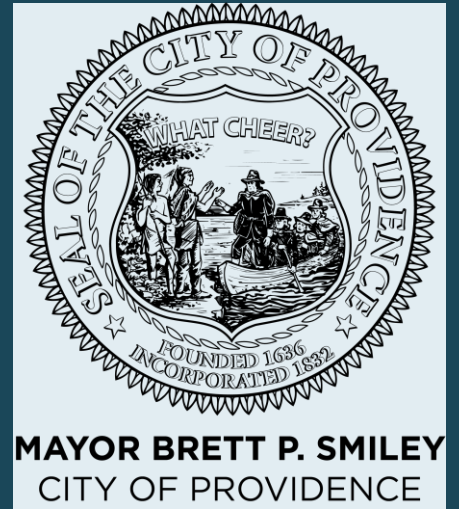


City of Providence



Outdoor Activation Resource Guide

DATE OF PUBLICATION
AUGUST 2023



Quick Guide to Information

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Application Information

Application name: [Expansion of Premise](#)

Use this if you want to:

- Put tables on the sidewalk immediately outside your business

Application name: [Special Event Application](#)

Required for any special use or event that involves closing a street or impacting parking

Use this if you want to:

- Hold a public event of any kind on public property
- Work with other nearby businesses to close a street for outdoor dining or retail



Applying for a Special Event/Use Permit

You will need to complete a special event permit to request permission for:

- Special events (i.e., community block party, festivals, parades, concerts, outdoor retail market, food truck event) to be held in one of the City's outdoor public spaces (i.e. street, park, plaza)
- Outdoor dining in adjacent public spaces such as public parks and plazas
- Street closures to accommodate special events, multiple restaurants/retail businesses located on that street

-
- Events with attendance of 500 or less people must submit their application a minimum of **3 weeks prior to the event**
 - Events with attendance of more than 500 people must submit their application a minimum of **6 weeks prior to the event**

(A week is defined as 5 business days)

EXAMPLES OF OUTDOOR SPECIAL EVENTS:

- Community Block Party
- For-Profit Block Party
- Festival
- Parades
- Outdoor Concert

Things to Know Before Submitting Your Application

- 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.
- Rain dates cannot be accommodated; we encourage you to purchase event insurance.
- If the applicant cancels the event, the City will need 48-hours to cancel City Services scheduled – otherwise, the applicant will be responsible for all fees and costs associated with the event



Application Requirements

All you need are four important documents to apply

1. A Special Event Application
2. A Certificate of Insurance
3. A Site Map
4. Signatures from Abutting Property Owners and Neighbors



Be a good neighbor! Share your plans!



The application requires attestation that you have informed abutting properties and businesses about your plans.

The City Service team will ask you to confirm this during the review process.



ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/01/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

YOUR AGENT / BROKERS NAME AND ADDRESS GOES HERE

CONTACT NAME: John Doe

PHONE (A.C. No. Ext): 505-867-5309

FAX (A.C. No): 505-867-5309

EMAIL: john.doe@abcinsurance.com

INSURER(S) AFFORDING COVERAGE

NAME OF INSURANCE COMPANY

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

YOUR COMPANY NAME AND ADDRESS GOES HERE

COVERAGES

CERTIFICATE NUMBER: #1234567890

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LINE	TYPE OF INSURANCE	INSURANCE NUMBER	POLICY PERIOD	LIMITS
A	<div>GENERAL LIABILITY</div> <div> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <div>CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR</div> </div>	#1234567890	01/01/2013 01/01/2014	<div>EACH OCCURRENCE \$ 1,000,000</div> <div>COMBINED SINGLE LIMIT (See schedule) \$ 100,000</div> <div>PERSONAL & ADV INJURY (Per person) \$ 5,000</div> <div>GENERAL AGGREGATE \$ 1,000,000</div> <div>PRODUCTS - COMPOUND AGG \$ 2,000,000</div>
A	<div>AUTOMOBILE LIABILITY</div> <div> <input checked="" type="checkbox"/> ANY AUTO <div> <input checked="" type="checkbox"/> ALL OWNED AUTOS <div> <input checked="" type="checkbox"/> SCHEDULED NON-OWNED AUTOS </div> </div> </div>	#1234567890	01/01/2013 01/01/2014	<div>COMBINED SINGLE LIMIT (See schedule) \$ 1,000,000</div> <div>BOODY INJURY (Per person) \$</div> <div>BOODY INJURY (Per accident) \$</div> <div>PROPERTY DAMAGE (Per accident) \$</div>
B	<div>UMBERELLA LIAB</div> <div> <input checked="" type="checkbox"/> EXCESS LIAB <div> <input checked="" type="checkbox"/> OCCUR <div>CLAIMS-MADE</div> </div> </div>	#1234567890	01/01/2013 01/01/2014	<div>EACH OCCURRENCE \$</div> <div>AGGREGATE \$</div>
B	<div>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</div> <div> <input checked="" type="checkbox"/> ANY PROPRIETARY PARTNER OR OFFICER/BOARD MEMBER EXCLUDED (Mandatory in RI) <div> <input checked="" type="checkbox"/> E.L. DISEASE - POLICY </div> </div>	#1234567890	01/01/2013 01/01/2014	<div>Limit: \$15,000</div> <div>Ded: \$500</div>
A	<div>Misc Rented Equipment</div> <div>Third Party Property Damage</div>	#1234567890	01/01/2013 01/01/2014	<div>Limit: \$15,000</div> <div>Ded: \$500</div>

