



CITY OF PROVIDENCE  
Jorge O. Elorza, Mayor



## EVENT REQUEST

- This application is a supplement to the Providence Public Event Application, tailored for the City Center & The Providence Rink.
- Public Events Permit Application will still need to be completed for public events.  
<http://www.providenceri.gov/act/forms-permits-applications/>
- Applications must be filed at least 60 days in advance of event date.

### ORGANIZATION INFORMATION

*If this is a public event, you must also complete and submit a Providence Public Event Application.*

Host Organization: \_\_\_\_\_

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

Event Coordinator Cell Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

(Note: This person must be in attendance for the duration of the event and be immediately available to Management staff and City officials at all times)

### EVENT INFORMATION

*If this is a public event, you must also complete and submit a Providence Public Event Application.*

Event Title: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Brief Description of Event and Activities:

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Number of Participants: \_\_\_\_\_ Number of Spectators: \_\_\_\_\_ Total Anticipated Attendance: \_\_\_\_\_



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### **Event Timeline**

\*Vendors, equipment, storage and setup may not begin prior to the times indicated below without written approval

#### **Day 1:**

Actual Event Hours: \_\_\_\_ am  pm  TO \_\_\_\_ am  pm  (Not including set up & breakdown)

*Please note: curfew for amplified sound is 10:30pm unless otherwise noted on your contract / quote*

Set-up Hours: \_\_\_\_ am  pm  TO \_\_\_\_ am  pm

Breakdown Hours: \_\_\_\_ am  pm  TO \_\_\_\_ am  pm

#### **Day 2:**

Actual Event Hours: \_\_\_\_ am  pm  TO \_\_\_\_ am  pm  (Not including set up & breakdown)

*Please note: curfew for amplified sound is 10:30pm unless otherwise noted on your contract / quote*

Set-up Hours: \_\_\_\_ am  pm  TO \_\_\_\_ am  pm

Breakdown Hours: \_\_\_\_ am  pm  TO \_\_\_\_ am  pm

#### **Day 3:**

Actual Event Hours: \_\_\_\_ am  pm  TO \_\_\_\_ am  pm  (Not including set up & breakdown)

*Please note: curfew for amplified sound is 10:30pm unless otherwise noted on your contract / quote*

Set-up Hours: \_\_\_\_ am  pm  TO \_\_\_\_ am  pm

Breakdown Hours: \_\_\_\_ am  pm  TO \_\_\_\_ am  pm

### **SETUP**

*If this is a public event, you must also complete and submit a Providence Public Event Application.*

**Please describe the scope of your setup work with specific details.** Use additional pages if necessary.

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### **EVENT PLAN**

**Please provide a detailed description of your event.** Include details regarding any components of your event such as activities, performances, use of vehicles, animals, sound, vendor sales, equipment, staging and any other pertinent information about the event:

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## VENDORS

\*Vendors, equipment, storage and setup may not begin prior to the times indicated below without written approval

\* You may request the parks department to assist with vendor rentals, such as portable toilets, table rentals, and trash dumpsters. The prices would be included on your rental quote and agreement.

### 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 \_\_\_\_\_

Contact: \_\_\_\_\_

Company phone # \_\_\_\_\_ Cell phone \_\_\_\_\_

### ADDITIONAL RENTALS

Stage Yes  No

Size of stage \_\_\_\_\_

Name of stage rental company \_\_\_\_\_

Company phone # \_\_\_\_\_ Cell phone /contact: \_\_\_\_\_

### Other Rental Units \_\_\_\_\_

Name of rental company \_\_\_\_\_

Company phone # \_\_\_\_\_ Cell phone /contact: \_\_\_\_\_



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**TENT**

Will a tent or tent(s) be used? (please check) Yes  No

Size of tent(s) \_\_\_\_\_

Name of tent company \_\_\_\_\_

Company phone # \_\_\_\_\_ Cell phone /contact: \_\_\_\_\_

**PORTABLE TOILETS**

*Mandatory for public events. On-site restroom use provided only for event staff and vendor representatives.*

