



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

Guide to Providence Public Events

Thank you for hosting your event in the City of Providence. We are delighted that you will be attracting visitors, building community, supporting local businesses, and energizing our capital city. This guideline has been developed for any person or group that wants to conduct a public special event in the City of Providence. It also serves to help you consider all the logistics necessary for operating a safe and successful event.

The Providence Public Event application follows at the end of this guide. It is not necessary to submit this Guide with your application.

ABOUT PUBLIC EVENTS

A public event is an event open to the general public. It can be held on public or private property. It may feature entertainment, amusements, food and beverages. It may be classified as a road race, block-party, festival, fundraising party, or parade.

A public event in the City of Providence, depending on the size and nature of the event, may require a number of permits from various departments within the City before being officially approved.

Before completing this permit 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.

In order to insure that the City as well as you - the public event applicant - have as much information as needed, the City requires each applicant to attend a City Services Meeting to clearly coordinate all necessary services after submitting this application and before beginning the remaining departmental permitting processes. Upon submission of your Providence Public Event Application, a representative from the Department of Art, Culture + Tourism will contact you to schedule the meeting.

YOUR CITY SERVICE MEETING

Please provide the following documentation for the committee at your scheduled meeting:

- ☐ A Public Event Application (available online at providenceri.com/artculturetourism)
- ☐ A detailed site map showing the following: all handicap, pedestrian and fire access; dimensions of stages and tents; routes for parades or races; beer garden or contained area where alcohol will be served; and placement of equipment, generators, vendors, and any outdoor toilet facilities.
- ☐ If the site of the event is publically owned, you will need to file an application with the city department that has oversight of the property:
 - If the event is to be held in a park, you will need a Special Event Permit Application from the Providence Parks Department.
 - If the event is to be held on a city street or sidewalk that needs to be closed to host the event, you will need a Street & Sidewalk Closing Application from the Department of Traffic & Engineering. If you need to have no parking along the street, you will need a Posted No Parking Permit.
 - A Certificate of Insurance naming the City of Providence as co-insured for the event.
- ☐ If the event features entertainment, provide a list of all performers.

- ☐ If the event features amusement rides, provide a list all rides and games.
- ☐ If this is the first year of your event, please provide 1-2 letters of support from local community and business organizations.
- ☐ In order for your event to be approved, you must receive sign-off by each department listed at the end of this application. You may obtain these signatures individually, or at your City Service meeting.

If your event requires Police or Fire detail, you will need to set up an account with the Controller's office in advance of your event. It is at the sole discretion of the Police and Fire Departments to determine the number of officers in the detail. The Department of Art, Culture + Tourism may not make recommendations to that effect.

For your reference, the following is a list of contacts you may need in acquiring all necessary permitting for your event:

CITY of PROVIDENCE

Deb Dormody (for large events requiring a City Service meeting)

Cultural Affairs Manager, Dept. of Art, Culture + Tourism, Providence; (401) 680-5772, ddormody@providenceri.com

Heather Manning (for events in any Providence park)

Events Coordinator, Parks Department; (401) 941-5640, hmanning@providenceri.com

Bien Garcia (for recycling set up and removal)

Recycling Coordinator, Department of Public Works; (401) 467-7950

Serena Conley (for Entertainment License, Food and Vending Licenses, and Liquor Licenses)

License Administrator, Board of Licenses (401) 421-7740 ext. 209; sconley@providenceri.com

Leo Perrotta (for street or sidewalk closing permits)

Parking Administrator; (401) 781-4045; lperrotta@providenceri.com

Sergeant Michael A. Martinous (for scheduling police detail)

Providence Police, Detail Office; mmartinous@providenceri.com

Inspector Timothy Lutz (for inspections of tents larger than 120 sq ft, pyrotechnics, fireworks, flammable hazards, and fire detail questions)

Fire Marshal; (401) 243-6083; tlutz@providenceri.com

STATE LINKS and CONTACTS

Lillian Berard (if food will be sold)

State of Rhode Island, Department of Health; (401) 222-2750; lillianb@doh.state.ri.us

Promoter's Permit (for operating a "show" as in craft, antiques, foods, coin shows etc) SP-1 available here:

http://www.tax.ri.gov/taxforms/sales_excise/sales_use.php or by calling the RI Division of Taxation at (401)574-8955

Sales Tax Permit number (Permit to Make Sales at Retail) available here:

http://www.tax.state.ri.us/taxforms/sales_excise/sales_use.php or by calling the RI Div. of Taxation at (401) 574-8970.