DESCRIPTION OF OPERATIONS (LOCATIONS / VEHICLES) (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The certificate holder listed is included as additional insured and loss payee.

CERTIFICATE HOLDER

City of Providence
25 Dorrance St
Providence, RI 02903

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

John E. Doe

ACORD 25 (2010/05)

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Certificate of Insurance

Using public property requires proof of liability insurance. The City requires a Certificate of Insurance in the amount of One million dollars naming: The City of Providence, 25 Dorrance St, Providence, RI 02903

If you are using a Providence Park you will add as additionally insured: Providence Parks Department

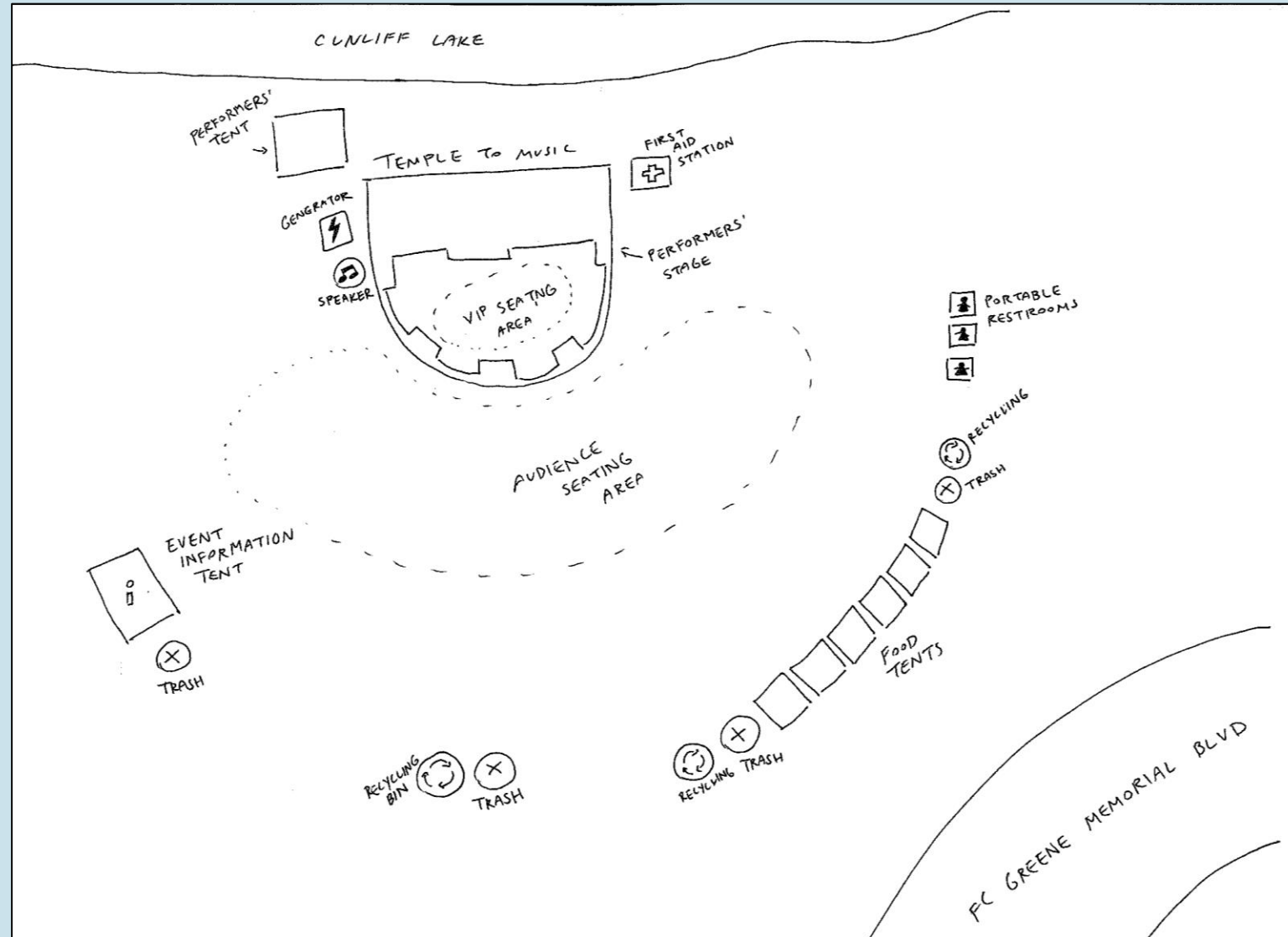
We will need a Site Map that includes:

