



Fee \$25.00

# CITY OF BURLINGTON UMBRELLA ENTERTAINMENT PERMIT APPLICATION

## PART I ORGANIZATION

All information in this section is required

1. Corporation/Sole Proprietor name Burlington Discover Jazz Festival
2. D/B/A (Business Name) \_\_\_\_\_ 3. Bus. Phone (802) 863-7992
4. Business Address 156 College St., Suite 202
5. Mailing Address 156 College St., Suite 202
6. Contact person Gina Riccitelli 7. Contact Phone (802) 863-7992
8. Email contact address ginar@discoverjazz.com

## PART II OPERATION

1. Proposed Date(s) for this Event May 31 - June 9
2. Proposed Hours for this Event 12 pm - 12 am (outdoor) 12 pm - 2 am (indoor)
3. Proposed Location for this Event. Specify if event will be on a City street/Right-of-Way or Park  
Attach any diagrams that will be helpful.

See attached: Flynn Main Stage, Flynn Space, Waterfront Park, Nectar's, Signal Kitchen, City Hall Park, Church St. Marketplace

**For this proposed location please answer all questions that apply:**

- a) Occupancy Load varies b) # of Restrooms varies c) # of Egresses \_\_\_\_\_
- d) Date of last Fire/Safety Check day of festival e) Dancing by Patrons?  Yes or No
- f) Amplified Music?  Yes or No g) Will additional staff and/or security be required? Yes or  No *we hire GMC*
- h) Tents?  Yes or No i) Will alcohol be served?  Yes or No *only at Waterfront (Nectar's) and at Flynn Center*

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**PART III  
DESCRIPTION OF ENTERTAINMENT**

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

Description 10 day jazz festival in downtown  
Burlington w/ Festival sponsored events  
and licensee sponsored events

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

**PART IV  
PARTICIPATING ORGANIZATIONS**

Please list all participating organizations/businesses/agencies:

- |                               |           |
|-------------------------------|-----------|
| 1. <u>Please see attached</u> | 7. _____  |
| 2. _____                      | 8. _____  |
| 3. _____                      | 9. _____  |
| 4. _____                      | 10. _____ |
| 5. _____                      | 11. _____ |
| 6. _____                      | 12. _____ |

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

DATE SIGNED: 5/14

SIGNATURE OF APPLICANT *Linda Little*

PRINT NAME: Linda Little

RELATIONSHIP TO BUSINESS Managing Director

OFFICE USE ONLY \*Via email approved by LC Committee  
to 5/15/13 (1x)

Fee Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_ Fee Returned \$ \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Proposed Venues/Events for Discover Jazz Festival – May 31<sup>st</sup> – June 9<sup>th</sup>

Proposed Venues (outdoor venues/events in blue):

Waterfront Park

City Hall Park

Church Street Marketplace – 3 Stages (Church at Main, Cherry and Pearl)

Flynn MainStage

FlynnSpace

Signal Kitchen

Nectar's

Participating Venues Scheduling Music from May 31-June 9th:

American Flatbread

Courtyard Marriott Burlington Harborside

Daily Planet

Dobra Tea House

Farmhouse Tap & Grill

Half Lounge

Halvorson's Upstreet Café

Hotel Vermont

Leunig's Bistro

Nectar's

Club Metronome

Radio Bean

Red Square

Ri Ra

BCA Center

The Skinny Pancake

Vermont Pub & Brewery

Proposed Events:

Friday, May 31<sup>st</sup>

7:30pm – 12am - 3 stages, Church Street Marketplace - Long Trail Live

8pm - Flynn MainStage - John Scofield Uberjam & Dr. Lonnie Smith

Saturday, June 1<sup>st</sup>

12pm-5pm - City Hall Park – Big Joe Burrell Day with three bands

Lake Champlain Chocolates will have an ice cream cart

NSB will have a table in the park

5pm-8pm - 3 stages, Church Street Marketplace - Twilight Jazz Series

5pm – BCA Center, 2<sup>nd</sup> Floor – Jazz in Film

8pm - Flynn MainStage - Bobby McFerrin

10pm – FlynnSpace – Edmar Castaneda

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**Sunday, June 2<sup>nd</sup>**

