



Need Help?

Assistance with Application:

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Board of Licenses:

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Providence City Council:

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Traffic/Street Closure:

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Police/Fire Detail:

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Providence Emergency Management Agency:

Clara Decerbo, Deputy Director
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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

Special Events

in the City of Providence



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



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.