Number of standard portable toilets (1 per 250 people) \_\_\_\_\_ Number of handicapped \_\_\_\_\_

**VISUAL PROMOTION**

Will any signs, banners, decorations, or special lighting be used? (please check) Yes  No

If Yes, please describe:

\_\_\_\_\_

**CONCESSIONS**

*Complete information must be provided on Providence Public Event Application.*

**Are you requiring admission fees / donations to enter your event?**  Yes  No

If yes, cost of admission: \_\_\_\_\_

**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:

\_\_\_\_\_

\_\_\_\_\_

**Will there be vending?**  Food  Beverage  Goods  Services Total vendors: \_\_\_\_\_

Please note: You may be required to obtain vending licenses from city and state departments if you or your vendors do not already have them (see Appendix).

**If you are hosting vendors at your event, please list them below (use additional sheet if necessary):**

Business Name	Contact Person	Phone / Email



## SECURITY

Will you be providing your own security? \_\_\_\_\_

If so, which vendor will you be using? \_\_\_\_\_

Who is the contact? \_\_\_\_\_

Phone Number:

Email:

### Day 1:

Security Request: \_\_\_\_\_ am  pm  TO \_\_\_\_\_ am  pm

Estimated Number of Security Personnel \_\_\_\_\_

### Day 2:

Security Request: \_\_\_\_\_ am  pm  TO \_\_\_\_\_ am  pm

Estimated Number of Security Personnel \_\_\_\_\_

### Day 3:

Security Request: \_\_\_\_\_ am  pm  TO \_\_\_\_\_ am  pm

Estimated Number of Security Personnel \_\_\_\_\_



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## SANITATION

Name of trash removal company: \_\_\_\_\_

Dates of dumpster delivery and pick up: \_\_\_\_\_

Company phone # \_\_\_\_\_ Cell phone /contact: \_\_\_\_\_

Rental of a 20 yard dumpster with a low height is recommended for events with BOTH food/drink and attendance over 500 people.

## RECYCLING OPTIONS

**\*All events at the City Center must provide a written statement on how they planning to reduce waste at their event.**

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### References for Information Reducing Waste at Events:

- <http://www.providenceri.gov/sustainability/>
- <http://www.stopwaste.org/sites/default/files/Documents/specialevents-swp.pdf>
- <https://www.republicservices.com/recycling?tab=residential>
- <https://kab.org/tools-resources/>

## PROOF OF LIABILITY INSURANCE – see checklist for insurance policy details

All events require a Certificate of Insurance (COI) from your agent. Please submit a copy of your COI at least 4 weeks prior to event.

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, and the BankNewport City Center, 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, and the BankNewport City Center, as additional insured.



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## EVENT LAYOUT

\* Using the map on next page, please draw your planned layout for all of the applicable items listed below.

- Admissions Gate(s)
- Beer Garden / Bar area
- Booths, Exhibits, Displays or Enclosures
- Canopies or Tent Locations
- Fencing, Barriers and/or Barricades
- First Aid Facilities and Ambulance Locations
- Food Concession and/or Food Preparation Area(s)
- Gas Tanks, i.e. helium, propane, etc
- Generator Locations and/or Source of Electricity
- Other Related Event Components not covered above:  

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- Platforms, Stages, Grandstands or Related Structures
- Portable Toilets
- Trash Containers and Dumpsters. Number of Trash Cans:
- **Vehicles and/or Trailers (please note: no vehicles may remain on rink concrete surface for load-in or during event)**