- ✓ Platforms, stages, or related structures
- ✓ Vehicles and/or trailers
- ✓ Exits and Entrances
- ✓ Seating
- ✓ Admissions gate(s)
- ✓ Map route for parade or race/walk
- ✓ Fencing and/or barricades
- ✓ Generator locations and/or source of electricity
- ✓ Tent locations
- ✓ Booths, exhibits, displays or enclosures
- ✓ Portable toilets and any sanitation stations
- ✓ Trash/recycling containers and dumpsters
- ✓ Gas tanks (i.e. helium, propane, etc.) and how they are secured
- ✓ Beer garden/alcohol area
- ✓ Food concession and/or food preparation area(s)
- ✓ All handicap, pedestrian, and fire access
- ✓ First aid station

Of course, only include what's applicable. We need a solid idea of what you are proposing. Site map examples are included in the following slides.

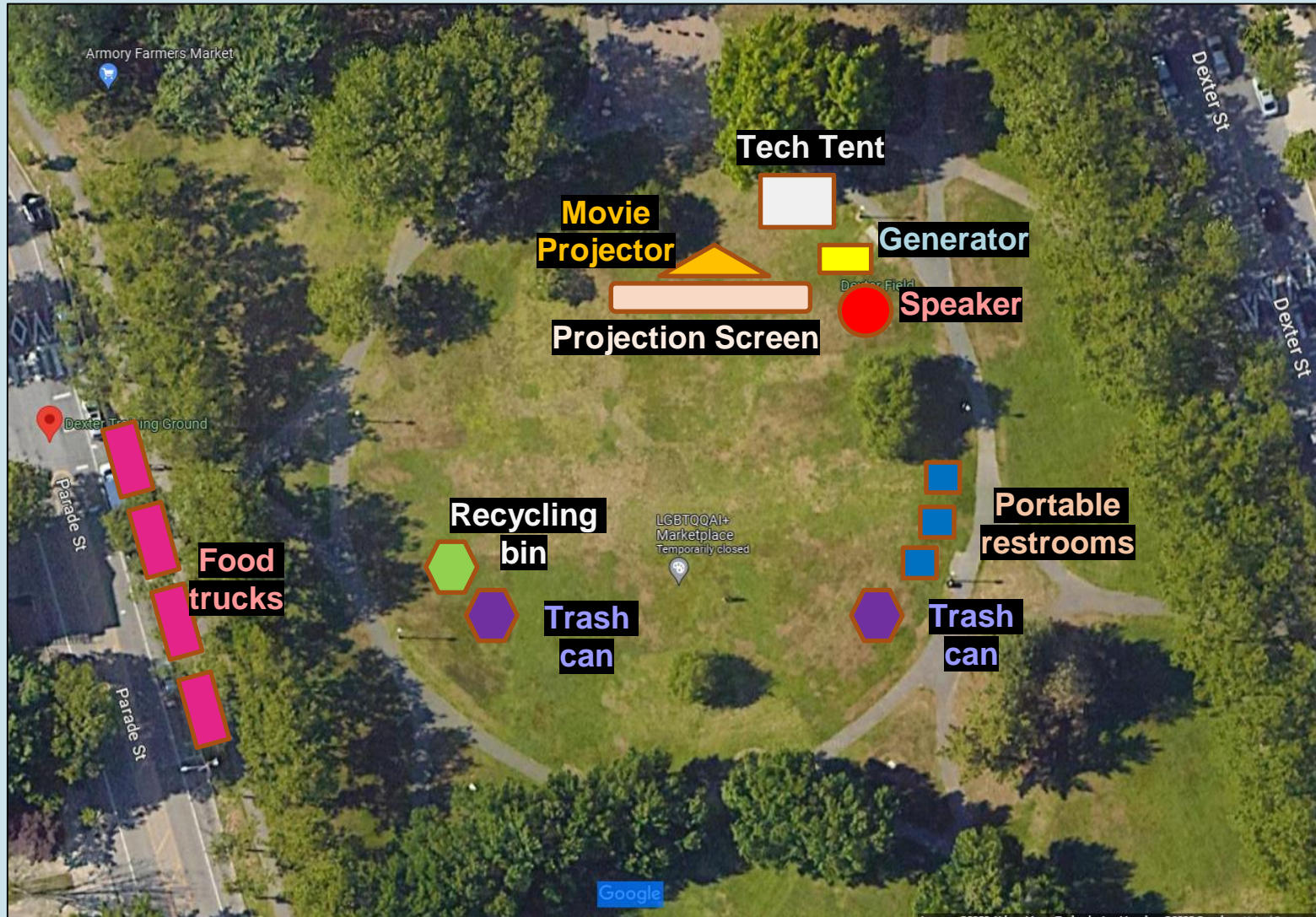
Park Event Site Map (hand drawn)

