



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 #: (____) _____

EMAIL: _____ 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). size/ dimensions: |
| _____ | _____ | SCAFFOLDING, BLEACHER (S), PLATFORM (S), GRANDSTAND (S) OR RELATED STRUCTURES |
| _____ | _____ | VEHICLE (S) AND/OR TRAILER (S). HOW MANY? |
| _____ | _____ | SPONSORSHIP/VENDING OR PROMOTIONAL ACTIVITY? Please describe: |

_____ DOES YOUR EVENT INCLUDE THE POSSESSION/CONSUMPTION OF ALCOHOLIC BEVERAGES?
 *Note: THE TOWN OF BURRILLVILLE DOES HAVE A POSSESSION OF OPEN CONTAINERS OF ALCOHOLIC BEVERAGES ORDINANCE (CHAPTER 16, ARTICLE 2 OF THE GENERAL ORDINANCES OF THE TOWN OF BURRILLVILLE) AND RULES AND REGULATIONS FOR THE SALES AND SERVICE OF ALCOHOLIC BEVERAGES ON TOWN PROPERTY. BOTH DOCUMENTS ARE ATTACHED. IT IS THE RESPONSIBILITY OF THE APPLICANT TO BE FAMILIAR WITH BOTH THE ORDINANCE AND RULES, AND ANY POTENTIAL FOR VIOLATION THAT THIS EVENT MAY HAVE. IT IS THE RESPONSIBILITY OF THE APPLICANT TO SECURE THE NECESSARY LICENSES FROM THE TOWN AND APPROVAL FROM THE BURRILLVILLE TOWN COUNCIL.

_____ 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

Effective January 1, 2018

Burrillville Resident/Non-resident:

1. One Day Event - \$100.00 per full day rental. This applies to all rentals, resident and non-resident.
2. Hourly Rates - \$30.00 per hour with minimum of 2 hours (\$60) 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 cleanup 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.
14. Pavilion use by permit only. Should any discrepancies over field use occur, please contact The Burrillville Police Department at (401) 568-6255.

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 | | |

TOWN OF BURRILLVILLE

Office of Town Clerk
Louise R. Phaneuf
Town Clerk



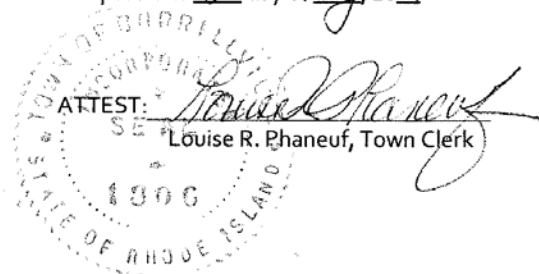
Telephone: (401) 568-4300 ext. 124
FAX: (401) 568-0490
E-mail: townclerk@burrillville.org
RI Relay 1-800-745-5555 (TTY)

Burrillville Town Council Rules for the Sale and Service of Alcoholic Beverages on Town Property

1. The possession and consumption of alcoholic beverages on Town property shall be limited to events for which the event sponsor has been granted a Class F or Class F-1 license; or has secured the services of a Class P caterer; and the event has been approved by the managing authority and Burrillville Town Council.
2. The managing authority may impose special requirements, including but not limited to the use of enclosures (e.g. tents, fencing, restricted areas, etc.), wrist bands, etc., as they deem appropriate. License applications to the Town Council should include a list of these special requirements.
3. Event sponsor shall have obtained an entertainment license as stipulated by the Code of Ordinance of the Town of Burrillville 2004, as revised, §8-126, if required.
4. Licensee shall file a certificate of insurance for the event, including liquor liability coverage, showing the Town as additional insured, and in the minimum amount of \$1,000,000.
5. License(s) must be posted in plain sight throughout the event.
6. Other restrictions, such as police or fire detail, may be required, as determined by the police and fire departments; or private security if approved by the Chief of Police. The event sponsor is responsible for the cost of any required detail.
7. Event sponsor is responsible for removal of rubbish and recycling of all recyclable materials. The Burrillville Rubbish & Recycling Coordinator may provide guidance in the provisions for rubbish and recycling.
8. Any damage to Town property, buildings or grounds, resulting from the event, will be promptly reported to the managing authority.
9. The licensee shall purchase at retail all alcoholic beverages from a licensed Class A alcohol retail establishment located in the state.
10. The licensee will deliver and remove alcoholic beverages to the event.

