

Meeting April 10, 2019

Apply for a Special Event Permit

117782

24077

Applicant

Marie Louie
401-865-2954
mflego@providence.edu

DJ

Run/Walk -
Providence College - 1
Oct 5, 2019 Cushingham
Sq.
12pm - 2pm

Type of Event

Community Block Party

For Profit Block Party

--

--

Film or Videography

Photoshoot

Friar
5K

--

--

Concert

Political Demonstration/March

--

--

Religious Ceremony

Public Art Display/Exhibition

--

--

Run or Walk

WaterFire

true

--

Carnival

Festival

--

--

Parade

Other

--

--

Please briefly describe your event.

The Friar 5k is an annual road race hosted by Providence College to benefit a scholarship for a student. It will be run largely on the campus and immediate surrounding neighborhoods.

About Event/Event Organizers

Event organizer

Organizing company, if applicable

Marie Louie

Providence College

What kind of organization or individual is hosting this event?

Non-profit with 501(c)(3) exemption

Organizing company or organizing individual's address

One Cunningham Square Providence, RI 02918

Event name

Friar 5k

Have you done an event that has impacted public property in Providence before?

Yes

Phone number of the person in charge on day of event

401-865-2954 (Office) - 732-272-4161 (Cell)

First day of event

October 5, 2019

Start times and dates of event

October 5, 2019 - 12:00 p.m. race start

If playing music, what time will you turn it off?

2:00 p.m.

Will you be hiring a professional security organization to handle security arrangements for this event?

No

Will your event be gated, ticketed, or will there be an entry fee?

Yes

Please include the name of a promoter if one is being used.

NA

Where will attendees park if parking spots are not available?

Parking will be on campus or in adjacent neighborhoods

Specialized Location

Will your event be held in a Providence park?

Event location

Providence College

Have you held this specific event before?

Yes

Who is the person in charge on the day of the event?

Marie Louie

Will your event span multiple days?

No

What time(s) AND date(s) will you be setting up?

October 5, 2019 - 8:00 a.m.

What time AND date will your event end?

October 5, 2019 - 2:00 p.m. race end

What time do you expect all people working the event to have left, i.e., what time will the location of the event be completely clear?

Roads will be cleared by 2:00 p.m.

Who is in charge of your safety protocol?

Providence College Office of Safety and Security

How many people are you expecting at your event?

1200

How do you plan on marketing or promoting your event?

Social media, personal outreach, email, and mail

Will parking be provided for attendees?

Yes

Number of parking spots, if applicable

--

No Will your event take place or include elements in a waterway?

No

Will your event be at the Alex and Ani Center? (Skating Rink)

No

Parks Damage/Clean Up Deposit

Parks Internal

Number of Supervisor Hours

--

Number of Maintenance Worker Hours

--

Number of Hours for Electrical Work

--

Number of Park Ranger Hours

--

Number of Trash Removal Worker Hours

--

DPW + Traffic Engineering

Are you closing any streets or sidewalks?

Yes

Date(s) and Hours of Closure(s)

October 5, 2019 - 11:30a.m.- 2:00 p.m.

Explain your street and/or sidewalk closures. This should include a list of streets to be closed, including limits. Please indicate all that apply in your description: Entire street, a sidewalk, one travel lane, parking lane. It may be one or more of these options.

NA until course has been determined - Providence College will continue to be responsible for setting up cones

Are you installing traffic control devices to close the street or do you require traffic engineering to do so?

I will install traffic control devices.

Reason for street or sidewalk closure(s).

To allow a running lane for participants in race

Do you require traffic engineering to install temporary emergency no parking signs to reserve/block on street parking?

Yes

Please list streets/blocks that require emergency no parking signs. Please indicate if one or both sides of street require no parking signs.

NA until course is determined - most likely River Avenue and Eaton Start (partially)

If closing meters, please include meter numbers below.

--

By checking here, I attest that I will attach a map of my street closures IF it impacts 5 or more streets.

true

By checking here, I attest that I will attach a trash plan. I acknowledge that failure to clean up after my event may result in a \$500 fine.

true

By checking here, I affirm that I understand that there will be a \$50 late fee if I do not submit a street closure request within 10 days prior to the requested closure date.

true

By checking here, I affirm that I will attach Traffic Control Plan, if I am installing traffic control devices, for review by the Office of Traffic Engineering.

true

DPW + Traffic Engineering Internal

Number of meter days

--

How many streets will an applicant be closing themselves?

--

Does this person need to be charged a \$500 fee for trash cleanup?

--

For late applications, how many streets are impacted and require a \$50 late fee?

--

How many 500 ft. sections of street will require ENPTZ?

--

How many streets will Traffic Engineering be closing for applicant?

--

Was this application submitted late? (Meaning less than 10 days prior to requested street closure?)

--

Fire Safety

Will your event include tents?

No

By checking here, I affirm that I understand that saw horse(s) / bicycle racks are the approved means for a barricade; the use of an automobile(s) is not allowed, or accepted per RIFC; (NFPA 1, 2012 Edition with RI Amendments).

true

Will you have any tents that are larger than 350 square feet?

