4. Traffic signs and parking kiosks surrounding the Village Green shall not be obstructed.
5. No structures or tents shall be erected or placed within 15 feet of the trunk of any tree in the Village Green.
6. No activity shall be conducted on or before 7:00 am or after 10:00 pm without special arrangements.
7. Consideration may be given as to whether an applicant for activity, if permitted, would unreasonably restrict the public access to and use of the Village Green.
8. Parking and traffic control:
 - a. All traffic control arrangements and site layouts shall be reasonably calculated to ensure the maximum safety of the public and to cause the least possible inconvenience to the public. Descriptions of arrangements for traffic control shall include the recommendations of the Village Chief of Police with respect thereto and shall clearly state any variances between actual arrangements made and recommendation of the Village Chief of Police.
 - 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, 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 event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
13. The \$50 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 fee. Please send written request within 30 days after the event. 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 signatures: _____

Date: _____

Please call or email completed permit to:

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

nnourse@townofwoodstock.org

FOR OFFICE USE ONLY

This permit was:

Approved

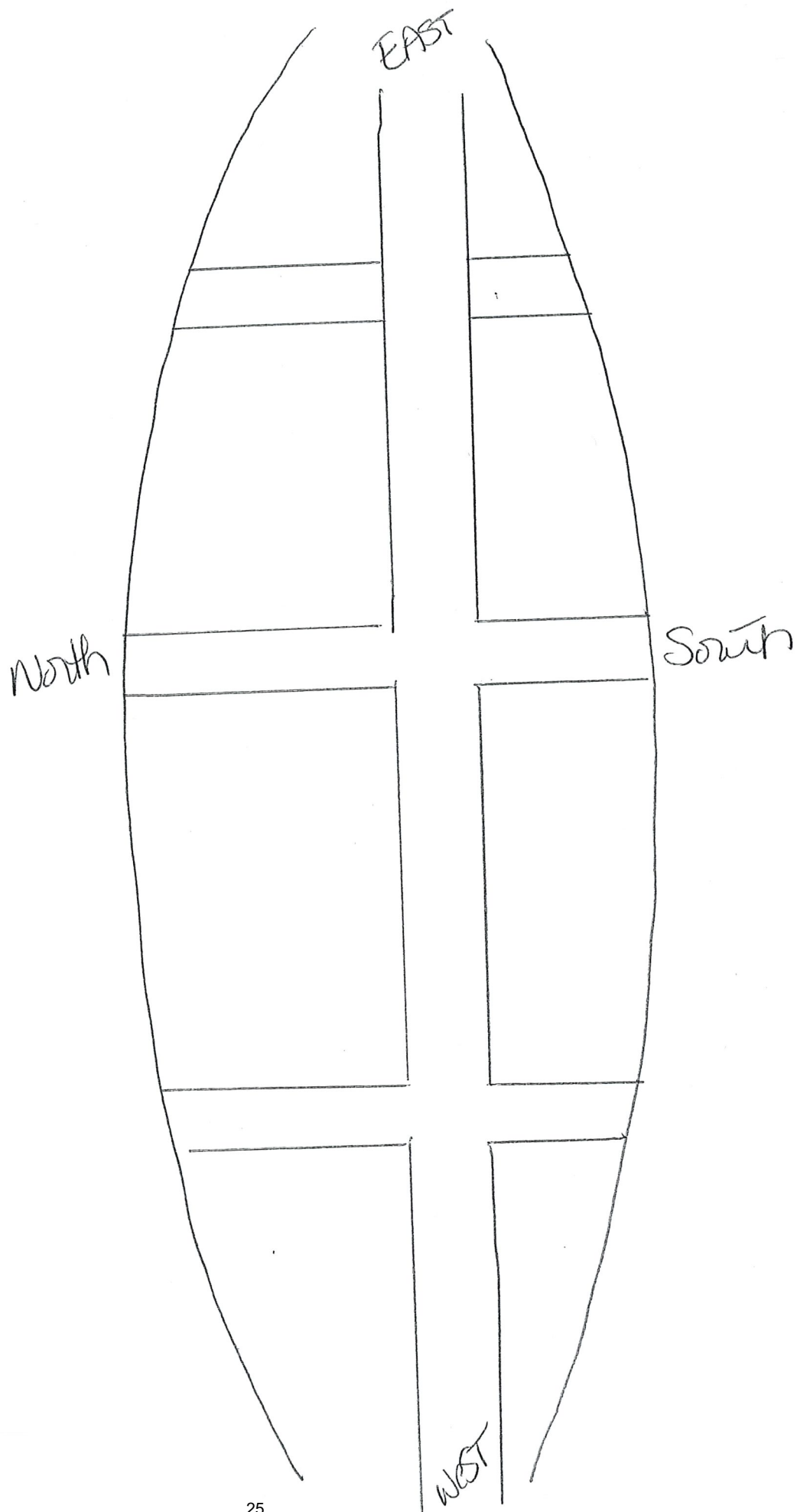
Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

Permit #: _____



RECEIVED
JAN 12 2024

BY:

Village of Woodstock
Permit for Use of the Village Green

Application date: 8 Jan 2024
Event name: Woodstock's Wassail Weekend
Name of non-profit organization: Woodstock Area Chamber of Commerce
Address: P.O. Box 486 Woodstock VT 05091

Event information

Date of event: Dec. 13-14, 2024 Time of event: 2-4 pm Fri / 9-4 pm Sat
Hours event will occupy the Green, including setup and cleanup time: All day

Anticipated crowd size: 3000

Will you have booths or stalls? Yes

If yes, how many? UP to 40

Equipment to be used on the Green: Pop-Up tents, Sound equipment, Bon fire, Small fire pits, Luminaries, lights.

Event description. Clearly state the scope and nature of the event to be held: Wassail events, Artisan Market Fri & Sat, food, Crafts, spirits, at Wassail Bar, Hot Cider, Coffee, Music, Caroling, luminaries, Parade announcement

Traffic control plan/arrangements: will work with Chief Scousson

* We would like to be the sole permit holder for Friday & Saturday
Please submit a layout for the event.

An application fee of \$50 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as a certificate holder. Both are required before permit will be approved.

Fee paid: 1/12/2024 Cash/Check/Online: 4878

Received by: NLL

Certificate of Insurance received: 1/12/2024

Received by: NLL

The individual designated as responsible to the Village Trustees for compliance with the provisions of the Village Ordinance governing the Use of the Village Green, certification that the organization is based in Woodstock, and the restrictions/conditions on the reverse side.

Name: Elizabeth R. Finlayson
Title: Executive Phone: 457.3355
Mailing address: PO Box 486 Woodstock VT 05091
Email: bfinlayson@woodstockvt.com

Restrictions/Conditions:

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonable possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be installed and removed shall be installed and removed on the day of the activity. This standard shall have separate application to any alternate date not immediately following the scheduled date.
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4. Traffic signs and parking kiosks surrounding the Village Green shall not be obstructed.
5. No structures or tents shall be erected or placed within 15 feet of the trunk of any tree in the Village Green.
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7. Consideration may be given as to whether an applicant for activity, if permitted, would unreasonably restrict the public access to and use of the Village Green.
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 - 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, 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:
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- 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 event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
13. The \$50 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 fee. Please send written request within 30 days after the event. 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 signatures: _____

Date: _____

Please call or email completed permit to:

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

nnourse@townofwoodstock.org

FOR OFFICE USE ONLY

This permit was:

Approved

Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

Permit #: _____

