



MEMO

Date: February 28, 2023
To: BPRW Commission
From: Abra Clawson, BCA Event Manager
RE: Special Use Permit for May 13, 2023

Request for a Special Use Permit at City Hall Park to hold an public reception from **12pm** to **3:30pm** on **May 13, 2023** and for a waiver to allow amplified sound.

CVOEO will be holding a public reception to celebrate a temporary public installation in City Hall Park. The reception will mostly be contained to the BCA patio, though guests will be encouraged to wander through the park and investigate the installed signage. There will be two tours guided by VT Folklife which will move around the park.

This event is expected to have around **70** participants and **10** volunteers/staff. Partnering organizations include Vermont Folklife, who will be guiding visitors through the installation. CVOEO will be working with BCA to ensure all vendors follow the required guidelines and go through the proper process including having a Certificate of Insurance. They and BCA staff will be responsible for site clean-up.

The proposed schedule from CVOEO is as follows:

12pm	Set up
1pm	Opening Remarks
1:30pm	Tour #1 – led by VT Folklife
2pm	mingling
2:30pm	Tour #2 – led by VT Folklife
3pm	Event ends
3:30pm	Load out complete

Amplified Sound will take place intermittently between **1pm** and **3pm**. They have already booked City Hall Park.

Contact for the event is **Jason Rouse**.

It is on a day with no conflicting events.

Staff Recommendations:

Allow for Special Use Permit including a waiver for amplified sound.