

City of Newport, Rhode Island  
**APPLICATION FOR A SPECIAL EVENT LICENSE**

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

EVENT TITLE/TYPE:

LOCATION OF EVENT:

Date(s) of Event:

Hours of Event:

Holder of Event & DBA:

Signature of Holder of Event:

Printed Name:

E-mail address:

Title:

Address of Holder of Event:

Business Telephone:

Residence Telephone:

Is Organization Non-Profit?

Is Organization Religious?

Is there a charge for admission?

Is event to be on City, State, or Private Property?

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: \_\_\_\_\_

EVENT HOLDER \_\_\_\_\_  
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If Outdoors, will toilet facilities be provided?

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

Will a tent be erected?   
(Include on plan)

**COPY OF TENT PERMIT MUST BE ATTACHED.**

Expected Attendance:

Seating Capacity:

Is parking available:

For how many vehicles?

**CONCERT**

Is staging or platform required?

Amplification?

List types of musical instruments:

**DANCE**

**DEEJAY**

Amplification:

**SPORTING EVENT**

Type:

Set-up Dates (Sporting events only):

**PLAY**

If yes, what type:

**CARNIVAL**

**CIRCUS**

Will there be animals?

If yes, types of animals:

**SHOW OR EXHIBITION:**

Type:

**OTHER** (describe)

Are required approvals attached, e.g., State, Recreation Dept.?

Is a street closing being requested? If yes- attach site plan

Will food be prepared on the premises?

If so, is Health Dept. Inspection Approval attached?

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Will LIQUOR be served?

If yes, will you be applying for a Class F or F-1 Liquor License?

If not, will another's license be used?

If so, whose?

Will there be gambling, e.g., bingo, raffle, etc.?

Do you have State Police Approval?

List Names of Vendors

Item to be Furnished

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**For Retail Sales – Have you completed a “Promoter’s Application For Permit to Operate a Show or Event” with RI Division of Taxation? (Contact No.: 222-2957)**

**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)

Has notification been made to residents along the route? \_\_\_\_\_

Have temporary signs been posted? \_\_\_\_\_ (Signs must be removed by the following day.)

**SPECIFIC ROUTE:** \_\_\_\_\_

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Applicant's Name: \_\_\_\_\_ Event: \_\_\_\_\_

Event Address: \_\_\_\_\_

Dates/Hours: \_\_\_\_\_

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SUBJECT TO COMPLIANCE WITH ORD. #31-80, 98-40, & §5.70.070

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
Temporary Mass Gathering (MFET)		\$300 per event (paid by event organizer)

For any event under any type of license 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*PURSUANT TO SECTION 5.70.070 ADOPTED BY THE CITY COUNCIL ON SEPTEMBER 9, 2015, RECYCLING AT SPECIAL EVENTS IS MANDATORY. PLEASE SIGN BELOW STATING YOU HAVE RECEIVED A COPY OF THE ORDINANCE AND INFORMATION SHEET.

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_