No

By checking here, I affirm that a first aid kit will be on site.

true

By checking here, I affirm that electrical cords shall be rated for exterior use and of the correct gauge for equipment they serve.

true

By checking here I affirm that smoking shall not be permitted in any tent and that portable fire extinguishers shall be furnished.

true

By checking here, I affirm that if a generator is used, fueling of the generator while it is running is strictly prohibited and fuel shall be kept at a 5 foot minimum from generator, plus a fire extinguisher (10lb or greater) shall be available.

true

Will your event include rides?

No

By checking here, I affirm that electrical cords will be protected for foot traffic. Rubber mats are an acceptable form of cover.

true

By checking here, I affirm that propane or any compressed gas shall be restrained/strapped/secured.

true

Will your event include a bouncy house?

No

Will an ambulance be on site at your event?

Yes

Board of Licenses

Will your event include alcohol?

No

Will your event include a raffle?

No

Will your event include live entertainment or performance, a DJ, and/or karaoke?

Yes

Will your event be indoors or outdoors?

Outdoors

Will your event include food or merchandise being sold by vendors?

No

Will your event include amplified sound or music?

Yes

I agree to attach a list of entertainers if applicable.

true

Number of days of indoor entertainment

1

Number of days of outdoor entertainment

1

Number of days your event will require expansion of premises.

1

Board of Licenses: Additional Information

Live Band(s)

false

Adult Entertainment

--

Dance by Performers

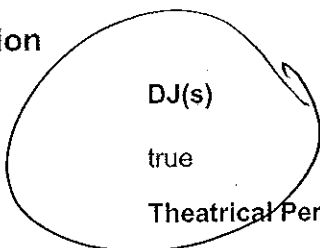
DJ(s)

true

Theatrical Performance

--

Dancing by Patrons



--

Roller Skating in a Rink

--

Athletics

--

Trampoline(s)

--

Karaoke

--

--

IMPORTANT INFORMATION: Police and Fire Details and assorted fees

Check here to affirm your understanding

true

Support for your Event

Static Field

Static Field

--

--

Static Field

Static Field

--

--

Static Field

Static Field

--

--

By checking here, I affirm that I have read this information and understand that I can refer back to it at any time using the "details" section of my submitted application.

--

Regulations and Affidavit

By checking here, I affirm that I understand that failure to comply with the following rules will impact future permitting.

true

By checking here, I affirm that I understand that all members of my organizing committee and concessionaires must adhere to the rules and regulations set forth by all applicable departments. Any violation may result in a denial of a future permit.

true

By checking here, I affirm that I understand that applicant and/or concessionaire is responsible to pay all applicable fees. Any non-payment of fees to any City department will result in the denial of the application.

true

By checking here, I attest that I understand that the applicant is responsible for ensuring that there is no illegal activity on the premises.

true

By checking here, I affirm that I understand that federal law requires a minimum of 4 ft. of clear unobstructed sidewalk be available at all times for pedestrians. The applicant must keep sidewalks clear and make sure that no storage is allowed on sidewalk or complete a sidewalk closing permit.

true

By checking here, I affirm that I understand that the applicant shall indemnify and hold harmless the City of Providence and its employees from any damage it may sustain or be required to pay, by reason of said event, or by any reason of any act or neglect by the applicant or their agent relating to such event or by reason of any violation of the terms and conditions of this license. A Certificate of Insurance is required in the amount of \$1,000,000 naming the City of Providence and its employees and/or agents (and the Providence Parks Department, if applicable) as additional insured for events with fewer than 5,000 people. For events with 5,000 or more people, \$5,000,000 of liability insurance is required.

true

By digitally signing here, I hereby attest that the information contained within the Public Special Event Application is true.

Marie Louie

ACT Internal

Is a City Service Meeting required?

By checking here, I affirm that I understand that the applicant will be responsible for any damage to any public property.

true

By checking here, I affirm that I understand that the applicant is responsible for filing this application in a timely manner: at least 90 days in advance for larger events (500+ people) and 60 days in advance for smaller events (less than 500 people). Noncompliance may result in a denial of the application and/or a fine of \$10 per day for applications received fewer than 90 days (or 60 days accordingly) prior to the date of the event.

true

By checking here, I attest that I understand that the City of Providence reserves the right to revoke a granted application at any time.

true

By checking here, I attest that I understand that the event organizer MUST notify all businesses, residents and churches that are impacted by the event, and furnish them with date, time of impact along with an on site contact number for problem resolution. A neighbor signature document may be required before a permit is given.

true

By checking here, I attest that I shall indemnify and hold harmless the City of Providence, its agents, officers, servants, and employees, from any and all claims, demands suits and compromise, both for damage to property and damage to persons, of whatever kind, which may result from the use of the City's public property and facilities including all Providence Parks, whether such damages are direct or incidental.

true

City Service Meeting date, if necessary

4/4/2019

Yes

How many days late is this application?

--

Check here after event has been City Serviced.

--

05/07/2019

Is this event being produced by the City of Providence?

--