Music Performance + Food Event at Roger Williams Park, Temple to Music



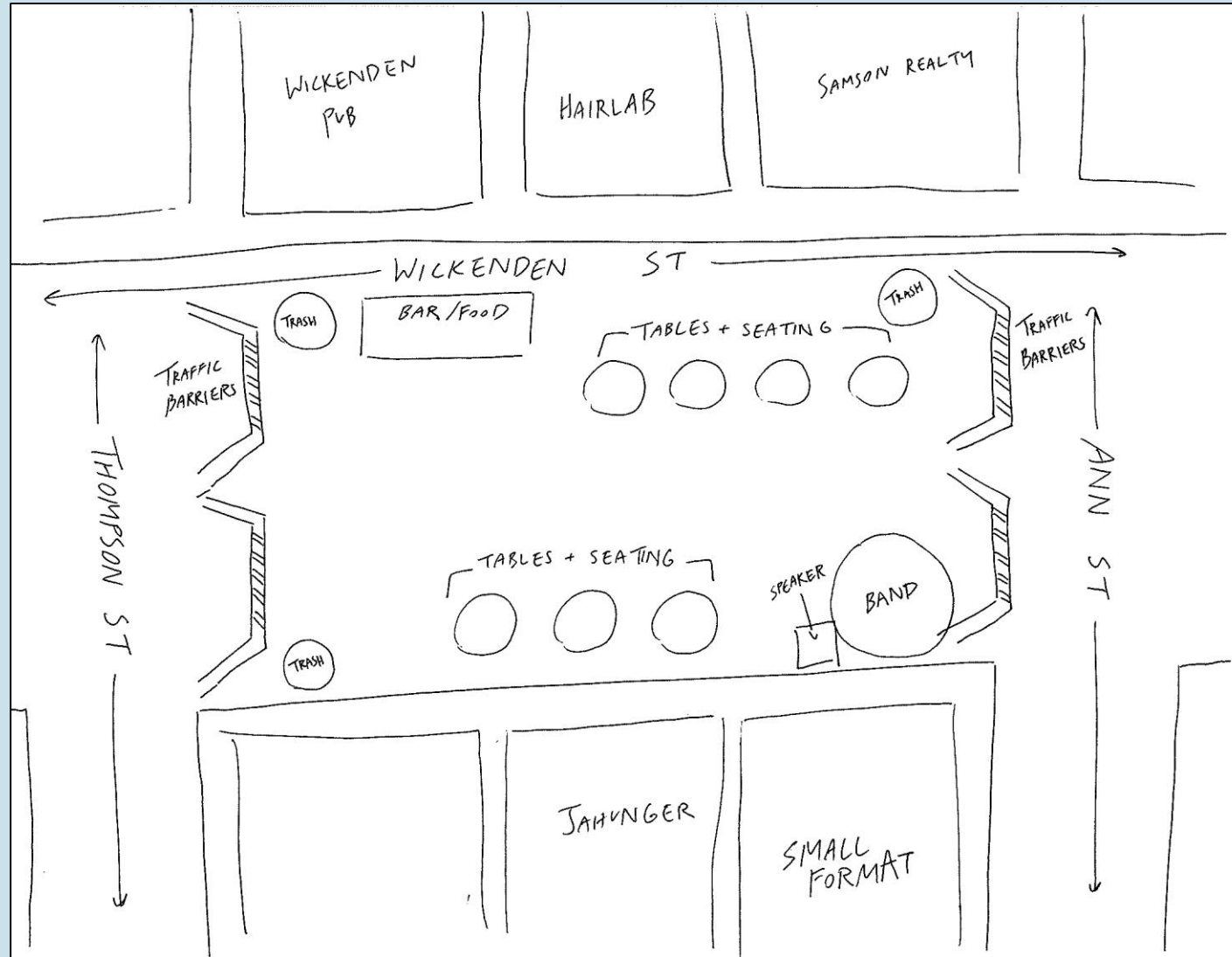
Park Event Site Map (digital)

