

~~Application~~ hearing April 25, 2019

Apply for a Special Event Permit

117630

24306  
DJ

Applicant

Dana Nolan  
4017321910  
dnolan@mdausa.org

Muscular Dystrophy Association  
Run/Walk at Temple to music  
May 18, 2019  
10 AM - 2:00 PM

Type of Event

Community Block Party

For Profit Block Party

--

--

Film or Videography

Photoshoot

--

--

Concert

Political Demonstration/March

--

--

Religious Ceremony

Public Art Display/Exhibition

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--

Run or Walk

WaterFire

true

--

Carnival

Festival

--

--

Parade

Other

--

--

Please briefly describe your event.

--

About Event/Event Organizers

Event organizer

Muscular Dystrophy Association

What kind of organization or individual is hosting this event?

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

Organizing company or organizing individual's address

931 Jefferson Blvd, Suite 1005

Organizing company, if applicable  
Muscular Dystrophy Association

**Event name**

Greater Providence 2019 Muscle Walk

**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**

401-741-6625 (mobile), (401) 732-1910 (office)

**First day of event**

5/18/2019

**Start times and dates of event**

10:00am

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

2:00pm

**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?**

No

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

--

**Where will attendees park if parking spots are not available?**

Designated parking lots in City Park.

**Specialized Location**

**Will your event be held in a Providence park?**

**Event location**

City Park - Temple to Music

**Have you held this specific event before?**

Yes

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

Dana Nolan

**Will your event span multiple days?**

No

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

Set up will begin around 7:00am on Saturday, 5/18/19

**What time AND date will your event end?**

2:00pm

**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?**

2:30pm

**Who is in charge of your safety protocol?**

Dana Nolan

**How many people are you expecting at your event?**

500

**How do you plan on marketing or promoting your event?**

Local media outlets including radio, Facebook, ABC6 News and press releases to local news channels and newspapers.

**Will parking be provided for attendees?**

Yes

**Number of parking spots, if applicable**

--

**Which park will your event be held in?**

Yes

Roger Williams Park

Where in Roger Williams Park will your event be?

Will your event take place or include elements in a waterway?

Temple to Music

No

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

No

**Parks Damage/Clean Up Deposit**

By selecting a deposit fee, you affirm that you understand that the deposit is required for events that take place in Providence Parks.

\$1,000 for event attendance 1-500 people

**Providence Parks**

Food Concessions and/or Food Preparation Area(s)

--

First Aid Facilities and Ambulance Locations

false

Fencing, Barriers and/or Barricades

--

Booths, Exhibits, Displays, or Enclosures

Scaffolding, Bleachers

--

Platforms, Stages, Grandstands, or Related Structures

Generator Locations and/or Source of Electricity

true

Vehicles and/or Trailers

true

Admission Gate(s)

--

Canopies

true

Portable Toilets

true

Gas Tanks, i.e. helium, propane, etc.

--

Trash Containers and Dumpsters

true

Number of Trash Cans

5

Number of Dumpsters with Covers

--

Please detail related event components not covered above.

--

By checking here, I affirm that I will attach a diagram showing the overall layout and set-up locations.

true

How many attendees will be at your walkathon/run?

1 - 500

Please describe your Accessibility Plan for access at your event by individuals with disabilities:

Ramp will be used at curbside outside of registration canopy to allow for handicapped access to event. Handicapped parking signs will be used alongside ramp. Walk route does not require further accommodations.

Is your event at night?

No

Is the applicant a Providence resident?

No

Is a non-profit holding this special event?

Yes

By checking here, I attest that I understand that any event scheduled in any City Park requires port-a-john rental from an outside contractor. Events also require payment for trash removal by the Parks Department. The cost for trash removal is \$70 per hour for two men at a minimum of four hours, for the duration of my event. Both are mandatory by the City of Providence. You must also have volunteers pick up trash throughout your event.

true

By checking here, I attest that I understand that a dumpster is mandatory for festivals, large events, and walks.

true

By checking here, I attest that I understand that all festivals and large events must pay \$30 an hour for a maintenance worker to be stationed at the Carousel parking lot as well as the Botanical Parking lots one hour before the event begins, until the end of the event, to ensure no cars park in their parking lots.

true

By checking here, I attest that I understand that any large event, including walks, that takes place in any City park must pay for a Supervisor/Manager to present throughout the event. The cost is \$60 per hour, minimum four hours, for duration of the event.

true

By checking here, I attest that I understand that events in Roger Williams Park, barriers will need to be put out on bridges as well as the road near the temple access road. The cost will be \$40 per hour, minimum four hour for set up as well as breakdown, for a total of eight hours.

true

By checking here, I attest that I understand that Park Rangers, if needed per the Parks Department, cost \$35 per hour, minimum four hours and will be required for the duration of the event.

true

By checking here, I attest that I understand that electrical is \$70 per hour, minimum four hours, for the duration of the event.

true

By checking here, I attest that I understand that I will be subject to pay a damage/clean up fee based on the number of people at my event. The City reserves the right to increase the suggested damage fee requirements, dependent upon the use the applicant intends to make of City facilities. Hover over the question mark to see the fee breakdown.

true

**Parks: Walk-a-thon Rules**

By checking here, I affirm that I understand that if my event is in Roger Williams Park, barriers will need to be put out on the bridges as well as the road near the temple access road. The cost will be \$40 per hour, minimum four hours for set up as well as 4 hours breakdown for a total of 8 hours.

true

By checking here, I affirm that I understand that all large walkathons / runs must cone off the entire route.

true

By checking here, I affirm that I understand that any large walk that takes place in any City park must pay for a Supervisor/Manager to present throughout the event. The cost is \$60 per hour, minimum four hours, for duration of the event.

