

Town of Middletown

**Application of Special Event Permit
Chapter 100: Special Events**

Note: To view the Special Events Ordinance in its entirety, within the Town Code, please visit the Town of Middletown website at www.middletownri.com.

The fee for special event in a commercial zone that is likely to attract more than 250 persons or 50 motor vehicles is \$250.00. The fee for all other special events is \$100.00.

Applicants requesting permit fees to be waived must submit a written request with the application to the Town Council for approval at a regular meeting.

Date of application (**must be at least 60 days before event**) _____

Name of event sponsor _____

Name of event _____

Description of event _____

Where the event will take place _____

Will a tent be used for the event? If yes, what size? _____

Dates/times of event _____

Number of persons expected each day _____.

Number of motor vehicles expected each day _____.

Has this event or a similar one been held in Middletown before? _____. If so:

When and where was it held most recently? _____

How many people and motor vehicles did it attract? _____

For events on private property, provide tax assessor's plat number _____ and lot number _____.

Contact person who will be available throughout event _____

Mailing address of contact person _____

Primary phone _____ Cell phone _____

Email _____

Responsibilities of permit holder

By signing this application you and your organization agree to

- obey all state laws and town ordinances applicable to your event.
- provide or make arrangements for medical and emergency assistance; protection of neighboring property; litter control and cleanup, including septic waste disposal; and parking and traffic control.
- post the permit in a visible place on site during the special event.
- Application must be filed with all approvals. Police Department, Fire Department, Public Works, Parks & Recreation, Building Official, Harbor Master and Town Administrator.

Signature of applicant _____ Date _____

Printed name of applicant _____

Name of event _____

For Town use only.

Reviewed/Approved by:

Police Department _____ Date _____

Approved Disapproved Approved w/conditions

Detail _____ Road Closure _____ Comments _____

Conditions: _____

Fire Department _____ Date _____

Approved Disapproved Approved w/conditions

Tent _____ Detail _____ Comments _____

Conditions: _____

Dept. of Public Works _____ Date _____

Approved Disapproved Approved w/conditions Not Applicable

Comments _____

Conditions: _____

Parks/Recreation _____ Date _____

Approved Disapproved Approved w/conditions

Comments _____

Conditions: _____

Building Official _____ **Date** _____
Commercial Zone _____ Residential Zone _____

Approved Disapproved Approved w/conditions
 Tent _____ Electrical _____ **Comments** _____

Conditions: _____

Harbor Master _____ **Date** _____

Approved Disapproved Approved w/conditions Not Applicable
Comments _____

Conditions: _____

Town Administrator _____ **Date** _____

Recommended Not Recommended Recommended w/conditions
Comments _____

Conditions: _____

Applicant must contact the following departments concerning any conditions stated above prior to the event.

Police Dept. (846-1144) Fire Dept. (846-1031) Parks /Recreation (847-1993)

Public Works (846-2119) Building Official (847-5769) Harbor Master (846-1144)

(Return form to Town Clerk. Additional comments or recommendations may be attached.)

Action by Council _____ **Date** _____

Permit Fee \$ _____ **Date Paid** _____

Issuance date _____ **Issued by** _____