



Department of Public Works
Traffic Engineering
Jorge O. Elorza, Mayor

Date received: _____ (official stamp or clerk's initials only)

Application for Special Events Street/Sidewalk Closing Permit

YOUR EVENT MAY NEED ONE OR MORE OTHER CITY PERMITS.

READ BELOW FOR PERMIT REQUIREMENTS FROM BOARD OF LICENCES AND DEPARTMENT OF ART CULTURE AND TOURISM

Applicant: _____ Person to Contact: _____

Address: _____

Telephone: _____

Days

Nights/Weekends

Fax

Email

Please circle which apply:

Entire Street/Sidewalk/One Travel Lane Only/Parking Lane Only to be closed:

_____ Between _____ and _____

Date(s) of Closure: From: _____ to: _____

Hours of Closure: From _____ to: _____

Reason for closure:

Approximate number of people attending: _____

Will the street be obstructed with tables, chairs, bands, rides, inflatable bouncing cages, or any other obstruction? YES NO

Will propane be used on street or sidewalk areas? YES NO

Will food be sold? YES NO

Will there be loud music? YES NO

Do you require The Traffic Engineering Division to provide any physical closures? YES NO

Method: Sawhorses _____ Cones _____

If the applicant is performing the closure, a traffic management plan is to be submitted indicating the signs and other traffic control devices required for the full or partial street or sidewalk closure.



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Applicant must provide proof of liability insurance in the amount of \$1,000,000.00 naming the City of Providence and its employees and/or agents as additional insured.

Important notice! This affects your legal rights!

By signing this application for a Special Event Street Closing Permit, you agree to indemnify, defend and hold harmless the City, its employees and agents, from any claims, suits, demands, actions or proceedings of any kind, and any injuries, damages, costs, including reasonable attorney's fees, expenses or losses of any kind by anybody arising from or relating to the street closing.

**Application Fee: \$185.00 if Traffic Engineering is performing the Closure
\$ 25 if Applicant is performing the Closure
(Make check or money order payable to: Providence City Collector)**

MUST APPLY TEN DAYS IN ADVANCE OF EVENT

*Applications which are received less than ten days prior to the event must be accompanied by a \$50.00 surcharge in addition to the Application Fee, which will be refunded if the application cannot be processed before the event date.

If you are blocking or obstructing parking meters during the weekday (Monday thru Saturday), you will be charged a rate of \$12.50 per day per meter. **This is in addition to the Application Fee and any late fee surcharge if applicable.**

Prior to executing this permit, Traffic Engineering will require a copy of the entertainment license from the Board of Licences(BOL) or a communication from the BOL indicating no entertainment license is required. In addition Traffic Engineering will require a copy of the special events permit from the Department of Art Culture and Tourism (ACT) or a communication from ACT indicating no special events permit is required. The Applicant is required to contact BOL (401)680-5207 and ACT (401)680-5770 to obtain this documentation.

Signature of applicant: _____ **Date:** _____

Full name, printed: _____

FOR OFFICIAL USE ONLY

Detail Officer required? Circle: YES NO

*** Please note it is the customer's responsibility to Order Police Details. (Detail Office #: 401-243-6405)**

In the interest of public safety, this permit can be revoked by the Director of Traffic Engineering, the Director of Public Works, the Chief of Police, the Fire Chief, or their designees if closure presents a traffic, pedestrian or safety hazard.

Restrictions: _____

Approved: _____ Dated: _____

Natale D. Urso, P.E., P.T.O.E (Traffic Engineer)

Email: Nurso@providenceri.gov and Klakis@providenceri.gov