Outdoor Movie Screening at Dexter Park



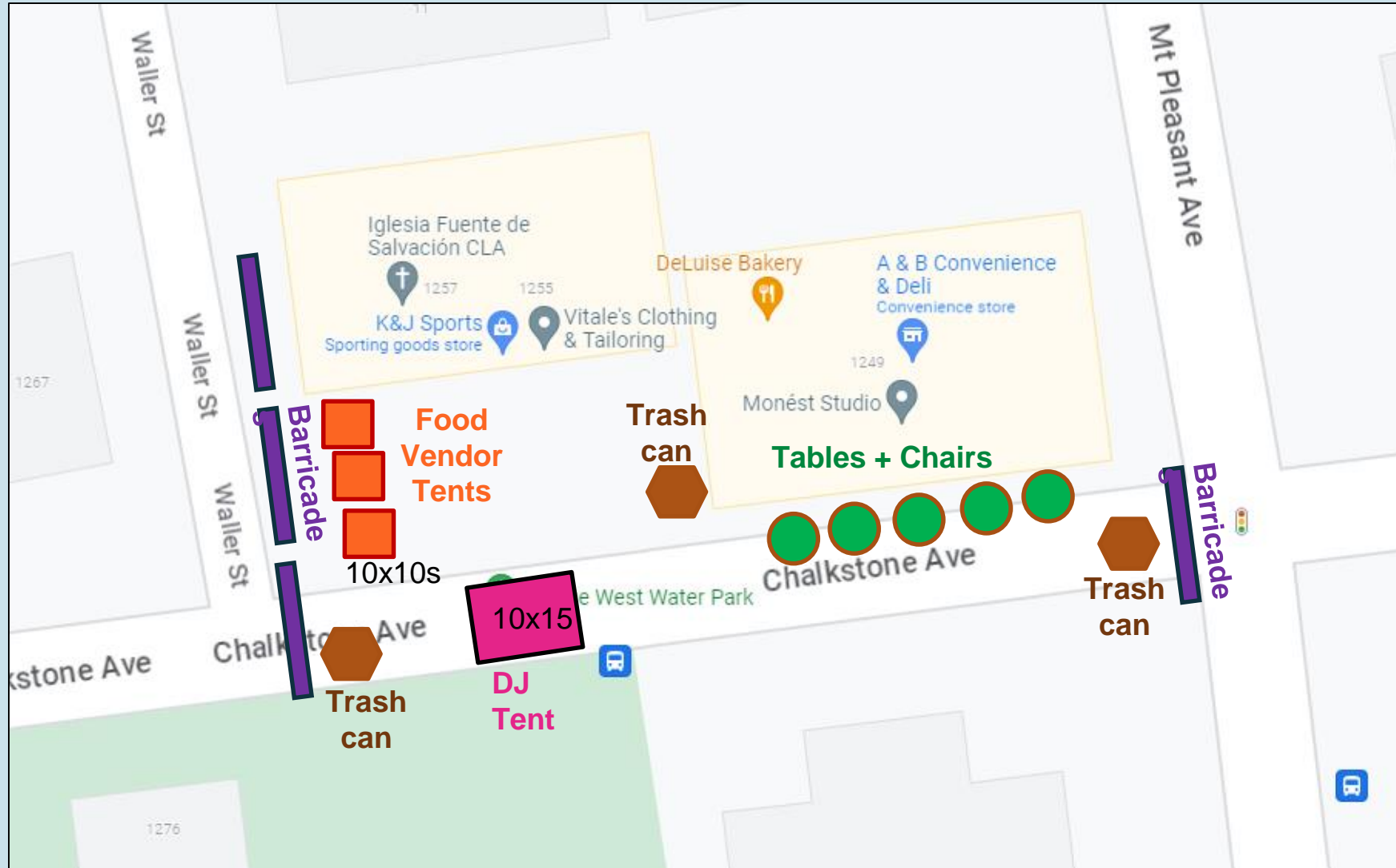
Block Party Site Map (hand drawn)

Block Party on Wickenden Street



Block Party Site Map (digital)

