

**TOWN OF BURRILLVILLE**

105 Harrisville Main St., Harrisville, RI 02830

(401) 568-4300, Ext. 133

**SPECIAL EVENT  
LICENSE APPLICATION**

*Pursuant to the Ordinances of the Town of Burrillville,  
applicants are subject to compliance with all State and local laws and regulations*

Date(s) of Event:

Rain Date(s):

Name of Event:

Address of Event:

Map #

Lot #

**Applicant Information**

Name of Applicant:

Name of Business or Organization:

Non-Profit Organization: ☐ Yes ☐ No

Business Address:

Business Phone:

Mailing Address:

Primary Contact:

Phone:

*Applicant is required to inform the Town Clerk's office of any change of address.*

**Type of License** (check all that apply) *Please attach fee with application.*☐ Liquor Class F (beer & wine) Fee \$15.00☐ Victualing Fee \$10.00☐ Liquor Class F1 (full license) Fee \$35.00☐ Entertainment Fee \$5.00/day

Pursuant to Burrillville Ordinance Sec. 16-2(b)c – An event sponsor who is not eligible for a class F or class F-1 license must secure the services of a Class P licensed caterer, and only the Class P licensee or their employees may serve alcoholic beverages at the event.

If alcohol is to be served at this event, please attach a copy of your contract with a Class P licensed caterer.

**Description of Event**

Please describe activities, location, food and beverage service planned for this event.

**Is this a festival?** ☐ Yes ☐ No**Activities:****Location:** (room/area of property to be used)**Food Service:****Beverage Service:**

Special requirements of ordinance (if any):

Police Detail Required ☐ Yes ☐ NoFire Detail Required ☐ Yes ☐ No**Property Owner Information**

Owner of Property:

Phone:

Property Owner's Address:

Property Owner's Signature:

Date:

<b>Corporate Information</b> If incorporated, fill in the following information		
<i>Officers</i>	<i>Legal Address</i>	
President:		
Vice President:		
Secretary:		
Treasurer:		
<b>Fire Inspection</b>		
<ul style="list-style-type: none"> <li>The Town Council of the Town of Burrillville, sitting as the local licensing authority, requires a current fire inspection by a certified Fire Marshal or Assistant Fire Marshal and the approval of the local Fire Chief.</li> <li>A copy of the fire inspection report must be attached to this application.</li> <li>No license shall be issued to an establishment if the fire marshal has not inspected the location within four months; or if the fire marshal has indicated that there are deficiencies that preclude issuance of the license.</li> </ul>		
	Capacity as determined by the Fire Marshal	
<b>Insurance</b> (Pursuant to RIGL §3-7-27 and §5-77-1, proof of Liability Insurance is required.)		
Applicant carries Workers' Comp insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant carries Liability Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> If "yes" certificate(s) of insurance are attached.		
<b>Other Requirements:</b>		
It is the responsibility of the applicant to schedule inspections and to provide proof that inspections are complete.		
<b>Signature of Applicant</b>		
I hereby state that the above information is true and accurate		
<i>Applicant's Signature</i>		<i>Date</i>
<i>Signature of Notary</i>	<i>Notary (Print or Type)</i>	<i>Commission Expires</i>
<i>Applicant Must Be Present at Hearing to Answer Questions</i>		
<b>FOR OFFICIAL USE</b>		
License Fee Paid	Amount: \$	Receipt #:
At a meeting of the Burrillville Town Council, held on _____, the above stated application was:		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
License #:	Date Issued:	Town Clerk:
Pursuant to §8-53 of the Ordinances of the Town of Burrillville, I hereby acknowledge receipt of the above described license and §8.53 of the Ordinances of the Town of Burrillville.		
<i>(Signature of licensee, officer of corporation or general or limited partner)</i>		<i>Date</i>