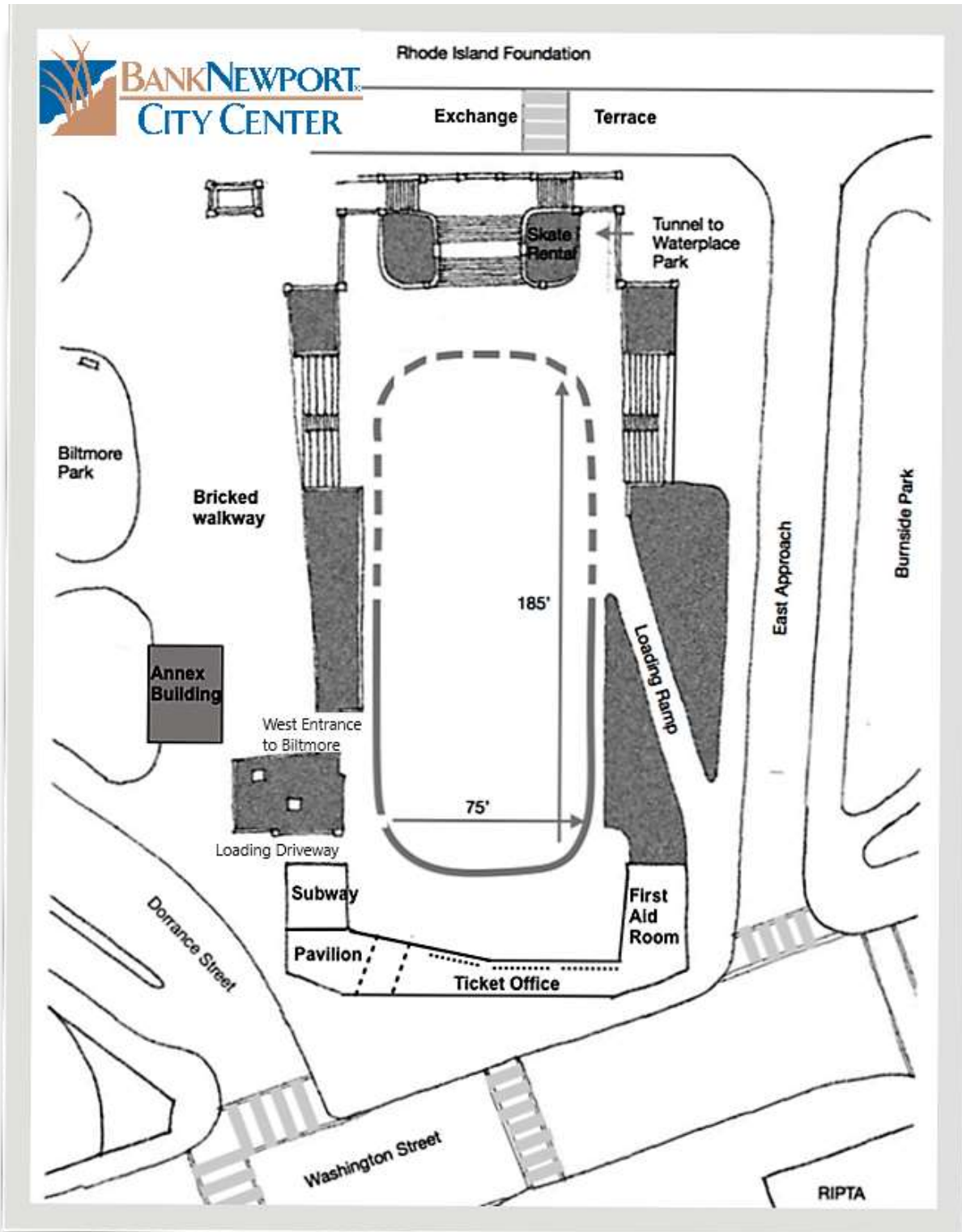


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## FIRST AID

The City of Providence requires a first aid station with medically certified personnel having a minimum of current First Aid and complete CPR certifications at any event with an attendance of over **5000** people. Event planners must provide either a contracted emergency vehicle or equivalent. This station/vehicle must be centrally located and clearly marked. Please indicate what arrangements you have made for providing First Aid Staffing and Equipment and provide a copy of your contract with this application.

Number of ambulance(s): \_\_\_\_\_

Ambulance company: \_\_\_\_\_

Ambulance company's Public Utilities License # \_\_\_\_\_

## DAMAGE DEPOSIT

Depending on the type and size of event, a refundable Damage/Clean up Deposit will be required. It will be noted in your contract / quote.

