

**PERMIT FOR PARK USE**  
CITY OF NEWPORT  
DEPARTMENT OF PARKS, RECREATION, & TOURISM

Please fill out form completely:

FACILITY

DATE OF EVENT:

PARTY RESPONSIBLE:

ADDRESS:

PHONE NUMBER:

EVENT:

HOURS OF USE (TIMES)

2 HOURS ONLY :

ATTENDANCE:

CHARGE: \$50.00 for Park Improvements Fund -  
Payable to "City of Newport"

PLEASE RETURN ONE COPY OF THE COMPLETED FORM  
AND LIABILITY WAIVER LETTER (ATTACHED)

TO:

NEWPORT RECREATION DEPT.

35 Golden Hill Street

NEWPORT, RI 02840

Sincerely,

\_\_\_\_\_  
Signature Lessee

Susan Cooper, Director  
Department of Recreation

## RULES & REGULATIONS

- 1) The park will remain open to the public while your ceremony will be restricted to the gazebo area.
- 2) Any decorations to be used at the site cannot be erected earlier than 2 hours before the ceremony and must come down immediately thereafter. As requested by the Director of Parks, Recreation, & Tourism, no confetti or other material possibly resulting in litter is to be used.
- 3) There will be no reserved parking. Thus, it is recommended that your party be encouraged to car pool as much as possible. No vehicles are to park on the grounds itself.
- 4) There is a \$50.00 facility impact fee.
- 5) The City of Newport will not be held responsible in terms of liability for anyone associated with your wedding. Thus, the City is to be held harmless in this regard. You must forward a letter stating this fact.
- 6) No alcoholic beverages are to be on the site.

Please review these conditions. Should you have any questions, contact Susan Cooper at (401)845-5801.

Sincerely,

Susan Cooper, Director  
Department of Recreation

Liability Waiver Letter

This is to attest that I cannot hold the City of Newport, its' staff, or any of its' representatives liable for any accident or injury that could occur during my usage of King Park facility on \_\_\_\_\_(date). This will hold true for any of the guests and their children who may attend this event.

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Signature – Lessee

Date