

UPDATES ON SPECIAL EVENTS AND PRIVATE SOCIAL GATHERINGS IN PROVIDENCE (*Effective November 22, 2020*)

The City of Providence has implemented modified special event permitting to reflect the Governor's guidelines for public gatherings beginning with Phase 3. On November 22, 2020, the City of Providence announced [supplemental COVID-19 guidelines](#) which impact Special Event permitting. This document provides an overview of the Special Event process and the restrictions currently in place to ensure public health and safety.

The City of Providence issues a Special Events permit to produce events and activities that comply with current guidance from the [State of Rhode Island](#) and [City of Providence](#). The City of Providence reserves the right to make changes to any submitted and approved plan at any time and reserves the right to cancel any event, at any time, without notice.

Special events are an important part of Providence's cultural life. The City of Providence will continue to waive application fees and city service expenses through January 1, 2021. The City is also offering [free two-hour parking on select commercial corridors](#).

- Online applications and new COVID guidelines are available at www.ReThinkPVD.com
- Applicants **must complete and submit** the [REOPENING RI Event Template form](#). Each piece of this planning document is important, and you will need to carefully read each section. We encourage organizers to keep a copy with them during their event.
- Virtual City Service meetings are held **Wednesdays at 10AM via Zoom**.

Events “which take place, in whole or in part, on public property require a *special event* permit.”¹

Completing a Special Events application: *Feel free to reach out to laraujo@providenceri.gov at any time for assistance.*

Step One: Register for a ViewPoint Account: 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 • Reopening RI Event Control Template • Certificate of Insurance • Site Map of your intended location and activity • DPW + Traffic Engineering • Fire Safety • Board of Licenses

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

¹ https://library.municode.com/ri/providence/codes/code_of_ordinances?nodeId=PTIICOOR_CH23STSIPUPL_ARTIINGE_S23-36SPEVPE

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 virtual City Service Meeting, appear in front of the Board of Licenses, or attend an After Action Review.

<p><u>Assistance with Application</u></p> <p>City of Providence</p> <p>Department of Art, Culture + Tourism</p> <p>Lizzie Araujo-Haller, ACT Deputy Director</p> <p>laraujo@providenceri.gov</p>	<p><u>State of Rhode Island</u></p> <p>RIDOH - Current public health guidelines (effective 11/8/20)</p> <p>Reopening RI – workplace safety</p>	<p><u>City of Providence COVID-19 Resources</u></p> <p>http://www.providenceri.gov/pema/covid-19-resources/</p>
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We must all do our part to stop the spread of COVID-19! These modified guidelines are designed to promote public health and safety in response to the reality evolving public health data presents. The overarching guidance is straightforward: we must minimize contact with others as much as possible. Always remember to:

- **Wear a mask**
- **Wash your hands**
- **Practice safe distancing**
- **Stay home if you're sick—and get tested!**

For more information on free testing, personal protective equipment and more, please visit the [City of Providence's COVID-19 FAQs](#).

TYPES OF EVENTS	State of Rhode Island Executive Orders	City of Providence Guidance (<i>Effective 11/22/2020</i>)
<p>OUTDOOR SPECIAL EVENTS</p> <ul style="list-style-type: none"> o Community Block Party o For-Profit Block Party o Festival o Parades o Outdoor Concert 	<p>As of November 8, 2020, the limit for outdoor venues is 66% of normal capacity with a maximum of 150 people. This includes event producers and their staff/volunteers, as well as audiences. Visit the Reopening RI website for information about what your business sector must do to follow all required protocols and guidance. Adhering to requirements will help make sure that we all benefit from a safe and successful event.</p> <p>https://reopeningri.com/retail-stores-recreational-businesses-historical-cultural-sites</p>	<ul style="list-style-type: none"> ● Public gatherings require a Special Event Permit ● Online applications and new COVID-19 guidelines are available at www.ReThinkPVD.com ● Applicants must complete and submit the REOPENING RI Event Template form; certificate of insurance; and site map. ● City Service fees waived through 1/1/21 ● Virtual City Service meetings are held Wednesdays at 10AM by Zoom.² <p>NOTES:</p> <ul style="list-style-type: none"> ● Live performance must conform with current public health guidelines. (Performers must be 14-feet from audience members and the volume must not exceed conversation.)
<p>Outdoor Retail</p>	<p>State guidance about outdoor retail: http://www.dem.ri.gov/programs/media/covid19.php</p>	

² <https://www.providenceri.gov/pema/cop-operations-updates/>

Run or Walk	State’s guidance about Parks, Sports and Recreation	
Rallies/Demonstrations:		<p>The City of Providence stands by our residents’ right to exercise their first amendment rights and asks that they do so in a safe manner consistent with state social distancing and face-covering guidelines.</p> <p>As you prepare, we ask that you review and complete the REOPENING RI Event Template. Please use the Special Event application to request masks and COVID-19 signage for your event.</p>
OTHER TYPES OF EVENTS		<p><i>Unless otherwise noted, event producers must complete a Special Event application for these events under the “Other” category. Reply “N/A” to questions that do not apply to your event.</i></p>
Private Social Gatherings <ul style="list-style-type: none"> o Catered events 	As of November 8, 2020, the capacity limit for indoor catered events is 25 and for outdoor catered events is 75. Exceptions will be made for previously scheduled weddings.	The City of Providence recommends limiting indoor catered events to 10 people and outdoor events to 25 people. As of 11/22/2020, a Special Event permit and Event Control Plan is requested for events engaging a licensed caterer above the City’s recommended limits: indoor events 11-25 people and outdoor events 26-75 people. These applications will be reviewed on a weekly basis by the City Service team and may require the applicant to attend a virtual City Service meeting. Like the

