

Presentation to Bristol Selectboard for AHW 35th Anniversary Celebration on September 13, 2024



Bristol Town Green Location

Purpose of the celebration: This year, Addison Housing Works gathers our community together to celebrate 35 years of affordable housing achievements and raise support for our efforts to address the housing crisis for another 35 years. Hundreds of neighbors will gather on the Bristol Town Green to show support for affordable housing at our 35th Anniversary Celebration!

This is a fundraising event, where all funds will go towards managing affordable housing and providing support services for people in Addison County. We are expected to have about 200 people attend.

Number of vendors:

- Three food vendors: 3 Squares, Crooked Ladle and Viva el Sabor
 - One ice cream vendor: lu.lu's
 - One bar vendor: Bobcat Café
1. Map – we have three food vendors and lu.lu's Ice cream who will be set up on the south side of the park in parking spots that will be reserved. (See A on Map) The bar will be located on the south side of the park on the right side of the gazebo. We will rope off a circular area for the alcohol restricted area. (See B on Map) This radius will start on the right side of gazebo and circular around the 20'x30' canopy on the north side of the park and back around to the left side of the gazebo. The Port o' Lets will be located on the northwest side of the park, with one regular and one ADA Compliant one. (See C on Map) We will also have Horse-drawn Carriage rides that's start on the west corner of the park on Park Street. (See D on Map)
 2. Reserving Spots – We will put cones down in the parking spots located on the south side of the park, for our food vendors. We will have cones blocking some of the parking on the Park Street side of the park, just for unloading all tables and items for the event. After that, all parking spots on the Park Street side will be open.
 3. Traffic flow plan – The traffic flow should still stay the same with the exception that the horse-drawn carriage tours will be traveling down Park Street, onto West Street and down Fire House Drive. On the way back it will drive onto Maple Street to tour one of our Mobile Home Parks and back to the Town Green on Park Street.
 4. Event Area – The whole town green will be the event area with a dedicated area being roped off for the alcohol (See B), using hay bales, lights and signs. The check-in will be located on the southeast corner of the park. The food vendors will be set up on the south side of the park, in the reserved parking areas. The bar will be located on the southeast side of the park, near the gazebo. The hors-drawn carriage tour will start on the northwest side of the park on Park Street.

5. Beer Tent and Alcohol Restrictions – The beer tent will be set up by Bobcat Café and will be located on the south side of the park on the right side of the gazebo. We will rope off a circular area for the alcohol restricted area. (Please see B on map) This radius will start on the right side of gazebo and circle around the 20'x30' canopy on the north side of the park and back around to the left side of the gazebo. The alcohol restricted area will be marked using hay bales, hanging lights, rope and “No Alcohol Beyond this Point “signs. We will also have two to three volunteers moving around the restricted areas to be sure that the rules are being followed and no one exits the open area on the sidewalk, with a drink in their hands. All attendees looking to purchase alcoholic drinks will have their IDs checked by the Bobcat Staff and bracelets will be given to any who are over 21.

****There is a special event permit pending (not a regular liquor license as Bobcat already has one) that Sharon, the town clerk will approve once the event has been approved and all documentation received (insurance, etc).**

6. Raffle Table – The raffle table will be set up under the 20'x30' canopy on the north side of the park. This will located in the alcohol permitted area and we will have six of our standing tables setup under it, along with three 6 ft tables for the raffle items.
7. Tents – We will have one large 20'x30' canopy that will be located on the north side of the park, near the water fountain. This is where the raffle items and some of the standing tables will be. This will be in the alcohol-permitted area. We will need to contact DigSafe to make sure there is nothing underground where the stakes will go. This is where our raffle table and some of our standing tables will be set up.

We will also have one smaller 10'x10' canopy at our check-in table, located on the southeast entrance of the park. This uses small tent-style stakes and DigSafe will not need to review.
8. Horse-drawn Carriage Tours around Bristol – The location for the Horse-drawn carriage tours will start on the northwest corner of the park on Park Street. It will travel down Park Street, onto West Street and down Fire House Drive to our Firehouse Apartments. On the way back it will drive onto Maple Street to tour one of our Mobile Home Parks and back to the Town Green on Park Street.
9. Food Trucks – we are proposing to have the three food trucks and lu.lu's ice cream on the south side of park, we will place cones in the parking spots to reserve those locations. The street will remain open for traffic.
10. Music – we will have the band the Grift playing on the gazebo. They will be using a sound system that will need to be set up and outlets for their guitars, microphone, stereos, etc... There will be a drum set as well.
11. Port o' Lets – We will have one regular and one ADA Compliant port o'let at the northwest corner of park. We will have someone checking on both, to make sure they are replenished and there is no other issues.