Outdoor Market on Chalkstone Avenue

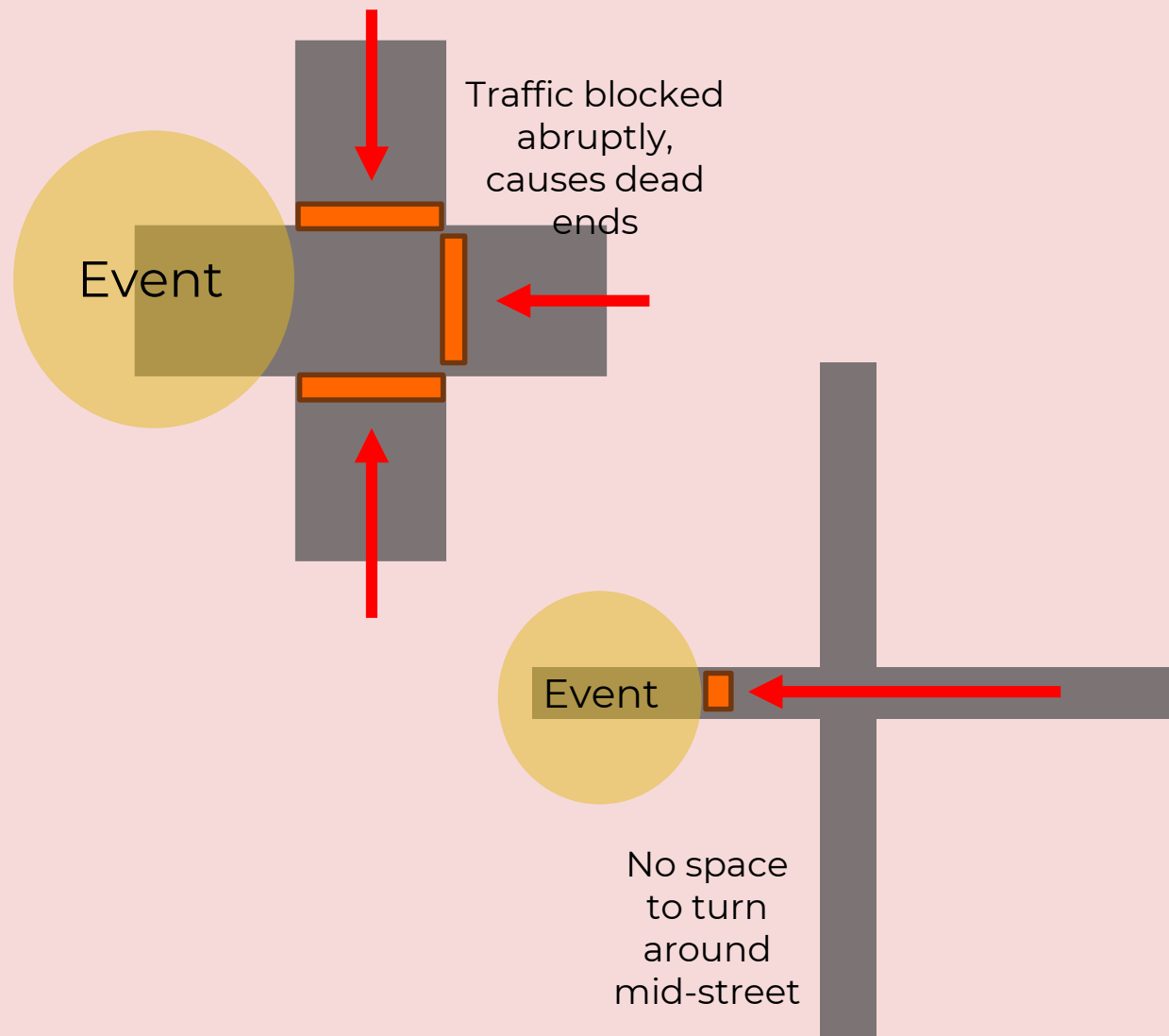


Tips for Making Site Maps

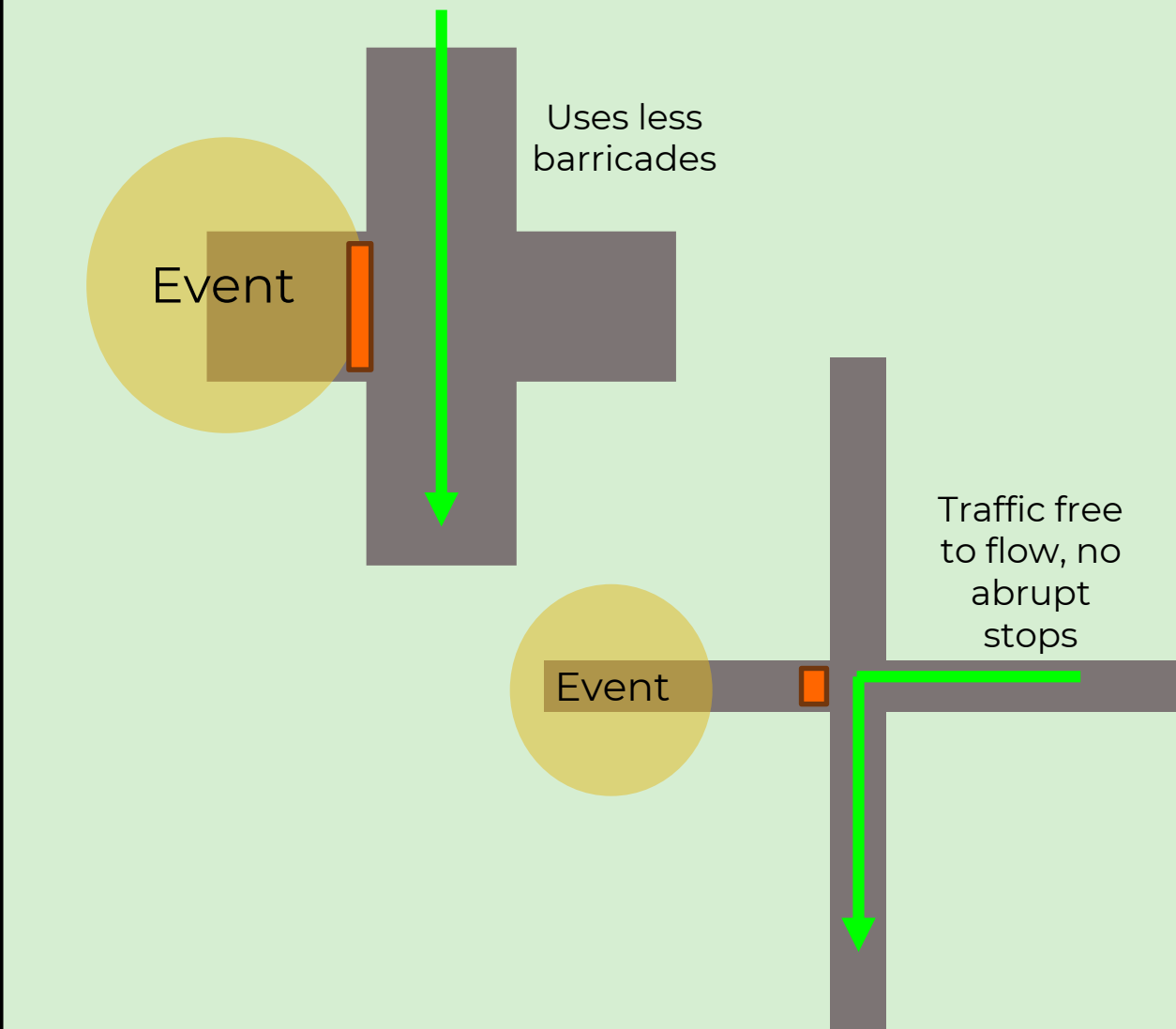
- Use an aerial view for your site map!
- Make sure that surrounding streets and buildings are clearly labeled
- For making digital site maps, you can screenshot an aerial view of your site on Google Maps, and then insert shapes and labels on top of the screenshot using Google Slides or PowerPoint
