

For Official Use Only

DATE RECEIVED: \_\_\_\_\_ (official stamp or clerk's initials only)

Application for Special Event Street Closing Permit Page 1 of 2



**Department of Public Works - Traffic Engineering Division**

Phone: 401-781-4045 Fax: 401-781-4044

**Application for Special Event Street/Sidewalk Closing Permit**

**(PLEASE REVIEW THE STREET CLOSING GUIDELINES BEFORE YOU COMPLETE THIS FORM)**

**Application Fee: \$25.00 (Make check payable to: Providence City Collector)**

***\*Proof of Liability insurance is required\****

**MUST APPLY TEN DAYS IN ADVANCE OF EVENT\***

\*Applications which are received less than ten days prior to the event must be accompanied by a \$50.00 surcharge in addition to the \$25.00 application fee, which will be refunded if the application cannot be processed before the event date.

**THE TOTAL CHARGE FOR THIS STREET CLOSING PERMIT IS \$175.00 IF SUBMITTED ON TIME**

**(\$The total cost is \$225.00 if submitted less than ten days before the event date.)**

**Applicant:** \_\_\_\_\_ **Person to Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Days**

**Nights/Weekends**

**Fax**

**Entire Street/Sidewalk/One Travel Lane Only/Parking Lane Only (circle all that apply) to be closed:**

\_\_\_\_\_ **Between** \_\_\_\_\_ **and** \_\_\_\_\_

**Date(s) of Closure: From:** \_\_\_\_\_ **to:** \_\_\_\_\_

**Hours of Closure: From** \_\_\_\_\_ **to:** \_\_\_\_\_

**Reason for closure:**

\_\_\_\_\_  
\_\_\_\_\_

**Approximate number of people attending:** \_\_\_\_\_ **Description of event:**

\_\_\_\_\_  
\_\_\_\_\_

**Will the street be obstructed with tables, chairs, bands, rides, inflatable bouncing cages, or any other obstruction?**

Circle: YES NO

**Will propane be used on street or sidewalk areas? Circle: YES NO**

**Will food be sold? Circle: YES NO**

**Will there be loud music? Circle: YES NO**

**Approved:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**E. Bernard Lebby**

**Traffic Engineer (All pages shall be signed for authorized approval)**

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Application for Special Event Street Closing Permit Page 2 of 2

**Important notice! This affects your legal rights!**

By signing this application for a Special Event Street Closing Permit, you agree to indemnify, defend and hold harmless the City, its employees and agents, from any claims, suits, demands, actions or proceedings of any kind, and any injuries, damages, costs, including reasonable attorneys fees, expenses or losses of any kind by anybody arising from or relating to the street closing.

Also, by signing below, you agree to pay **additional charges** associated with **overtime** incurred by the Traffic Engineering Division for placing and removing barricades, signs, etc. in the amount of \$150.00. If you are blocking or obstructing parking meters during the weekday (M thru F), you will be charge a rate of \$10.00 per day per meter. **TOTAL CHARGE FOR THIS STREET CLOSING PERMIT IS \$175.00 PLUS ANY PARKING METER CHARGES THAT MAY APPLY.** . You further agree that you shall obtained an entertainment license from the Board of Licenses (401-421-7740, ext 205) to use in conjunction with this street closing permit. *Please note that this permit only grants permission to have the street closed for the event in question during the approved time shown on this document ONLY.* You will have to obtain an Entertainment License form the Board of License in order to use amplified equipment for music, sell food, drinks or products and services.

**Entire Street/Sidewalk/One Travel Lane Only/Parking Lane Only (circle all that apply) to be closed:**

\_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_

**Date(s) of Closure: From:** \_\_\_\_\_ **to:** \_\_\_\_\_

**Hours of Closure: From** \_\_\_\_\_ **to:** \_\_\_\_\_

**Reason for closure:**

\_\_\_\_\_  
\_\_\_\_\_

**Do you require The Traffic Engineering Division to provide any physical closures? Circle: YES NO**

Method: Jersey Barrier \_\_\_\_\_ Sawhorses \_\_\_\_\_ Barrels \_\_\_\_\_  
Cones \_\_\_\_\_ Other \_\_\_\_\_

**Detail Officer required? Circle: YES NO**

\* Please note it is the customer's responsibility to Order Police Details. (Detail Office #: 401-243-6158)

**Signature of applicant:** \_\_\_\_\_

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In the interest of public safety, this permit can be revoked by the Director of Traffic Engineering, the Director of Public Works, the Chief of Police, the Fire Chief, or their designees if closure presents a traffic, pedestrian or safety hazard.

**Restrictions:** \_\_\_\_\_  
\_\_\_\_\_

\*\* Applications which have not been rejected by the PPD or PFD within forty-eight (48) hours of submission will be presumed to have received authorization.

**Approved:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**E. Bernard Lebby**  
**Traffic Engineer (All pages shall be signed for authorized approval)**