**1pm-7:30pm - 3 stages, Church Street Marketplace - Twilight Jazz Series**

2pm – **BCA Center, 2<sup>nd</sup> Floor** – Jazz in Film

**4pm – City Hall Park – VSA Event**

5:30pm – **FlynnSpace** – Meet the Artist w/ Branford Marsalis

6pm - **BCA Center, 2<sup>nd</sup> Floor** – JazzLab

8pm – **Flynn MainStage** – Branford Marsalis

**Monday, June 3<sup>rd</sup>**

**12pm – 6:30pm – 3 stages, Church Street Marketplace – Jazz on the Marketplace (student bands)**

**1pm-7:30pm - 3 stages, Church Street Marketplace - Twilight Jazz Series**

5:30pm – **FlynnSpace** – Meet the Artist w/ Dave Douglas

7pm – **BCA Center, 2<sup>nd</sup> Floor** – Jazz in Film

8pm – **FlynnSpace** – Dave Douglas

**Tuesday, June 4<sup>th</sup>**

**12pm – 6:30pm – 3 stages, Church Street Marketplace – Jazz on the Marketplace (student bands)**

**1pm-8:30pm - 3 stages, Church Street Marketplace - Twilight Jazz Series**

4pm – **FlynnSpace** – Workshop w/ Brian Boyes

5:30pm – **Amy E. Tarrant Gallery** – Listening session w/ Bob Blumenthal

7pm-8pm – **BCA Center, 2<sup>nd</sup> Floor** – Artist Talk

8pm – **FlynnSpace** – Saturn people's Sound Collective

**Wednesday, June 5<sup>th</sup>**

**12pm – 6:30pm – 3 stages, Church Street Marketplace – Jazz on the Marketplace (student bands)**

**5pm-8:30pm - 3 stages, Church Street Marketplace - Twilight Jazz Series**

4pm – **FlynnSpace** – Workshop w/ George Garzone

5:30pm – **FlynnSpace** – Meet the Artist w/The Fringe

8pm – **FlynnSpace** – The Fringe

9:30pm – **Nectar's** – Orgone

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**Thursday, June 6th**

12pm – 6:30pm – 3 stages, Church Street Marketplace – Jazz on the Marketplace (student bands)

1pm-8:30pm - 3 stages, Church Street Marketplace - Twilight Jazz Series

5pm-9:45pm - Waterfront Park Bayou Tent – The Soul Rebels & Ivan Neville's Dumpstaphunk

5:30pm – FlynnSpace – Meet the Artist w/Helen Sung

8pm – FlynnSpace – Helen Sung Quartet

10pm – Signal Kitchen – Hess is More

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**Friday, June 7th**

12pm – 4:45pm – 3 stages, Church Street Marketplace – Jazz on the Marketplace (student bands)

5pm-8pm – Church St at Pearl St. - WPTZ NewsChannel 5 Block Party

5:30pm-8:30pm – BCA Center, 2<sup>nd</sup> Floor - Clark Russell Artist Reception

7pm – Amy E Tarrant Gallery – RECon performance

7pm-9pm – Lake Champlain Ferry at King Street Dock – Dixieland Cruise w/the Onion River jazz Band

8pm – Flynn MainStage – Eliane Elias

10pm – Signal Kitchen – Lee Fields and The Expressions

**Saturday, June 8th**

1pm-7:45pm - 3 stages, Church Street Marketplace - Twilight Jazz Series

3pm – BCA Center, 2<sup>nd</sup> Floor – JazzLab

4:30pm-10:45pm - Waterfront Park World Tent – Barrington Levy, Richie Spice & Debo Band

5:30pm – FlynnSpace – Meet the Artist w/Poncho Sanchez

8pm – FlynnSpace - Gretchen Parlato

10pm – FlynnSpace - Gretchen Parlato

**Sunday, June 9th**

12:30pm-3:45pm - 3 stages, Church Street Marketplace - Twilight Jazz Series

2pm – BCA Center, 2<sup>nd</sup> Floor – JazzLab

4pm – FlynnSpace – Meet the Artist w/Greg Tardy

4pm – First Unitarian Universalist Church – S. Burlington Chorus performs Missa in Jazz

6pm – **FlynnSpace** – Greg Tardy

8pm – **Flynn MainStage** – Poncho Sanchez w/ Ray Vega

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DATE: May 31, 2012

TO: Marketplace Maintenance (Pat)  
Terry Francis, Fire Marshal  
BC Seth Lasker, Fire Dept  
Becky Cassidy, CSM

Deputy Chief Walt Decker, BPD  
Deputy Chief Andi Higbee, BPD  
Marketplace File  
Linda Little, Burlington Discover Jazz

FROM: Ron Redmond, Executive Director / M. A. Gutchell for CSMDC

I have granted permission to Linda Little – Burlington Discover Jazz Festival (802-863-7992)

for the following activity: Burlington Discover Jazz will set up tents and stages on the Marketplace for various performances and merchandise sales. Jazz has an umbrella permit from BFD for anything 200 sq. ft or less. There will be three main stages (one on the Top Block, one on the Mall Block and the other on City Hall Block) throughout the week. Friday, May 31st, Long Trail will have a block party and Friday, June 7<sup>th</sup>, WPTZ will have their block party.