true

By checking here, I affirm that I understand that two rangers are needed to lead and follow all walks/ runs in Roger Williams Park, the cost is \$35 per hour, minimum four hours for the entire event.

true

**City of Providence Parks Use Rules and Regulations**

**HOURS OF OPERATION:** City parks are open from 7:00 AM to 9:00 PM. No person shall enter or be within the limits of the park except during the regular hours without the consent of the Superintendent of Parks.

true

**OPERATING SNOWMOBILES IN PARKS:** No person shall operate any snowmobiles in any park or on any land under the jurisdiction of the Parks Department.

true

**RIDING AND DRIVING ON TURF IN PARKS:** No person shall operate any motor vehicle of any kind over or upon land under the jurisdiction of the Parks Department.

true

**OPERATION OF VEHICLES FOR COMMERCIAL ENTERPRISE IN PARKS:** No person shall operate any vehicle in any park for the purpose of a commercial enterprise without the written permission from the Superintendent of Parks.

true

**BATHING AND SWIMMING; DISTURBING FISH, WATERFOWL and ANIMALS:** No person shall bathe or swim in any of the waters of any park, nor disturb any of the fish, birds, waterfowl or animals in any park.

true

**AFFIXING NOTICES, OTHER PAPERS IN PARK:** No person shall give away or distribute any circulars or handbills in any park for the purpose of pro-moting a commercial enterprise. Other materials must be approved, and have written permission to distribute granted by Superintendent of Parks.

true

**SELLING OF GOODS AND FOOD:** No person shall sell or offer for sale any goods, wares, merchandise or food in any park, except as may be authorized by the Superintendent of Parks and upon receipt of the appropriate license(s) from the city and state.

**ERECTION OF TENTS AND CANOPIES:** No person shall erect any tent, canopy, awning or similar structure in any park, except as may be authorized by the Superintendent of Parks.

true

true

**SALE, USE POSSESSION OF ALCOHOLIC BEVERAGES IN PARK:** No person shall sell, possess, or consume any alcoholic beverage within or upon any park, playground, or recreational area under the jurisdiction of the Parks Department unless granted specific permission, in writing, by the Superintendent of Parks.

**INJURING, TAMPERING WITH PROPERTY IN PARKS:** No person shall take, pluck, injure, destroy, cut, mark or deface any flower, root, plant, shrub, tree, building, fence, monument or other property in any park.

true

**RIDING AND DRIVING ON TURF IN PARKS:** No person shall operate any motor vehicle of any kind over or upon land under the jurisdiction of the Parks Department. This includes ATVs.

true

true

**LITTERING PARKS ETC.:** No person shall cast litter in and upon any portion of any park, playground or recreation area in the City of Providence.

**PARK PERMIT:** Any person or organization planning, organizing, conducting or otherwise promoting any activity to take place in any city park or any portion thereof must obtain a Park Permit for such activity and must have the permit available for review during the requested activity. Permit recipients must abide by all park regulations unless specifically exempted in writing therefrom.

true

true

**SECURITY:** All applications for Park Permit for an activity with an anticipated attendance of 100 persons or more must obtain security approval for the proposed activity from the Providence Parks Department. In the event that additional security personnel are required, the applicant must make arrangements for the same, with an approved security company or the Providence Police. The applicant is responsible for all costs incurred as a result of such arrangements.

**INSURANCE:** All applicants for Park Permit for any activity must obtain liability insurance for the event in an amount not less than \$1,000,000 (one million dollars) and must name the City of Providence, the Providence Parks Department and its employees as additional insured. If the attendance is over 5,000 people, liability insurance in the amount of \$5,000,000. must be obtained.

true

true

**VIOLATIONS:** Any violation of these regulations will result in revocation of permit and shall be an offense punishable as provided in Section 1-10 of the Providence Code of Ordinances.

true

**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?

No

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

No

If closing meters, please include meter numbers below.

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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

**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?

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?)

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

--

### Fire Safety

Will your event include tents?

Yes

Tent Vendor Phone Number

(401)725-0928

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

--

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

By checking here, I affirm that tents shall not cover more than 75% of premises.

true

By checking here, I affirm means of egress will be maintained from tent(s) at all times.

true

By checking here, I affirm containers for LPG shall be installed not less than 60 inches from any tent.

true

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

true

Tent Vendor Name

Quality Rental

How many tents will you have?

2

By checking here, I affirm that tents shall be weighted/secured down.

true

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 there shall be a minimum of 10 feet between stake lines.

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 generators will be at least 5 feet from any tent.

true

By checking here, I affirm that exit signs will be present and illuminated if applicable.

true

By checking here, I affirm that aisles in tents will be at least 3 feet wide.

true



By checking here, I affirm that I understand that open flame and cooking are not allowed in tents.

true

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

true

Will an ambulance be on site at your event?

--

**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

Number of days of indoor entertainment

--

Number of days your event will require expansion of premises.

--

**Board of Licenses: Additional Information**

Live Band(s)

--

Adult Entertainment

--

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 a bouncy house?

No

Will your event include rides?

No

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 outdoor entertainment

--

DJ(s)  
true  
Theatrical Performance

Dance by Performers

Dancing by Patrons

--

--

Roller Skating in a Rink

Athletics

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--

Trampoline(s)

Karaoke

--

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**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

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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.

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**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.

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

true

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 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.

Dana Nolan

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 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

**ACT Internal**

Is a City Service Meeting required?

No

How many days late is this application?

--

Check here after event has been City Serviced.

--

City Service Meeting date, if necessary

--

Is this event being produced by the City of Providence?

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