## SPECIAL EVENT RENTAL FEES

The rental fee for the BankNewport City Center ranges from \$2000 to \$5000 and does not include the cost of permitting you may need from other departments. The final fee is driven by the facility's labor and security costs to serve your needs and will depend on the following characteristics of your event:

- Length of the event
- Anticipated attendance
- Day of the week; time of day
- If food and beverage are being served
- Electrical needs
- Set-up time and logistics

**→ Once you submit this form, we will respond within one week with an itemized quote for your confirmation. Should you choose to alter your event timing in order to save costs, please update us within a week after receiving your quote.**



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**Email** completed form to [bgawrys@providencerink.gov](mailto:bgawrys@providencerink.gov) and [rink@providenceri.gov](mailto:rink@providenceri.gov)

**Mail to:**

The Providence Rink  
BankNewport City Center  
2 Kennedy Plaza  
Providence RI 02903

**Drop off** by appointment only. Phone 401.680.7390

Applicant Name (please type or print) \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



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## APPENDIX

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

If you are planning an event in Providence using any public property:

Lizzie Araujo Haller 401.680.5772 [laraujo@providenceri.gov](mailto:laraujo@providenceri.gov)

If you are planning an in a Providence Park:

Heather Manning 401.680.7240 [hmanning@providenceri.gov](mailto:hmanning@providenceri.gov)

If you are presenting any music and/or serving food and/or alcohol or if you are hosting vendors who may be selling/serving food or goods and/or alcohol, please call licensing:

Board of licenses 401.680.5207 Room 104, Providence City Hall, 25 Dorrance St

If you are closing a street or need to post no parking, you will need forms from Traffic Engineering:

Request forms can be found on the City of Providence website: [www.providenceri.gov](http://www.providenceri.gov). Traffic engineering is a division of the Department of Public Works.

Send completed paperwork to Courtney and Omyra [nurso@providenceri.gov](mailto:nurso@providenceri.gov) & [Cmcelroypetrarca@providenceri.gov](mailto:Cmcelroypetrarca@providenceri.gov) & [Oacevedo@providenceri.gov](mailto:Oacevedo@providenceri.gov)

For safety forms and information, please contact Providence Emergency Management:

100-5000 attendees-Safety Plan required

5001+ attendees- Action Plan required

Vlad Ibarra 401.680.8000 [vibarra@providenceri.gov](mailto:vibarra@providenceri.gov)

If you are using a waterway, please contact the Harbormaster:

Sgt. Vinacco 401.243.6132 [kvinacco@providenceri.gov](mailto:kvinacco@providenceri.gov)

If the tent you are using is larger than 18 x 18, it needs to be permitted:

Ethan McCauley 401.243.6080 [awent@providenceri.gov](mailto:awent@providenceri.gov)

Schedule Fire Detail, vending maps and food truck regulation:

Ethan McCauley 401.243.6080 [awent@providenceri.gov](mailto:awent@providenceri.gov)

Schedule Police Detail, parade and walk/run route approval:

Sgt. Martinous 401.243.6160 [mmartinous@providenceri.gov](mailto:mmartinous@providenceri.gov)

If you need a police or fire detail, you must open a detail account and pay in advance:

Ray Rao 401.456-9100 ext 11534 [rrao@providenceri.gov](mailto:rrao@providenceri.gov)

If RIPTA bus routes or service will be impacted by your event:

Richard Sullivan [rsullivan@ripta.com](mailto:rsullivan@ripta.com)

Recycling and Green event guidelines:

Lizzie Araujo Haller 401.680.5772 [laraujo@providenceri.gov](mailto:laraujo@providenceri.gov)

City marketing and street impact communication:

Michael Christofaro 401.680.5759 [mchristofaro@providenceri.gov](mailto:mchristofaro@providenceri.gov)



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Check with individual vendors, food trucks and catering vendors to make sure they are properly licensed by the State of Rhode Island, health and taxation.

All public events can be subject to an additional \$500.00 littering fee  
for excessive litter in the parks.

Public space **MUST** be properly cleaned by established  
breakdown end time.

Event organizers **MUST** notify neighbors, residents &  
churches of coming event.

**Failure to remit fees or fines or to comply with notification  
and clean-up may jeopardize future permitting.**