at the following date and time & location: Daytime concerts and Twilight Jazz, beginning at 12:00 Noon, will be held Saturday, June 1st through Sunday, June 9<sup>th</sup> on all three stages. WPTZ have their 10x10 and will broadcast live from the Marketplace (Monday through Thursday from City Hall Block, Friday from the Top Block). Northfield Savings will have a tent and its Flying Pig set up throughout the festival. The Long Trail block party will begin with performances beginning at 7:30p.m. and ending at 12:00 Midnight on all three stages on May 31st. WPTZ's block party will be on Friday, June 7<sup>th</sup>, on the Top Block from 5:00p.m. to 8:00p.m. They will have their vehicles and 10x10s. A detailed schedule of activities can be obtained through the Jazz Festival office or on their web site [www.discoverjazz.com](http://www.discoverjazz.com)

**OTHER INFORMATION:**

**AREA NINE (9) FEET OUT FROM ALL BUILDING FACADES (FRONTS) TO REMAIN OPEN AT ALL TIMES (YOU MAY NOT DISPLAY IN THIS AREA).**

**Original permit with application and map filed in Church Street Marketplace office.**



## Lori Olberg

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**From:** Gina Riccitelli <ginar@flynncenter.org>  
**Sent:** Tuesday, May 14, 2013 2:21 PM  
**To:** Lori Olberg  
**Subject:** RE: Discover Jazz Festival

Leunig's, Red Square, Vermont Pub & Brewery, American Flatbread, Farmhouse (back patio), and The Skinny Pancake all have patios with live music. The rest are inside.

Gina Riccitelli

Operations & Community Relations Coordinator

Burlington Discover Jazz Festival

802-863-7992

ginar@discoverjazz.com

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From: Lori Olberg [lolberg@burlingtonvt.gov]  
Sent: Tuesday, May 14, 2013 2:18 PM  
To: Gina Riccitelli  
Subject: RE: Discover Jazz Festival

Who are the outdoor ones other than the parks and CSM??

-----Original Message-----

From: Gina Riccitelli [mailto:ginar@flynncenter.org]  
Sent: Tuesday, May 14, 2013 2:10 PM  
To: Lori Olberg  
Subject: RE: Discover Jazz Festival

I will have to contact each venue to see if they have approved entertainment. I can let you know today which do not.

All of these venues have booked entertainment:

American Flatbread

Courtyard Marriott Burlington Harborside Daily Planet Dobra Tea House Farmhouse Tap & Grill Half Lounge Halvorson's Upstreet Café Hotel Vermont Leunig's Bistro Nectar's Club Metronome Radio Bean Red Square Ri Ra BCA Center The Skinny Pancake Vermont Pub & Brewery

I have attached the full schedule. I will call all of them now to find out which have "approved entertainment".

Gina Riccitelli

Operations & Community Relations Coordinator

Burlington Discover Jazz Festival

802-863-7992

ginar@discoverjazz.com

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From: Lori Olberg [lolberg@burlingtonvt.gov]

Sent: Tuesday, May 14, 2013 2:04 PM

To: Gina Riccitelli

Subject: RE: Discover Jazz Festival

This is getting messy, do you have a list with times, dates of where each music venue is playing, the second list you sent me, ALL of those places need to have a special event permit UNLESS they have approved entertainment.

Are Dobra, Hotel Vermont and the Courtyard doing entertainment??

-----Original Message-----

From: Gina Riccitelli [mailto:ginar@flynncenter.org]

Sent: Tuesday, May 14, 2013 1:50 PM

To: Lori Olberg

Subject: RE: Discover Jazz Festival

Sorry, one more question. There are a few participating venues that I included on that last list that do not usually book music - Dobra Tea House, Hotel Vermont, Courtyard Marriott, are examples. Is that when I need to get a special events permit?

I am truly sorry for all of the questions and so appreciative of all of your help.

Gina Riccitelli

Operations & Community Relations Coordinator

Burlington Discover Jazz Festival

802-863-7992

ginar@discoverjazz.com

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From: Lori Olberg [lolberg@burlingtonvt.gov]

Sent: Tuesday, May 14, 2013 1:35 PM

To: Gina Riccitelli

Subject: RE: Discover Jazz Festival

The special event permit would be completed by places who do not have entertainment at all or do not have outdoor if they want outdoor; or indoor for later.

By looking at these list, there is NO one participating such as: Akers' Place, The Scuffer, American Flatbread, Leunig's??

-----Original Message-----

From: Gina Riccitelli [mailto:ginar@flynncenter.org]

Sent: Tuesday, May 14, 2013 1:22 PM

To: Lori Olberg

Subject: RE: Discover Jazz Festival

Hi Lori,

Here are the completed applications and the venue/events list for Discover Jazz.

