



**TOWN OF MIDDLETOWN
SPECIAL EVENT PERMIT and/or
FACILITY USE RESERVATION APPLICATION**

Date of application: (must be at least 90 days before event) ____/____/____	Permit/Reservation Number: _____
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Event Information:

Event Name: _____
 Description of event: _____
 Dates/times of event: _____
 Event Location: _____

(If using a Middletown park or beach you will be required to pay a facility use fee in addition to the special event permit fee; please see fee schedule on next page)

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

(The owner of the tent may have to pull a permit for the tent)

Number of persons expected each day: _____ Number of vehicles expected each day: _____

If this event or a similar event has been held in Middletown before, please state when and where it happened, and the number of people and vehicles it attracted: When: _____ Where: _____ People: _____ Vehicles: _____

Contact & Billing Information:

Event Organizer/Legal Responsible Party/Bill Payer: _____

Address: _____

Contact person who will be available throughout event _____

Primary phone: _____ Alternative 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.
- Obtain all applicable permits. Please note the RIDOT requires a permit for parades/road races along state roadways. The permit application is available on the RIDOT website at: <http://www.dot.ri.gov/publications/>
- Provide or make arrangements for medical and emergency assistance; protection of neighboring property; litter control and cleanup, including septic waste disposal; parking; and traffic control.
- Post the permit in a visible place onsite during the special event.
- If conducting a recreational or fitness camp on Town property, the applicant agrees to follow the Application Requirements found on the town's website at <http://www.middletownri.com/government/6/44/Special-Event-Facility-Use-Permits>.

I have read and agree to abide by the Rules, Regulations and Fees for Town Recreation Facility Use as found on the Town's website at www.middletownri.com. I also understand that I will be held responsible for any damage to or misuse of Town of Middletown Property and any misconduct of my guests.

Printed name _____ Signature: _____ Date _____

The application will be reviewed by the following departments, who may require additional action or information:

Police Department, Fire Department, Public Works, Parks & Beaches, Building Official, Harbor Master and Town Administrator.

Once this review is completed, your application will be placed on the Town Council docket for final approval. After Council approval and receipt of payment, the Town Clerk's office will issue the permit.

Office Use Only	Action by Council:	Date:
Permit Fee:	Date Paid:	Received By:
Facility Use Fee:	Date Paid:	Received By:

Fees

This event permit will require payment for both the Special Event and the Facility Use Reservation; a single payment made out to "Town of Middletown" is acceptable. Please return the completed permit application to:

Town Clerk, Middletown Town Hall, 350 East Main Road, Middletown, Rhode Island, 02842

Special Event Fees

1. Special event permit in a commercial zone that is likely to attract more than 250 persons or 50 motor vehicles - \$250 per event
2. All other special events - \$100

Facility Use Fees

Middletown Resident/Non-Profit

1. Peak Season: June 1st – September 30th - \$100 per day
2. Non-Peak Season: October 1st – May 31st - \$50 per day

Non-Resident/Commercial

1. Peak Season: June 1st – September 30th - \$200 per day
2. Non-Peak Season: October 1st – May 31st - \$100 per day

Wellness/Recreation Camps: \$10 per day usage fee in addition to Special Event Permit Fee, please see special restrictions and requirements that apply to Wellness/Recreation Camps at:

<http://www.middletownri.com/government/6/44/Special-Event-Facility-Use-Permits>

Special Events Ordinance:

To view the Special Events Ordinance in its entirety, within the Town Code, please visit Middletown's website www.middletownri.com