The City of Providence now has the new Public Events Permit Application available online.

You may fill out the Permit Application online by visiting: providenceri.viewpointcloud.com

This brochure is intended to help guide you through the special event permitting and approval process. The successful submission of your application is important to us so that we can best assist you in hosting a fun and safe event.

“Thank you for hosting an event in the City of Providence. It is special events that contribute to our reputation as the ‘Creative Capital’; and that make Providence the thriving and vibrant place that we call home.”

Mayor Jorge O. Elorza
City of Providence

Need Help?

Assistance with Application:
Lizzie Araujo,
Deputy Director for Art, Culture and Tourism
laraujo@providenceri.gov

Board of Licenses:
Stephany Lopes,
Deputy License Administrator
slopes@providenceri.gov

Parks Department:
Heather Manning,
Manager of Event Facilities
hmanning@providenceri.gov

Providence City Council:
Michael Florio,
Constituent Services Representative
mflorio@providenceri.gov

Traffic/Street Closure:
Nate Urso,
Traffic Engineer
nurso@providenceri.gov

Police/Fire Detail:
Sergeant Mike Martinous,
Commanding Officer- Detail Office
mmartinous@providenceri.gov

Providence Emergency Management Agency:
Clara Decerbo, Deputy Director
cdecerbo@providenceri.gov

Special Events
in the City of Providence
What is a Special Event?

A special event is any event that impacts public property in any way.

For Example:
• Outdoor Concert
• Community Block Party
• For Profit Block Party
• Run or Walk
• Festival
• Parade
• Rallies/Demonstrations
• Public Art Display/Exhibition

When does your event need approval?

If you are:
• Hosting/organizing an event outside on public property
• Requesting a street closure or posting no street parking
• Requesting use of a Providence Park
• Having an event that impacts public property in any way
• Having entertainment and/or music amplified or unplugged outside
• Serving alcohol outside

Every event proposal must be submitted AT LEAST 60 DAYS PRIOR to the date(s) of the event.*

*Late submissions may be subject to a fine.

Start the Planning Process:

**Step One:** Register for a ViewPoint Account by: providenceri.viewpointcloud.com*

**Step Two:** As you progress through the application, you will be prompted to consider and include the following information:
• Type of Event: Each of which are explained in detail on that page
• Information about the Event/Event Organizers
• If a Specialized location is required
• Provide a Site Map of your intended location and activity
• DPW + Traffic Engineering
• Fire Safety
• Board of Licenses
• Provide an Incident Action Plan if 5,000 or more attendees are anticipated

**Step Three:** Submit this application when all appropriate information is included and accurate.

*Feel free to reach out to @laraujo@providenceri.gov at any time for assistance.

What happens to my application after submission?

Your online application will be viewed by representatives from all the city departments affected by your event. Police, Fire, and Traffic Engineering, among others.

Be sure to use an email that is checked regularly to ensure that you can check on your application for status updates, just in case there is anything that the City Services team requires of you.

Depending on the nature of your event, you MAY be asked to attend a City Service Meeting, and you will have to appear in front of the Board of Licenses, or attend an After Action Review.