Does WPTZ need a special events permit for the block party on June 7th at Church St at Pearl St? I have attached our Church St Marketplace permit that talks about what they will be doing specifically.

Do you see any other red flags for special events permits we should be looking into? The festival is the same as last year with events/locations/times.

Thanks so much for all of your help with this. Again, I am so sorry to not reach out to you sooner. Next year we will have this done months in advance.

Gina Riccitelli

Operations & Community Relations Coordinator

Burlington Discover Jazz Festival

802-863-7992

ginar@discoverjazz.com

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From: Lori Olberg [lolberg@burlingtonvt.gov]

Sent: Tuesday, May 14, 2013 11:32 AM

To: Gina Riccitelli

Subject: RE: Discover Jazz Festival

Do you have a listing of all venues, that would be helpful.

Make sure I get everything, even if you have to have until noon tomorrow. I need this as a complete packet SO that I can have the Committee approve without too many questions.

-----Original Message-----

From: Gina Riccitelli [mailto:ginar@flynncenter.org]  
Sent: Tuesday, May 14, 2013 11:26 AM  
To: Lori Olberg  
Subject: RE: Discover Jazz Festival

Thank you so much for your help.

I am writing a document with each event by day - location, time, event name - so you will have all the details. I will include the two vendors we have for the waterfront and City Hall Park events. Do you also want to know, for example, if NSB was approved to table by Church St Marketplace for a particular event? Is that necessary information?

We have the Church St marketplace and Fire Marshal permits already. Should I include those as well?

I will have this for you today.

THANK YOU!

Gina Riccitelli

Operations & Community Relations Coordinator

Burlington Discover Jazz Festival

802-863-7992

ginar@discoverjazz.com

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From: Lori Olberg [lolberg@burlingtonvt.gov]  
Sent: Tuesday, May 14, 2013 11:09 AM  
To: Gina Riccitelli  
Subject: RE: Discover Jazz Festival

You will need to get everything to me NO later than tomorrow noon. I will see if I am able to get this approved by the License Committee so that this can be approved at the 5/20 CC meeting.

Since I have seen nothing, I have no idea who if any will need a special event permit.

Not sure why this information was not passed onto you. This is a huge event and proper approval needs to happen, as you can imagine.

-----Original Message-----

From: Gina Riccitelli [mailto:ginar@flynncenter.org]  
Sent: Tuesday, May 14, 2013 11:05 AM  
To: Lori Olberg  
Subject: RE: Discover Jazz Festival

Hi Lori,

The event begins May 31st. I am sorry I didn't know to contact you sooner. Is there any way to get it approved before the event? I am filling the forms out now and will get them to you in a few minutes.

What other participants would need special events permits? The event is exactly the same as it is every year - could you tell me if anyone received one last year?

Thank you,

Gina

Gina Riccitelli

Operations & Community Relations Coordinator

Burlington Discover Jazz Festival

802-863-7992

ginar@discoverjazz.com

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From: Lori Olberg [lolberg@burlingtonvt.gov]

Sent: Tuesday, May 14, 2013 10:51 AM

To: Gina Riccitelli

Subject: RE: Discover Jazz Festival

Hi Gina:

You will need to fill this out immediately and submit it before this week's end since it will have to go to the License Committee at their 5/21 meeting for approval and then onward to the City Council for final approval at their 6/3 meeting. Please make the check payable to the City of Burlington in the amount of 25 dollars.

Please provide as much details as possible; if any of the participants need special event permits (25 dollars per), they will need to fill them out as well for this week.

I have asked Noel to provide the COI to me so that I can process the catering event (he has already submitted this to me).

If you have any questions or need anything further, please let me know.

~~thank you~~

-----Original Message-----

From: Gina Riccitelli [mailto:ginar@flynncenter.org]

Sent: Monday, May 13, 2013 10:39 AM

To: Lori Olberg

Subject: Re: Discover Jazz Festival

Hi Lori,

I am reaching out to see if you are the person who would assist us with the City Of Burlington Umbrella Entertainment Permit Application. Lisa Giordano from our office handled it last year, and we are all new here this year. I have been looking online for the application but cannot seem to find it anywhere. I have attached last year's application so you can see an example of the one we did last year.

Also, can you tell me what specifically we need from Nectar's to vend alcohol at the waterfront? They do it every year and know the rules (no glass, bracelet/double fencing, etc), and they will have their COI for me this week - I just wanted to make sure I have remembered to do everything on my end.

Thanks so much!

Gina

Gina Riccitelli

Operations & Community Relations Coordinator

Burlington Discover Jazz Festival

802-863-7992

[ginar@discoverjazz.com](mailto:ginar@discoverjazz.com)<mailto:ginar@discoverjazz.com>