		State, the City will work closely with organizers of previously scheduled events to accommodate plans.
Outdoor Dining	<p>Early closures: All restaurants, bars, gyms, recreational facilities, and personal services must close at 10 p.m. Sunday – Thursday and at 10:30 p.m. on Friday and Saturday.</p>	<p>The City has made accommodations to allow individual restaurants or groups of restaurants to expand outdoor dining by utilizing adjacent public spaces and closing streets. The City Service team reviews ongoing multi-restaurant and retail street closures requested for a period of more than 30-days monthly.</p>
Take It Outside Activities	<p>The State of Rhode Island is encouraging fitness classes, dining, family activities, even business meetings take place outdoors in the fresh air.</p> <p>RI Commerce has awarded several grants to support upcoming events. See https://reopeningri.com/take-it-outside.</p> <p>Grants awarded from RI Commerce MUST comply with Federal, State and City regulations.</p>	<p>The City is accepting applications from business to utilize adjacent public spaces, parking, and/or streets to support their Take It Outside activities.</p> <p>The Special Event application is the best place to start the process of requesting City services. The City Service team will provide support to implement a safe and successful grant project. Some projects may require additional City services (such as building permits for outdoor stages). The Fire Department has provided guidance about heat lamps, tents, yurts/igloos - please review BEFORE purchasing equipment.</p> <p>Through a partnership with The Steel Yard, one-of-a-kind amenities are also available to help businesses operate outdoors. Use the Special Event application to make these requests: www.rethinkpvd.com</p>

<p>Film / Media Registration</p>	<p>In partnership with the State’s Film & Television Office, , the City has modified the film registration process to reflect the Governor’s guidelines for workplace safety and industry standards, including designating a COVID-19 safety contact on site. Film productions up to 25 people are allowed. See http://www.film.ri.gov/Covid.php</p>	<p>The City of Providence requires film productions to register their shoot.</p> <p>Applicants must submit the appropriate Reopening RI workplace safety plans and COI with the request.</p>
<p>Public Art Display / Exhibition</p>	<p>N/A</p>	<p>The City’s Art in City Life Plan provides detailed guidance about public art installations within City limits. Any art installed in the public realm, on privately or publicly-held property, should be registered with ACT. Visit the Special Event application portal for the registration form.</p>
<p>Arts and Cultural Activities Not on Public Property</p>	<p>Venues of assembly: The capacity limit for indoor venues (performing arts venues, movie theaters, houses of worship) is 50% of normal capacity with a maximum of 125 people. The limit for outdoor venues is 66% of normal capacity with a maximum of 150 people.</p>	<p>Arts and cultural activities in privately held spaces do not require a Special Event permit. However, ACT and the City Service team are resources and can Providence Arts and Culture Re-Emergence Self-Assessment Tool The Department of Art, Culture + Tourism and the Rhode Island State Council on the Arts (RISCA) co-developed a self-assessment tool for arts and cultural activities to help event organizers assess your readiness to offer programming safely. This resource is designed to work in tandem with Reopening RI phased plan</p>

		<p>which outlines the conditions necessary to make plans. Answering these questions has no bearing on the legality of an organization’s reopening. We hope this guide will aid planning, staffing, budgeting and operations of public programs.</p>
<p>Additional Notes</p>	<ul style="list-style-type: none"> ● Social Gatherings: as of October 30, the indoor and outdoor social gathering limit is 10 people because social gatherings have been the source of many positive cases. ● Stay-at-home advisory is in effect from 10 p.m. – 5 a.m. Sunday – Thursday and from 10:30 p.m. – 5 a.m. on Friday and Saturday. <i>(Effective November 8, 2020)</i> ● Masks are required any time you’re near people who don’t live with you, including at the gym. MORE 	<ul style="list-style-type: none"> ● Social Gatherings: As of November 20, the indoor and outdoor social gathering limit is 5 people. Informal and unstructured social gatherings have been linked to the spread of COVID-19.

Visiting Providence Visit [Go Providence](#) to plan your visit.

- **Travel:** If you are coming to Rhode Island from one of the states listed [here](#), learn about what you need to do to help prevent the spread of COVID-19 in Rhode Island. [LEARN MORE ABOUT RI TRAVEL RESTRICTIONS](#)

Unfortunately, the timeline of how the novel coronavirus pandemic will unfold is uncertain. Flexibility in planning and being prepared to scale and/or modify offerings at each phase of the recovery process is necessary. The City of Providence reserves the

right to make changes to any submitted and approved plan at any time. The City of Providence reserves the right to cancel any event at any time without notice. The City reserves the right to request modifications based on current public health and safety standards for RI. ACT staff members are available to provide technical assistance and support in event preparations. Please contact us with questions or to schedule a meeting.

City of Providence Department of Art, Culture + Tourism | <https://www.providenceri.gov/art-culture-tourism/> | Tel. 401-347-4633
Stephanie Fortunato, Director, sfortunato@providenceri.gov | Lizzie-Araujo-Haller, Deputy Director, laraujo@providenceri.gov