

## SPECIAL EVENT CHECKLIST

APPLICATION \_\_\_\_\_

\$25 FEE \_\_\_\_\_ Checks made payable: Town of Tiverton

\_\_\_\_\_

MAP LAYOUT/DRAWN PLAN \_\_\_\_\_

INCLUDING LOCATION OF SANITATION FACILITIES, TENTS, WALLS, MAZES ETC.

**All other applicable Permits/Licenses where needed:** \_\_\_\_\_

Example: Agenda Request, Liquor License, Food Handlers(if serving food) Peddlers/Hawkers, Sound Variance, Recreation Usage Form, (DOT) Department of Transportation Parade/Event Permit etc.

LIABILITY/INDEMNIFICATION FORM WHEN USING TOWN PROPERTY \_\_\_\_\_

DISCUSS EVENT WITH THE FOLLOWING DEPARTMENTS:

POLICE \_\_\_\_\_ (401-625-6717) \_\_\_\_\_

FIRE MARSHAL \_\_\_\_\_ (401-625-6786) \_\_\_\_\_

BUILDING \_\_\_\_\_ (401-625-6715) \_\_\_\_\_

TAX CLEARANCE \_\_\_\_\_

**CHAPTER 51 OF THE TIVERTON TOWN ORDINANCE SHOULD BE REVIEWED FOR PROPER COMPLIANCE. TIVERTON CODE OF ORDINANCES CAN BE FOUND AT [https://www.municode.com/library/ri/tiverton/codes/code\\_of\\_ordinances](https://www.municode.com/library/ri/tiverton/codes/code_of_ordinances)**

**See attached forms below**



# TOWN of TIVERTON

## Special Event Application

### Applicant Information

Entity or Individual Responsible for Event: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Special Event Information:

Non Commercial Entities and Individuals Event Held: Check one: (Indoor) \_\_\_\_\_ (Outdoor) \_\_\_\_\_

Location of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

Expected number of Attendees: \_\_\_\_\_ Activities \_\_\_\_\_

Musicians or Entertainers Participating: \_\_\_\_\_ Amplified: \_\_\_\_\_

Drawn Plan \_\_\_\_\_ Tent/Structure Walls and Mazes included (Must Notify all applicable Departments for Inspections)

Location of Health and Sanitation Facilities \_\_\_\_\_ Vendors: \_\_\_\_\_

### Detailed Description of Event

\_\_\_\_\_

Sound Variance Needed \_\_\_\_\_

Liquor License Needed \_\_\_\_\_

**SPECIAL EVENT PERMIT REGULATIONS:** Chapter 51 of the Town Ordinance should be reviewed for proper compliance.

- It is the Responsibility of the Entity or Individual to contact **Police, Fire, and Building Departments.**
- If requesting use of Recreation area, a copy of the **Recreation Usage** application must be provided, before submitting the special event application to the Town Clerks Office.
- If Serving Food: All Food handlers must have proper State Board of Health Approval.
- Parade events using public roads will also need DOT (RI State Department of Transportation ) and Police approval. (Mapped out routes will be needed)

**Fee: \$25.00**

I certify that the above facts are true to the best of my knowledge

Signature of Responsible Party: \_\_\_\_\_ Date \_\_\_\_\_

**Please verify information and make all necessary changes. Make checks payable to Town of Tiverton and return to Office of the Town Clerk, 343 Highland Road, Tiverton, RI 02878.**

### Office Use Only

Date Filed with Town Clerk: \_\_\_\_\_

Date granted by Town Clerk: \_\_\_\_\_

Fire Approval \_\_\_\_\_ Detail(s) Needed \_\_\_\_\_

Police Approval \_\_\_\_\_ Detail(s) Needed \_\_\_\_\_

Recreation Application provided \_\_\_\_\_

Building Approval \_\_\_\_\_ Permits Needed \_\_\_\_\_

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

NOW COMES \_\_\_\_\_ (hereinafter “\_\_\_\_\_”),  
EVENT SPONSOR EVENT SPONSOR  
and in consideration of the authorization by the Town of Tiverton (hereinafter, “the Town”), granted at the  
\_\_\_\_\_, Town Council meeting, to permit \_\_\_\_\_ to make use of Town including  
PUBLIC HEARING DATE EVENT SPONSOR  
road, lands, and/or buildings on \_\_\_\_\_, for the purpose of \_\_\_\_\_,  
EVENT DATE EVENT DESCRIPTION

\_\_\_\_\_ agrees to indemnify, defend and hold harmless the Town and its officers, directors,  
EVENT SPONSOR  
employees and agents against any and all threatened or pending claims, actions, losses and damages of any  
kind (including all costs and expenses and reasonable attorney fees including costs incurred by the Town  
Solicitor) arising out of or in connection with the use of the Town's property and/or the negligent or willful  
misconduct or intentional wrong of \_\_\_\_\_, its employees or agents.  
EVENT SPONSOR

FOR \_\_\_\_\_:  
EVENT SPONSOR

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

Dated: \_\_\_\_\_, 2016