



TOWN OF BURRILLVILLE  
STILLWATER REDEVELOPMENT DISTRICT  
*Pavilion and Grounds*  
*75 Tinkham Lane*  
*(401) 568-9470*

**SPECIAL EVENT PERMIT APPLICATION**

Please complete all data as required.

NAME OF ORGANIZATION: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

DAYTIME PHONE: (\_\_\_\_) \_\_\_\_\_ EVE. PHONE: (\_\_\_\_) \_\_\_\_\_ FAX#: (\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_ Web Page: \_\_\_\_\_

CONTACT ON SITE DAY OF EVENT: \_\_\_\_\_ CELL # \_\_\_\_\_

\*Any change in the above information, please notify The Town Coordinator, immediately.

**SPECIAL EVENT INFORMATION**

Complete all data as required for event of any size.

EVENT TITLE: \_\_\_\_\_

EVENT DATE(s): \_\_\_\_\_ ESTIMATED ATTENDANCE \_\_\_\_\_

AREA NEEDED (Describe): \_\_\_\_\_

ACTUAL HOURS OF EVENT: \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM (MUST END BY 8:00PM)

SET UP TIMES: \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM TAKE DOWN TIMES: \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM

**PLEASE INDICATE WHETHER THE FOLLOWING ITEMS PERTAIN TO YOUR EVENT.**

YES	NO	
____	____	FOOD CONCESSION AND/OR FOOD PREPARATION AREA (S) (IF YOU INTEND TO COOK FOOD IN THE EVENT AREA) PLEASE SPECIFY METHOD: __ GAS __ ELECTRIC __ CHARCOAL __ OTHER: _____
____	____	FIRST AID FACILITY (IES) AND AMBULANCE (S)
____	____	WILL YOU SET UP TABLE (S) AND/OR CHAIR (S) HOW MANY? _____

YES	NO	
_____	_____	DOES YOUR EVENT REQUIRE ELECTRICITY? _____
_____	_____	DOES YOUR EVENT REQUIRE WATER _____ AND/OR RESTROOMS FACILITIES _____
_____	_____	BOOTH (S), EXHIBIT (S), DISPLAY (S) AND/OR ENCLOSURE (S)
_____	_____	CANOPY (IES) AND/OR TENT (S). <b>size/ dimensions:</b> _____
_____	_____	SCAFFOLDING, BLEACHER (S), PLATFORM (S), GRANDSTAND (S) OR RELATED STRUCTURES
_____	_____	VEHICLE (S) AND/OR TRAILER (S). HOW MANY? _____
_____	_____	SPONSORSHIP/VENDING OR PROMOTIONAL ACTIVITY? <b>Please describe:</b> _____
_____	_____	_____
_____	_____	AMPLIFIED SOUND if yes, please indicate START TIME: _____ and END TIME: _____

\*Note: THE TOWN OF BURRILLVILLE DOES HAVE A NOISE ORDINANCE (CHAPTER 16, ARTICLE 2 OF THE GENERAL ORDINANCES OF THE TOWN OF BURRILLVILLE). IT IS THE RESPONSIBILITY OF THE APPLICANT TO BE FAMILIAR WITH THIS ORDINANCE AND ANY POTENTIAL FOR VIOLATION THAT THIS EVENT MAY HAVE. IT IS THE RESPONSIBILITY OF THE APPLICANT TO SECURE THE NECESSARY WAIVERS/EXCEPTIONS AND/OR APPROVAL FROM THE BURRILLVILLE POLICE DEPARTMENT.