- For hand-drawn maps, make sure your lines are sharp and clearly visible

For street closures, plan your barricades to streamline traffic

Don't



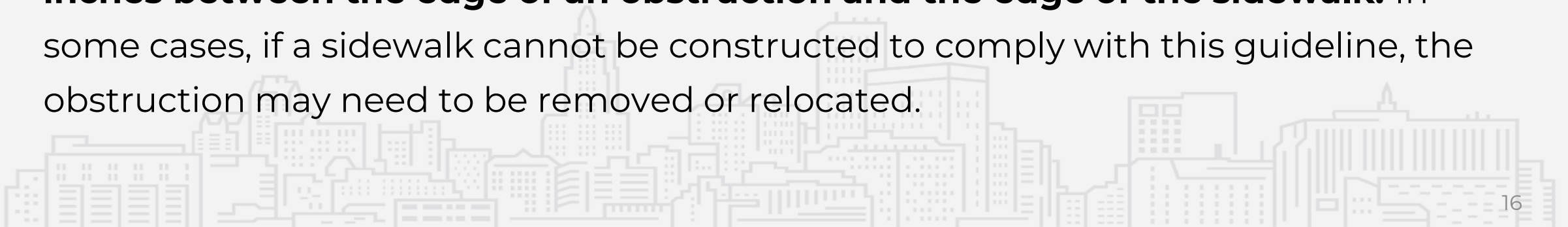
Do



ADA regulations regarding Sidewalk Obstructions

Please take note, if you are planning an **expansion of premise**, which allows you to put tables on the sidewalks adjacent to your business:

