



**CITY OF NEWPORT  
APPLICATION FOR A SPECIAL EVENT LICENSE**

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

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

LOCATION OF EVENT: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

HOURS OF EVENT: \_\_\_\_\_

HOLDER OF EVENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

SIGNATURE OF HOLDER: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Is Organization Non-Profit? Yes \_\_\_\_\_ No \_\_\_\_\_      Is Organization Religious? Yes \_\_\_\_\_ No \_\_\_\_\_

Is there a charge for admission? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the event on City, State, or Private Property (please circle)

Name of Property Owner of Event Site: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

Printed Name of Property Owner: \_\_\_\_\_

Will Event be Indoors or Outdoors? \_\_\_\_\_ (*If outdoors, a Plan must be attached.*)

Will Trash Barrels & Pick-up be provided: \_\_\_\_\_

If Outdoors, will toilet facilities be provided? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, location of toilet facilities: \_\_\_\_\_  
(Include on plan)

Will a tent be erected? Yes \_\_\_\_\_ No \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Is parking available: Yes \_\_\_\_\_ No \_\_\_\_\_ For how many vehicles? \_\_\_\_\_

**LIVE MUSIC /DEEJAY** Yes \_\_\_\_\_ No \_\_\_\_\_

Is a street closure being requested? Yes \_\_\_\_\_ No \_\_\_\_\_ Street Name \_\_\_\_\_

Will food be prepared on the premises? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you have food trucks? Yes \_\_\_\_\_ No \_\_\_\_\_

Will LIQUOR be served? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, will you be applying for a Class F or F-1 Liquor License? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, will another's license be used? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, whose? \_\_\_\_\_

Will there be gambling, e.g., bingo, raffle, etc.? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have State Police Approval? Yes \_\_\_\_\_ No \_\_\_\_\_

List Names of Vendors

Item to be Furnished

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FIREWORKS**

Pyrotechnic Company \_\_\_\_\_

Do you have approval from the Newport Fire Marshal? \_\_\_\_\_

Location from where fireworks will be shot: \_\_\_\_\_

Time fireworks will begin:

Duration:

**ROAD RACE, WALK-A-THON, ETC.**

On Roadway(s)

On Sidewalk(s)

**SPECIFIC ROUTE:** (Please attach a map) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LICENSE FEE:**

Non-profit (501-c-3)	Without Admission	\$10.00 per event per day
	With Admission	\$15.00 per day
Religious Organization		\$10.00 per event per day
All Others		\$25.00 per day
Fireworks		\$100
Street Closure		\$100 per street
Temporary Mass Gathering (MFET) (Food trucks)		\$300 per event (paid by event organizer)

For any event that includes vendors, in addition to either the fee identified above or an annual license fee, whichever is applicable, there shall be a daily charge of \$10.00 per vendor. There shall be an additional holiday license fee of \$5.00 per vendor if the date of the event falls on a holiday for those vendors who do not have an annual City of Newport Holiday Selling License. (For those vendors having a valid City of Newport Holiday Selling License, there shall be no additional fee.)

-----**FOR OFFICE USE ONLY**-----

Number of Days of Event: \_\_\_\_\_

Filing/Inspection Fee: \$15.00 Date Paid: \_\_\_\_\_

License Fee: Amount Paid \_\_\_\_\_ Date Paid: \_\_\_\_\_

Vendor Fee: Amount Paid \_\_\_\_\_ Date Paid: \_\_\_\_\_

ACTION OF COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

CONDITIONS OF SPECIAL EVENT LICENSE: \_\_\_\_\_

\_\_\_\_\_