

ALEX AND ANI[®]

CITY CENTER

Event Checklist

Event Organizers should use this form in conjunction with event applications for the ALEX AND ANI City Center (AACC) and the City. Please check all applicable boxes as you move forward with your planning. All details must be secured at least 4 weeks prior to event. For public events, Lizzie Araujo will schedule a city service meeting for your event – all of the information below will be reviewed at the City Service meeting.

1. Application(s) completed

- ALEX AND ANI City Center Event application
- Diagram of event layout must be included
- City of Providence Event application – public events \$75 fee for 500 + attendees

2. Event Quote / Contract

- Special Requirements and Terms verified
- Signed and sent to AACC

3. Insurance – need copy for file; suggested insurance companies are Hartford Insurance Company or Lloyds Syndicate

- General
- Liquor (if alcohol is going to be served at the event)

General insurance policy must list the following three entities (all may be listed together):

- ALEX AND ANI City Center
2 Kennedy Plaza
Providence RI 02903

- City of Providence
25 Dorrance Street
Providence, RI 02903

- Copies of Insurance policies sent to AACC and Lizzie Araujo @ City if applicable

4. Liquor

- Alcohol vendor secured – must have a P license (catering License) and TIPS certified bartenders.
- Non-profits may secure a day-of sale license for beer and wine.
- Alcohol vendor information (company, contact) must be included in application
- Is area where liquor served enclosed? How? Include in application or separate form.

NOTES: No signage permitted for beer advertisers

5. Police Detail

- Minimum of 2 police officers at 4 hours for public event where alcohol is served
- Pricing: Up to 2 officers - \$57.01 / per hour per police officer, minimum 4 hours. If more than 2 police are needed for a detail, must add a Sergeant. @\$65.11 per hour plus additional police officers at \$57.01 per hour.
- Contact Ray Rao for billing - Rrao@providenceri.com or 401.456.9100 x11534
- _____ Number of officers
- _____ Private Security - name and number – must be listed on application

NOTES: Park Rangers scheduled and included in quote/contract (scheduled by AACC)

Rentals

6. Tent

- Secured** – list information on application (**size, company, contact, etc**)

NOTES: Any tent over 10’x10’ must be approved by the Fire Marshall

- Fire Marshall contacted if tent larger than 10’x10’

Overnight Security:

- Overnight Ranger scheduled for installation day prior and/or breakdown day after

OR

- Waiver signed if overnight security is not desired

7. Sound

- Secured** – list information on application (**size, company, contact, etc**)

NOTES: Have sound company call the City Electrician, David Vollucci 401.578.9836, to verify need for electric connectivity at AACC. Generators may be used if preferred. City Electrician fee of \$60 per hour will be included in quote / contract if electrical services are needed day of event.

8. Stage / Other Rental Elements

- Secured** – list information on application (**size, company, contact, etc**)

Notes _____

9. Portajohns (must be secured by organizer – preferred vendors available)

- Pricing for SaniCan / Stacie Peebles stacie.peebles@adco-usa.com / [401.431.0411](tel:401.431.0411)

1-2 portajohns \$75 per for regular / \$125 per for handicap / \$15 delivery fee / 7% tax
 3-9 portajohns same price per unit / \$20 delivery fee / 7% tax
 10+ portajohns same price per unit / \$30 delivery fee / 7% tax

- Secured - list information on application including delivery company, times / dates and pickup

Number of portajohns: Regular _____ Handicapped _____

- Locks purchased for overnight storage (\$5 per portajohn)

10. Trash Removal (must be secured by organizer – preferred vendors available)

- Minimum 15 yd @ \$285.00 or 30 yd @ \$375 from EBO Haul

- Secured – supply name, contact and size on application

- Recycling – contact AACC for details

11. **Special permitting** secured for sidewalk closures, permits for park space, street closures, etc finalized. Contact the Traffic Engineering Department.

NOTE: Parking may be provided for event representatives and vendors on the north and south side of Exchange Terrace if requested. "No Parking" signs will be installed from Dorrance to East Approach providing up to estimated 15 parking places. Fee of \$80.00 per day paid to the Department of Traffic Engineering.

Parking Request completed and paid stamped form submitted to AACC.

12. **City Service Meeting if applicable**

Scheduled with Lizzie Araujo

All information above is completed and filed with AACC / City

13. **Board of Licenses** – secure one, two or all of the following at providenceri.com/license/applications

(1) Liquor License if Liquor - Class F

- if liquor served, alcohol vendor **MUST HAVE** their P license (catering license)

Pricing: \$15 beer / wine or \$35 full liquor

Online Application filled by organizer

(2) Food Licensing – needed for all food vendors (food trucks, restaurant vendors, etc). Vendors should submit a copy of each document to you for your records. We will need verification of these at least 3 weeks prior to the event or prior to your Entertainment License hearing.

RI Dept of Health Food Service Certification – current form with license number

Catering License or Mobile Food License – fees apply. Application for Mobile Food License available upon request for vendor.

Food Dispenser License \$100.00 - Online Application filled by organizer

Peddler's License \$60.00 - Online Application filled by organizer

(3) ENTERTAINMENT LICENSE \$25/ day outdoor

Online Application filled by organizer

AACC SENDS LETTER OF ENDORSEMENT ONCE ALL ABOVE DETAILS ARE COMPLETED

Send copy of Entertainment license(s) to AACC for file

14. **Final facility walk-through**

Scheduled with AACC event management two weeks prior to event date.

PAYMENT – PLEASE NOTE THE FOLLOWING:

- THE CITY MEETING WILL NOT BE SCHEDULED UNTIL DEPOSITS ARE SUBMITTED
- ENTERTAINMENT LICENSE WILL NOT BE ISSUED UNLESS FINAL PAYMENT SUBMITTED PRIOR TO SCHEDULED DATE
- MAKE CHECKS OUT TO **THE PROVIDENCE RINK**

15. **Deposit sent \$** _____
Date sent _____

16. **Damage Deposit sent \$** _____
Date sent _____

17. **Payment sent \$** _____
Date sent _____

ADDITIONAL NOTES:

PROMOTIONAL MATERIALS REQUIREMENTS (Print, social media, etc)

1. Event Organizers must list the title of the facility as the ALEX AND ANI City Center (no other substitutions please).
2. Logos are available if needed.
3. Website is alexandanicitycenter.com
4. All summer events will be listed and promoted via social media and enewsletter by AACC.
Facebook – the Alex and Ani City Center
Twitter @alexandanicc
Instagram @alexandanicitycenter

All City Departments are listed within the event applications for the AACC and the City. If you have any questions in any regard, please contact Catarina Merolli at the AACC directly at cmerolli@providencerink.com or 401.553.6438.

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