Sidewalks may be located near obstructions, such as telephone poles, traffic signal cabinets or other utilities and infrastructure. Where such obstructions exist, the sidewalk must be constructed to allow the **minimum width requirement of 36 inches between the edge of an obstruction and the edge of the sidewalk**. In some cases, if a sidewalk cannot be constructed to comply with this guideline, the obstruction may need to be removed or relocated.



Fire Department Equipment Guidelines

The equipment list below outlines what CAN be used IF all safety guidelines are followed exactly as indicated.

Propane Fire Pits

- ❑ Propane fire pits are considered an open flame.
- ❑ They need to be 10ft from any building (including canopies or other overhangs) and not under a tent.
- ❑ Follow the manufacturer's instructions for setting it up, proper use, and clearance to combustibles.

Propane Patio Heaters

- ❑ Patio heaters follow different rules
- ❑ They need to be 5ft from any building (including canopies or other overhangs) and not under a tent.
- ❑ 20lb propane cylinders (BBQ grill size) may not be stored inside buildings.
- ❑ Lock them up in a protected area outside when not in use.
- ❑ Follow the manufacturer's instructions for setting it up, proper use, and clearance to combustibles.

Tents

- ❑ All string lights must be rated as outside lights
- ❑ While in use tents must be secured with sandbags or water barrels
- ❑ All tents must be folded up and secured at the end of service.
- ❑ Follow the manufacturer's instructions for setting it up, proper use, and clearance to combustibles.
- ❑ Any tent larger than 350 sq ft will require inspection
- ❑ Follow the link provided to see Providence Fire Department regulations regarding tents.

String Lights

- ❑ All string lights must be rated as outside lights
- ❑ All lights must be turned off and taken down at the end of service
- ❑ They need to be 10ft from any building (including canopies or other overhangs) and not under a tent.
- ❑ Follow the manufacturer's instructions for setting it up, proper use, and clearance to combustibles.

Extension Cords

- ❑ All cords must be rated as outside extension cords
- ❑ All extension cords in or on a walkway must be covered with outdoor cord covers. **All cords must be taken off the street at the end of service.**

What Happens Once You Apply

Your application will go through an online approval process via Viewpoint. We will expect you to log in and check your application's progress.

You will have to attend a City Service Meeting. City Service Meetings are held on Wednesdays at 10AM via Microsoft Teams.

You will be notified through the application communication system and via email on the Tuesday prior to a meeting.

If you have entertainment and/or alcohol service

You will have to attend a Board of Licenses Meeting held from Monday to Friday, 8:30AM to 4:15PM (Summer hours 8:30AM to 3:45PM)

You will be notified through the application communication system and via email.

YOUR EVENT WILL GET APPROVED ONLINE
Keep an eye on your application.

What is a City Service Meeting?

A City Service meeting is an interdepartmental gathering of representatives from the departments that interface with events. Members of the public are welcome to attend as well.

They can include, but are not limited to, Police, Fire, Traffic, Parks, Board of Licenses, PEMA, RIPTA, Community Relations, City Council and the Mayor's Office. Reps from impacted State agencies may be invited when necessary.

Every single person is there to help you be successful, they will ask questions about operations and logistics -- **and you can ask questions too!**

Upcoming City Service Meeting Agendas are uploaded on the [city website](#).

City Service Meetings are held on Wednesdays at 10AM via Microsoft Teams.



There **will** be situations that fall outside of the instances outlined here.

For answers to those or any questions at all please contact one of our staff at the Department of Art, Culture + Tourism:

Charlotte Abotsi – Production Coordinator

cabotsi@providenceri.gov or 401-680-5363

Allie Barry – Cultural Affairs Manager

abarry@providenceri.gov or 401-680-5763



Additional Resources for Businesses

United States

U.S. Small Business
Administration
<https://www.sba.gov/>

State of Rhode Island

Rhode Island Commerce
Business Resources
<https://commerceri.com/>

City of Providence

Art, Culture + Tourism
www.artculturetourism.com

