



Department of Art, Culture + Tourism  
Angel Taveras, Mayor | Lynne McCormack, Director

## Providence Public Event Application

**Please note:**

1. Submission of this application does not guarantee event permission from the City of Providence.
2. Before completing this application, please contact the Department of Art, Culture + Tourism and the Providence Parks Department (if applicable) to confirm whether your preferred event date is available.
3. No event permit shall be granted to organizations with 60+ days overdue balance from the Detail office, DPW, or the Parks Department.

Applications must be received: ☐ 90 days in advance for events with 500 or more attendees along with an event permit fee of \$75  
☐ 60 days in advance with less than 500 attendees along with an event permit fee of \$50  
☐ Expedited for events with fewer than 100 attendees along with an event permit fee of \$25

Applications received fewer than 90 days (or 60 days accordingly) prior to the date of the event shall accrue an additional fee of \$10 per day.

### ORGANIZATION INFORMATION

Organization: \_\_\_\_\_ Event Coordinator: \_\_\_\_\_

Organization street address: \_\_\_\_\_

Specify organization type: ☐ Commercial (for profit) ☐ Non-profit with 501(c)(3) status ☐ Non-profit

City, State, Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax number: \_\_\_\_\_

Event coordinator cell phone: \_\_\_\_\_ Email address: \_\_\_\_\_

### EVENT INFORMATION

Event name: \_\_\_\_\_

Location(s): \_\_\_\_\_

Specify property type (check all that apply): ☐ Public park ☐ Street block ☐ Multiple streets ☐ Private  
☐ Other: \_\_\_\_\_

Event date: \_\_\_\_\_ Event hours from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

(If applicable) Event day 2: \_\_\_\_\_ Event hours from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

(If applicable) Event day 3: \_\_\_\_\_ Event hours from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

Number of participants: \_\_\_\_\_ Number of spectators: \_\_\_\_\_ Total anticipated attendance: \_\_\_\_\_

Is this an annual event? ☐ Yes ☐ No If yes, how many years have you been holding this event? \_\_\_\_\_

**LOGISTICS and SAFETY**Will you be using tents? ☐ Yes ☐ NoAre the tents larger than 120 sq ft? ☐ Yes ☐ No

If yes, a permit and inspection is required from the Fire Department.

Name of tent rental company: \_\_\_\_\_

Phone # of tent company: (\_\_\_\_) \_\_\_\_\_

How will you publicize this event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To what age group is the event being targeted? \_\_\_\_\_

Please list the neighborhood groups, businesses, schools, churches, and other abutters who may be impacted by your upcoming event that you will be notifying as a courtesy: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Will you have private security? ☐ Yes ☐ No How will they be identified? \_\_\_\_\_

Name of security company: \_\_\_\_\_

Phone # of tent company: (\_\_\_\_) \_\_\_\_\_

Total portable toilets (1 per 250 people): \_\_\_\_\_ Number of handicapped accessible: \_\_\_\_\_

Does this event involve a moving route (as in a parade or race)? ☐ Yes ☐ No

If yes, be sure to include all closed streets or sidewalks on your Event Layout map.

If yes, and RIPTA bus service is impacted, you may incur costs if RIPTA staffing is necessary.

Clean Up: Will you be renting a dumpster that will be placed on a city street? ☐ Yes ☐ No

If yes, a Dumpster Permit is required from DPW. Please list dumpster location: \_\_\_\_\_

Will you be offering recycling? ☐ Yes ☐ No If yes, via: ☐ DPW ☐ EcoRI ☐ RIRRC ☐ GoGreen ☐ Other

## REGULATIONS:

1. All members of your organizing committee and concessionaires must adhere to the rules and regulations set forth by all applicable departments. Any violation may result in a denial of a future permit.
2. The applicant and/or concessionaire is responsible to pay all applicable fees. Any non-payment of fees to any city department will result in the denial of the application.
3. The applicant is responsible for ensuring that there is no illegal activity on the premises.
4. Federal law requires a minimum of 4 ft. of clear unobstructed sidewalk be available at all times for pedestrians. The applicant must keep sidewalks clear and make sure that no storage is allowed on sidewalk or complete a sidewalk closing permit.
5. The applicant will be responsible for any damage to any public property.
6. The applicant is responsible for filing their application in a timely manner: at least 90 days in advance for larger events (500+ people) and at least 60 days in advance for smaller events (less than 500 people). Non-compliance may result in a denial of the application and a fine of \$10 per day for applications received fewer than 90 days (or 60 days accordingly) prior to the date of the event.
7. The applicant shall indemnify and hold harmless the City of Providence and its employees from any damage it may sustain or be required to pay, by reason of said event, or by any reason of any act or neglect by the applicant or their agent relating to such event or by reason of any violation of the terms and conditions of this license. A Certificate of Insurance is required in the amount of \$1,000,000 naming the City of Providence and its employees and/or agents as additional insured for events with fewer than 5000 people. For events with 5000 or more people, \$5,000,000 of liability insurance is required.
8. The City of Providence reserves the right to revoke a granted application at anytime.

I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.

Event official: \_\_\_\_\_ Date: \_\_\_\_\_

The following signatures are required to complete approval of your event and may be obtained at your City Service meeting. They are not necessary to provide with the submission of this application, but must be completed within 25 days in advance of your event and provided to the Department of Art, Culture + Tourism.

Required	Authorizing Officials	Signature	Date
_____	Police Department	_____	_____
_____	Parks Department	_____	_____
_____	Traffic Engineering	_____	_____
_____	Board of Licenses	_____	_____
_____	Dept. of Public Works	_____	_____
_____	Mayor's Office	_____	_____

With this application please provide the following:

- Proof of Liability Insurance
  - 1-5000 people at an event requires proof of liability insurance in the amount of **One Million Dollars** naming the City of Providence and its employees and/or agents, as additional insured.
  - Over 5000 people at an event requires proof of liability insurance in the amount of **Five Million Dollars** naming the City of Providence and its employees and/or agents, as additional insured.
- Your Event Layout Map (site plan) as specified within this application.
- Your payment in the amount of \$75, \$50 or \$25. Make checks payable to: The City of Providence.
- Send your application to Deb Dormody at: ddormody@providenceri.com or fax 401.680.8493.
- Please keep a copy for your records.

## PROVIDENCE THE CREATIVE CAPITAL

444 Westminster Street, 3rd FL | Providence, Rhode Island 02903 | 401 680 5770 OFFICE | 401 680 8493 FAX  
www.providenceri.com