**:BURRILLVILLE REDEVELOPMENT AGENCY USER FEES AND RULES**

***Burrillville Resident/Non-resident:***

1. One Day Event - \$125.00 per full day rental. This applies to all rentals, resident and non-resident.
2. Hourly Rates - \$40.00 per hour with minimum of 2 hours (\$80) per event.
3. Available periods for daily or hourly rentals are from 2 PM to 8 PM on Saturday and from 10 AM to 8PM the rest of the week, Sunday and holidays included.
4. Special Event or multi-day rental rates are negotiable-a full description in writing of what will take place on site and the specific dates and times proposed for use is required. Deposits are also negotiable depending on the scope, type and length of the special event. Please notify the Manager’s Office of such requests and send information submitted to the Manager’s Office
5. Town and school agencies/groups, including the Library, may use the Pavilion for sponsored events as long as they make their own arrangements for utilities, if needed, and clean up the site after use. No deposits will be required for town or school agencies/groups.
6. Town residents and groups will be given preference for rental in the event there is a conflict for use of the Pavilion or it’s accessories.
7. All fee’s and deposits must be paid in advance of an Event and made payable to the ***Burrillville Redevelopment Agency.***
8. Rental fees are NON REFUNDABLE
9. \$100.00 Security Deposit for each EVENT – if no additional cleanup or repairs are needed, the security deposit will be returned after the Event.
10. Bookings are scheduled on a first come, first serve basis.
11. ALL EVENTS must end by 8pm.
12. User responsible for cleaning up all trash and debris and must report any level of damage to the Pavilion and grounds – Additional charge(s) will be assessed if extra, third party clean up is needed and to repair any damage, etc. exceeding the \$100, deposit.
13. Police details may be required depending on number of attendees and/or type of event.

## OTHER PERMITS

PLEASE NOTE THAT ALL COMPONENTS OF THE EVENT ARE SUBJECT TO PARKS & RECREATION DEPARTMENT APPROVAL AND MAY REQUIRE APPROVAL BY AND/OR PERMITS FROM OTHER TOWN DEPARTMENTS. DEPARTMENT APPROVAL DOES NOT CONSTITUTE PERMISSION FROM OTHER GOVERNMENT AGENCIES AND DEPARTMENTS. IT IS THE RESPONSIBILITY OF THE APPLICANT TO SECURE ALL NECESSARY TOWN/STATE PERMITS NECESSARY FOR FINAL EVENT APPROVAL. THESE INCLUDE AND ARE NOT LIMITED TO ANY ENTERTAINMENT OR VICTUALLING LICENSE FROM THE TOWN CLERK'S OFFICE; POLICE AND/OR FIRE DEPARTMENT APPROVAL; AS WELL AS RI DEPARTMENT OF HEALTH AND IF APPLICABLE A ZONING VARIANCE MAY BE REQUIRED.

## INSURANCE REQUIREMENTS

EVIDENCE OF INSURANCE WILL BE REQUIRED BEFORE FINAL PERMIT APPROVAL. PLEASE PROVIDE A CERTIFICATE OF INSURANCE WHICH SHOWS A MINIMUM OF \$1 MILLION IN COMMERCIAL GENERAL LIABILITY INSURANCE AND A POLICY ENDORSEMENT WHICH INDEMNIFIES AND HOLDS HARMLESS THE TOWN OF BURRILLVILLE AND MUST LIST THE ADDITIONAL INSURED ON THE CERTIFICATE OF INSURANCE. THE TOWN OF BURRILLVILLE IS NOT RESPONSIBLE FOR ANY ACCIDENTS OR DAMAGES TO PERSONS OR PROPERTY RESULTING FROM THE ISSUANCE OF THIS PERMIT.

## AFFIDAVIT OF APPLICANT

BY SIGNING THIS APPLICATION THE APPLICANT IS STATING THAT EVERYTHING ON THIS APPLICATION IS CORRECT TO THE BEST OF HIS/HER KNOWLEDGE. I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE POLICIES AND RULES AND REGULATIONS LISTED ON THIS FORM AND THE GENERAL RULES/REGULATIONS GOVERNING THE USE OF ANY TOWN FACILITY. THIS PERMIT, IF GRANTED, IS NOT TRANSFERABLE AND IS REVOCABLE AT ANY TIME AT THE ABSOLUTE DISCRETION OF TOWN OR AGENCY OFFICIALS.

NAME OF APPLICANT: \_\_\_\_\_ PHONE # \_\_\_\_\_  
(please print)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### ***(OFFICE USE ONLY)***

**DATE OF EVENT:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

APPROVED SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_

DENIED SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

\*NOTES: \_\_\_\_\_

FEES COLLECTED \$ \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH \_\_\_\_\_

### PERMIT CHECKLIST (CHECK ALL THAT APPLY)

\_\_\_\_ POLICE DEPARTMENT      \_\_\_\_ FIRE DEPARTMENT      \_\_\_\_ ZONING VARIANCE

\_\_\_\_ ENTERTAINMENT      \_\_\_\_ DEPARTMENT OF HEALTH      \_\_\_\_ VICTUALLING

\_\_\_\_ COPY OF NOISE ORDINANCE GIVEN      \_\_\_\_ TRASH RECEPTACLES NEEDED

\_\_\_\_ PROOF OF INSURANCE