



## CITY OF PROVIDENCE

Angel Taveras, Mayor

### Special Event Request Form

**Organization's Information:**

Name of authorized representative or individual \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_, State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone Number ( ) \_\_\_\_\_ Secondary Phone Number ( ) \_\_\_\_\_

Email Address \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Organization producing event is (please check one):

☐ Individual ☐ Commercial ☐ Non-Profit ☐ Non-Profit with 501C3 tax exempt status ☐ Political

Preferred Date(s) for Event: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Preferred Start Time \_\_\_\_\_ AM PM Preferred End Time \_\_\_\_\_ AM PM

**Type of Event** (check all that apply):

<input type="checkbox"/> Concert	<input type="checkbox"/> Photography	<input type="checkbox"/> Religious Ceremony
<input type="checkbox"/> Festival	<input type="checkbox"/> Picnic	<input type="checkbox"/> Run/Walk
<input type="checkbox"/> Film/Video Shoot	<input type="checkbox"/> Press Conference	<input type="checkbox"/> Other _____
<input type="checkbox"/> Parade	<input type="checkbox"/> Reception/Party	

**Location of Event:**

☐ Roger Williams Park Casino  
☐ Roger Williams Park Botanical Center  
☐ \*Roger Williams Park \_\_\_\_\_  
☐ \*Neighborhood Parks or Downtown Parks \_\_\_\_\_

**Anticipated number of attendees:**

☐ 1-100 people  
☐ 101-500 people  
☐ 501-2500 people  
☐ 2501-5000 people  
☐ 5001 people or more

Please email completed form to [hmannig@providenceri.com](mailto:hmannig@providenceri.com) or send c/o Facilities Coordinator at the address below or fax to (401) 941-5920. Once the request form has been received, a coordinator will contact you to facilitate the application.

\*Describe the particular area(s) within the park you are interested in. Also, provide the park name for Neighborhood & Downtown Parks.

### PROVIDENCE THE CREATIVE CAPITAL

Dalrymple Boat House | Roger Williams Park | 1000 Elmwood Avenue | Providence, Rhode Island 02905  
401 785 9450 OFFICE | 401 941 5290 FAX | [www.providenceri.com](http://www.providenceri.com)