Mobile food service license. The downloadable pdf application is available here:

<http://www.health.ri.gov/applications/FoodMobileService.pdf> or by calling the RI Department of Health at (401) 222-2749, or for more information: www.health.ri.gov/foodprotection

Richard Sullivan (if your event impacts RIPTA bus routes or service)

Rhode Island Public Transit Authority; rsullivan@ripta.com

PROVIDENCE THE CREATIVE CAPITAL

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



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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? _____

Set up / Break down (list anticipated set up and break down dates and times outside of actual event hours):

Set up date: ____/____/____ starts at: _____ am/pm

Set up date 2 (optional): ____/____/____ starts at: _____ am/pm

Set up date 3 (optional): ____/____/____ starts at: _____ am/pm

Break down date: ____/____/____ ends at: _____ am/pm

Break down date 2 (optional): ____/____/____ ends at: _____ am/pm

Break down date 3 (optional): ____/____/____ ends at: _____ am/pm

Describe event activities (i.e. theme, performances, use of vehicles, animals, sound, vendors, equipment, staging): _____

CONCESSIONS and ACTIVITIES

Are you requiring admission fees / donations to enter your event? ☐ Yes If yes, cost of admission: _____ ☐ No

Will there be vending? ☐ Food ☐ Beverage ☐ Goods ☐ Services Total vendors: _____

Does your event involve the sale or use of alcoholic beverages? ☐ Yes ☐ No If yes:

Have you applied to the Providence Board of Licenses for a Permit to Sell Alcohol? ☐ Yes ☐ Not yet
OR

Name of caterer you will be hiring who already holds permits for alcohol sales: _____

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event: _____

Entertainment: ☐ Live Music ☐ DJ ☐ Radio/CD /MP3 ☐ Performers ☐ Dancing ☐ Stage

☐ Other: _____

Musical entertainment requires you to obtain an entertainment license and approval from the Board of Licenses.

Will sound checks be conducted prior to the event? (please check) ☐ Yes ☐ No

If yes, sound check start time: _____ am/pm

Name of sound/production company _____

Company phone # _____ Cell phone /contact: _____

Games/Rides: ☐ Carnival rides (not allowed in Parks) ☐ Bounce house ☐ Games ☐ Raffle Total: _____

Fireworks or other pyrotechnics: ☐ Yes ☐ No If yes, a Flame Effects Permit is required from the Fire Department.

LOGISTICS and SAFETY

Will you be using tents? ☐ Yes ☐ No

Are 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

Is this a night event? ☐ Yes ☐ No If yes, please state how the event area will be illuminated to ensure safety of the participants and spectators: _____

Please provide a detailed description of your parking and shuttle plans (*Note: Parking, traffic, and environmental pollution are all factors for concern in planning your event. Please consider and encourage the use of car pools, public transportation, and alternate modes of transportation when planning your event*):

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EVENT LAYOUT

Please attach a map site plan with the following designated areas where applicable:

- | | |
|--|---|
| · Admissions gate(s) | · Fencing and/or barricades |
| · Generator locations and/or source of electricity | · Tent locations |
| · Booths, exhibits, displays or enclosures | · Platforms, stages, or related structures |
| · Vehicles and/or trailers | · Portable toilets |
| · Trash containers and dumpsters | · Gas tanks, i.e. helium, propane, etc |
| · Beer Garden / alcohol area | · Food concession and/or food preparation area(s) |
| · All handicap, pedestrian, and fire access | · Route for parade or race / walk |
| · First Aid Facilities and Ambulance Location (for events with 500 or more people) | |

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DEPARTMENT APPROVAL

It may be necessary for you to obtain permits or services from the following departments:

- ☐ Board of Licenses (for Entertainment, Food and Vending, and Liquor Licenses)
- ☐ Police Detail Office (for Detail officers)
- ☐ Fire Detail Office (for Inspections and Detail)
- ☐ Public Works: Traffic Engineering, Environmental Services, Highway (for clean up, street and/or sidewalk closures, or posted No Parking)
- ☐ Parks Department (for events in any Providence park)

Departments listed above have their own application processes. Applicants are responsible for applying for and obtaining all required permits and certificates from the various individual departments.

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.

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