11. Proper identification will be required for all individuals who are ordering alcoholic beverages. For the purpose of these rules, the following forms of identification are acceptable:
 - A motor vehicle operator's license, which bears the date of birth of the licensee, and which is issued in Rhode Island or any other state
 - An armed service identification card
 - Valid Passport
 - Rhode Island identification card
12. No alcoholic beverages may be served in glass containers, cans or bottles.
13. An individual may not be served more than two (2) drinks at a time.
14. Licensee's may only serve alcoholic beverages for the hours approved by the Town Council pursuant to RIGL §§3-7-14, 3-7-14.1, 3-7-14.2.
15. Only a licensee, or its employees, may serve alcoholic beverages at the event.
16. Any bartender employed by the licensee shall be certified by a nationally recognized alcohol beverage server training program.
17. Licensee's, their agents, or employees will not serve visibly intoxicated individuals.
18. Licensee's, their agents, or employees shall conform to all applicable federal, state and local rules and regulations concerning the purchase, sale, and service of alcoholic beverages

Adopted this 8th day of May, 2019



TOWN OF BURRILLVILLE

Office of Town Clerk
Louise R. Phaneuf
Town Clerk



Telephone: (401) 568-4300 ext. 124
FAX: (401) 568-0490
E-mail: townclerk@burrillville.org
RI Relay 1-800-745-5555 (TTY)

The Town Council of the Town of Burrillville hereby ordains as follows:

The Revised General Ordinances, Town of Burrillville, RI, 2004 as amended, Chapter 16 entitled Offenses and miscellaneous provisions, is hereby amended as follows:

Sec. 16-2. - Possession of open containers of alcoholic beverages.

Definitions

Managing authority is the board, commission or agency responsible for authorizing the use of the public place

- (a) It shall be unlawful for any person to consume or have in their possession any open containers of alcoholic beverages of any kind on public highways, beaches, picnic areas or any other public place within the town.
- (b) Notwithstanding the provisions of Sec. 16-2(a), possession and consumption of alcoholic beverages may be allowed for events meeting the following conditions
 - a. The event is scheduled for The Assembly Theatre or grounds, the Stillwater Pavilion and grounds, Beckwith-Bruckshaw Memorial Lodge (Burrillville Recreation Center) The Champlin Building or The American Legion Hall, Post 17 (103 Harrisville Main St., Harrisville) and the sponsor has entered into a contract/agreement with the appropriate managing authority; and
 - b. The event sponsor is a non-profit organization eligible for a class F or class F-1 license as provided by RIGL §3-7-14 and §3-7-14.1 and the town council has issued a class F or class F-1 license; or
 - c. The event sponsor who is not eligible for a class F or class F-1 license has secured the services of a Class P licensed caterer; and only the Class P licensee or their employees may serve alcoholic beverages at the event.
 - d. The managing authority has approved the possession and consumption of alcoholic beverages for the specific event.
 - e. The town council shall review and approve all events
 - f. The town council shall promulgate rules and regulations for the implementation of this section

and

Chapter 16.5 entitled Parks and recreation areas; use regulations, Sec. 16.5-1(e) [Alcoholic beverages.], is hereby amended as follows:

- (e) *[Alcoholic beverages.]* It shall be unlawful to possess, carry or by any means convey opened or closed containers of any description which contain alcoholic beverages in any town park or recreational area, including but not limited to, on public beach(es) or in any building, roadway or parking lot at the Spring Lake Beach Recreational Facility, except as provided in Sec 16-2(b)

Adopted this 8th day of May 2019

ATTEST:

Louise R. Phaneuf, Town Clerk

John F. Pacheco, III, President,
Burrillville Town Council

Adopted 5-8-19