12. Safety – we will have 6-7 volunteers designated to walk the event, to make sure guidelines are being followed, port o’lets checked and non alcohol goes beyond the fenced in area. WE will have two to three volunteers focused in the areas where alcohol is not permitted. Michelle Caniyo will be the point of contact for any issues.

13. Rain Location – if there is rain the day of the event, we will move our event into Holley Hall. Please see separate plan.

14. Pickup – We will have several volunteers who will be picking up. All items will be picked up that night, except for the port o’lets and the large tent. Those will be taken down and picked up the day after. All trash from the event will be taken by Addison Housing Works and dumped in our own bins at the end of the event.

Contact: Michelle Caniyo

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Holley Hall (Rain Location)

Purpose of the celebration: This year, Addison Housing Works gathers our community together to celebrate 35 years of affordable housing achievements and raise support for our efforts to address the housing crisis for another 35 years. Hundreds of neighbors will gather at the Holley Hall in Bristol show support for affordable housing at our 35th Anniversary Celebration!

This is a fundraising event, where all funds will go towards managing affordable housing and providing support services for people in Addison County. We are expected to have about 200 people attend.

Number of vendors:

- Three food vendors: 3 Squares, Crooked Ladle and Viva el Sabor
 - One ice cream vendor: lu.lu's
 - One bar vendor: Bobcat Café
1. Event Area – The Holley Hall location will only be used as a rain location. We will be using all of Holley Hall, including the front area for the event. The hope is to have either 3 Squares or Crooked Ladle in front of the building, in the marked off area on the road and one down on the side of the building on South Street (This will not be in front of the fire hydrant). Viva el Sabor will be on the patch of lawn in front of the building, as they do not have a truck and lu.lu's will be inside the building.
 2. Reserving Spots – We will put cones down in parking spots on South Street for the one food truck and also in the front of the building for the other food truck.
 3. Traffic flow plan – The traffic flow should still stay the same. If it is raining we will not have the horse-drawn carriage tours.
 4. Beer Tent and Alcohol Restrictions – The beer tent will be set up inside of Holley Hall on the right side of the building, when you enter. We will have signage on the entrance doors stating, "No Alcohol Beyond this Point ". We will also have two volunteers located in the front lobby and one checking the side entrance, where the handicap elevator is, to be sure that the rules are being followed and no one exits the building with a drink in their hands. All attendees looking to purchase alcoholic drinks will have their IDs checked by the Bobcat Staff and bracelets will be given to any who are over 21.

****There is a special event permit pending (not a regular liquor license as Bobcat already has one) that Sharon, the town clerk will approve once the event has been approved and all documentation received (insurance, etc).**

5. Raffle Table – The raffle table will be set up inside the building on the left side of the building, where we will have three 6 ft tables set up for the raffle items.
6. Tents – There will be no tents set up in the building.
7. Food Trucks – we are proposing to have the three food trucks and lu.lu’s ice cream on the south side of park, we will place cones in the parking spots to reserve those locations. The street will remain open for traffic.
8. Music – we will have the band the Grift playing on the stage. They will be using their own sound system will provide everything they need for their equipment. They have played at Holley Hall before and should know what to bring.
9. Port o’ Lets – There will be none, as there are bathrooms in the building. Volunteers will make sure bathrooms are clean and restocked.
10. Safety – we will have 6-7 volunteers designated to walk the event, to make sure guidelines are being followed, bathrooms stay clean and restocked and there are no issues anywhere else. Two volunteers will remain in the lobby area, to make sure alcohol does not leave the building and to make sure no kids go up on the balcony unattended. Signs will be in place for “No Alcohol Beyond this Point” and one for “All kids must be attended by an adult”. One volunteer will make sure to be located around the handicap entrance to make sure no alcohol leaves the building or to make sure people are using the handicap elevator for its intended use. Michelle Caniyo will be the point of contact for any issues.
11. Pickup – We will have several volunteers who will be picking up. All bathrooms will be replenished, doors locked, trash bins emptied, lights turned off. We will also make sure to sweep and mop the floors. We have saved the guidelines listed in the book for Holley Hall. We will make sure to follow all rules and take all steps to make sure the area is secure and clean. All trash and recycling will be taken out and thrown in our own bins at our offices.

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PLAN A

■ Bench

----- beer garden : haybales, ropes, lights, signs (no alcohol beyond this point)

