

**VILLAGE OF ESSEX JUNCTION
TRUSTEES' POLICY
REGARDING THE ESSEX JUNCTION
BLOCK PARTY COMMITTEE**

1. **NAME OF EVENT:** Annual Essex Junction Block Party.
2. **PURPOSE:** The purpose of the Block Party is to promote Downtown Essex Junction by bringing the community together for an evening of entertainment appropriate for all ages.
3. **COMMITTEE PURPOSE:** To plan and organize the Annual Essex Junction Block Party in accordance with this Policy.
4. **COMMITTEE ORGANIZATION:** Membership on the Committee is open to any interested party. The Block Party Committee shall be chaired by a Village Trustee and staffed by the Village Manager or his designee.
5. **LOCATION OF BLOCK PARTY:** The location shall be Downtown Essex Junction. The Trustees agree to Railroad Avenue, Lincoln Place, Ivy Lane and Central Street from its intersection with Lincoln Street to its intersection with Ivy Lane being closed to motorized vehicles for this event.
6. **PARTICIPATION:** There shall be no admission and the event is open to the general public. The focus of the event is on the local community in general and Downtown Essex Junction in particular. Therefore, only local citizens, artists or non-profit organizations or businesses shall be allowed to sell food or merchandise, raise money for charitable purposes or accept money for services, promote their product or organization, or sponsor events except the Essex Village Farmers Market shall be allowed to vend.

A local non-profit shall be defined as a non-profit organization that is based in Essex or has a chapter in Essex. This shall include religious institutions.

A local citizen shall be someone who lives in Essex. Anyone who requests space as a local citizen may not represent a business or non-profit organization from outside of Essex.

A local business shall be defined as having a store front or having a home occupation permit in the Village of Essex Junction or in the Town of Essex.

Artists and crafters who live in the Town of Essex may display and sell arts and crafts, provided they are made by the artist or crafter.

No used merchandise shall be sold, unless it is merchandise sold by a business, non-profit organization or the Brownell Library.

All music and rides must be agreed to by the Block Party Committee. No fee shall be charged for any ride.

The Block Party Committee, through the Village Manager, may contract for music,

entertainment (e.g., rides) or services.

The Village of Essex Junction, through its Village Manager or the Essex Police Department, reserves the right to disallow or cancel any activity that is deemed inappropriate for a community event, is discriminatory in nature or endangers public safety.

7. **LIABILITY:** Any organization contracted to provide rides, excluding music, shall provide the Village of Essex Junction a Certificate of Insurance demonstrating that they have a minimum of one million (\$1,000,000) dollars of general liability insurance in place.

8. **SPONSORSHIP:** The Village of Essex Junction shall be the name and title sponsor. Other sponsorships may be solicited as approved by the Block Party Committee. All money shall be paid by check and made payable to the Village of Essex Junction, which shall account for the money in a special revenue fund.

9. **EXPENDITURES:** All expenditures shall be made by the Village Manager. All contracts shall be executed by the Village Manager.