



272 Main Street, P.O. Box 311
Vergennes, VT 05491
www.addisonhousingworks.org ●
(802)877-2626 ●

Event Safety Plan

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General Information

Name of Event: Home Growing Under the Stars: A Local Celebration for Affordable Housing

Date: Friday, September 19, 2025

Time: 4-7pm

Location: Bristol Town Green

Rain Location: Holley Hall (Severe Weather Only)

Brief Event Description: Every year, Addison Housing Works (formerly Addison County Community Trust) holds a community celebration and fundraising event in one of the communities we serve. The event includes a family-friendly live band (Scarlet Annie and the Individuals), food trucks, and a cash bar, along with other informal activities like raffles, lawn games and face painting. The event is ticketed starting at \$5, but funds are raised primarily through business event sponsorships. Historically attendance ranged from 80 to 300 people.

Contact Information

AHW Event Primary Point of Contact:

Kara Bradford, Engagement Manager
(802)877-2626 x107
kara@addisonhousingworks.org

AHW Mgmt & Decision-making Point of Contact: Elise Shanbacker, Executive Director



(802)349-0713
elise@addisonhousingworks.org

AHW Event Committee Members:

Karen Lueders
Ingrid Pixley
John Barstow
Michelle Caniyo

Bristol Rec Director

Meridith MacFarland
recdirector@bristolvt.org
802-453-5885/802-349-8558

Chief of Police

Bruce Nason
Bruce.nason@vermont.gov
(802) 453-2533

Event Safety Policy Statement

Addison Housing Works is committed to the safety of all our event guests, staff, and neighbors. Information pertaining to safety concerns, for example severe weather, traffic, structures, medical events, or unsafe conduct, can be relayed to any AHW event staff or volunteer who will transmit concerns to an authorized event safety decision maker, Kara Bradford or Elise Shanbacker. Three event safety volunteers are also assigned to coordinate safety activities and proactively be on the lookout for safety concerns. A first aid kit will be available at the check-in tent for minor medical issues. Kara Bradford will ensure emergency services are called in the event of an emergency.

Event Details

Venue: the event will be held on the Bristol Town Green.

Rain Location: The event will be held rain or shine. If severe weather is predicted, the event will be moved inside to Holley Hall. If rain only is predicted, the event will stay outside, and tents will provide cover.

Access: Access to the Town Green is available from multiple points, and parking is available on West St, Park St, and other nearby street parking locations. The beer garden will have an entry and exit point at the check-in which is located near the Veterans Monument. In the event of emergency, the beer garden is secured by rope and haybales that will not obstruct emergency exit. Access to Holley Hall is from West St and egress is indicated by the building's fire exits and attendant signage. Downtown street parking is also available.

Guest Profile and Capacity: This is a ticketed event and based on historic attendance we anticipate several hundred people. Capacity is limited by the severe weather location of Holley Hall. This is a family friendly event with a primary purpose of raising money for affordable housing and having conversations about affordable housing. Guest behavior is appropriate to a



nonprofit fundraiser.

Structures: a 20'x30' pavilion tent will be set up on the north side of the green, across from the bandstand (DigSafe to be contacted). The pavilion will hold high top tables for guests as well as raffle items. The pavilion will provide rain cover in the event of light rain. Two additional 10'x10' pop up tents will be used for event registration and the bar and secured with small tent stakes with permission from the Town of Bristol (no DigSafe required). Up to three additional pop-up tents may be brought in if light rain is in the forecast. The event will use benches and picnic tables already present on the green.

Alcohol: Adventure Dinners will be providing bar services including beer, wine, mocktails, and a limited number of signature cocktails. Drinks will be ticketed and/or cash (no open bar). Adventure Dinners is responsible for procuring necessary permits. An Addison Housing Works employee who has completed the DLC 1st Class Server Training Certification will be checking identification and wrist banding anyone over the age of 21 that will consume alcohol. Adventure Dinners is responsible for refusing to serve visibly intoxicated guests. The beer garden will encompass a circular area. The radius will start at our check-in by Veterans' Memorial and enclose all vendors and our 20' x 30' canopy tent keeping the beer garden on the right-hand side of the park, Park Street and North Street area, and ending back at our check-in table. It will be enforced with a rope perimeter secured by haybales and with ample signage.

Food: Food will be available for purchase from two food trucks, including Three Squares Cafe, and La Chapina.

Water: Free bottled water will be available from the check-in desk.

Toilets: Two porta-potties will be rented from Dundon's and placed in the usual location near the northwest corner of the Green.

Other: AHW has arranged with Macy Ross of Driven by Drafts to provide horse-drawn carriage rides. The ride route will visit AHW properties including Firehouse Apartments, KTP and Lauristen MHCs, and Pleasant Hills Senior Housing on Mountain St. This will be similar to the rides offered at Bristol's annual Fourth of July celebration.

Risk Assessment & Action Plan

Addison Housing Works has identified the following potential event risks:

- **Severe Weather:** in the event of severe weather, the event will be moved indoors to Holley Hall.
- **Event Structures:** the primary structure is a 20'x30' pavilion tent donated by Middlebury Rotary. AHW has prior experience using this tent with no issues. DigSafe will be called prior to set up. If any issues arise with the tent, designated event safety volunteers will ensure guests are kept at a safe distance while the tent is secured. There will also be several small pop-up tents that will be secured using tent stakes. If a pop-up tent becomes unsecured, event safety volunteers will secure the tent and alert guests to avoid the area. The bandstand will be used by the band who will coordinate with the Town of Bristol to ensure there are no concerns with that structure.
- **Crowd Management:** access to the area will be controlled at the event check-in desk. In the unlikely event an unsafe number of guests shows up, AHW will stop ticket sales and close the bar. Advance ticket sales provide a reasonable estimate of overall attendance



to help ensure adequate planning. Typical attendance is 80-300 guests.

- **Medical Events:** a basic first aid kit will be available at the check-in tent. Kara Bradford is the designated safety official responsible for calling emergency services if necessary.
- **Traffic Control:** Traffic control is not identified as a significant risk. Traffic should continue to flow as normal.
- **Fire Safety:** Fire is not identified as a significant risk. Food vendors are responsible for their own fire control measures. In the event of fire, Michelle Caniyo is the designated safety official responsible for calling emergency services.
- **Unsafe Conduct:** Unsafe conduct will not be tolerated. Firearms are not permitted at this event. Michelle Caniyo is the designated safety official responsible for calling emergency services if necessary.

Event Map (See Attached)



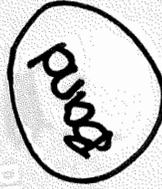
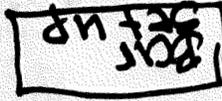
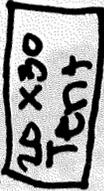
D

Horse Carriage

C

Potties x2
1 ADA

X Food Truces



Park St

Bristol Town Green playground

Bristol Veterans Memorial