



**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 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)		\$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: _____
