



**Town of Richmond
Town Clerk's Office**

5 Richmond Townhouse Rd., Wyoming, RI 02898 (401) 539-9000 x 9

**Outdoor Entertainment License Application
Checklist and Fact Sheet**

Who must obtain this license:

Any individual or entity that wishes to have live music, DJ, concert, performance, band, or other outdoor public entertainment must obtain a license before doing so.

Alcoholic Beverage License:

If a facility with an alcoholic beverage license plans to offer outdoor entertainment in an area where alcohol has not previously been served, and alcohol will be sold or consumed in that area, the facility must get a new alcoholic beverage license from the Town Council before the entertainment license can be issued. The site plan submitted with the alcoholic beverage application must show the outdoor service area.

Public Hearing:

The Town Council shall conduct a public hearing on each application for a license under Article 5.44.030. A license may be denied or revoked only on the ground that the event, as proposed, would present a danger to the public health or safety

Notice to Abutting Property Owners:

The applicant shall notify all owners of property within two hundred (200) feet of the site of the site of the entertainment by first class mail that the license application has been filed, and the date, time and location of the public hearing on the license application. The applicant shall bear the cost of the postage. The notices shall be mailed at least ten (10) days before the date of the public hearing, but no more than ten weeks before the date of public hearing.

Requirements for holding a license:

- 1) The number of police personnel required to be on duty at any outdoor entertainment shall be determined by the Police Chief fourteen (14) calendar days before the scheduled event. The licensee shall pay all police officers or constables at their prevailing hourly rate.
- 2) The licensee shall provide a site layout where the entertainment is taking place and a parking plan to determine if traffic detail is required.
- 3) The licensee shall provide, at a minimum, the number of portable toilets required by R.I. department of health regulations for recreational facilities.
- 4) All trash and rubbish shall be collected and removed from both the entertainment area and the parking area within twenty-four hours of the conclusion of the event.
- 5) Each Outdoor Entertainment license shall carry \$1,000,000 (one million dollars) in general liability insurance coverage for the duration of the licensed event. The policy shall name the Town of Richmond as an additional insured. The town council shall have the authority to require the licensee for a particular event to carry more than \$1,000,000 (one million dollars) in general liability insurance coverage, or to carry an additional type of coverage, if the entertainment event is likely to pose an elevated risk, or if alcoholic beverages will be consumed at the event and the licensee does not carry liquor liability insurance.

CHECKLIST

	Confirmation	Date
<p>TAXES: Confirmation by the Richmond Tax Collector that taxes and fees on business location are current, please contact taxcollector2@richmondri.gov or call 401-539-2130 (NOTE: 1st Quarter must be paid).</p>		
<p>ZONING: Confirmation by the Zoning Enforcement Officer that use is allowed at the proposed location. Please contact jjordan@richmondri.gov or call 401-539-2285 x 9649</p>		
<p>CODE COMPLIANCE: Written certification by the Building Official and/or Electrical Inspector that structures and/or electrical equipment comply with building code. Please contact building@richmondri.gov or call 401-539-2285 x 9684</p>		
<p>POLICE CHIEF APPROVAL: Written determination from the Chief of Police the number of officers, if any, to the event.</p>		
<p>PROMOTERS PERMIT: Required if event is a “show” under R.I. Division of Taxation regulations, if food, beverages, or other items will be sold, and if venue does not have a victualing license or a permit to make sales at retail. Please visit http://tax.ri.gov</p>		
<p>INSURANCE: Proof of at least \$1,000,000 in general liability insurance coverage naming Town of Richmond as additional insured.</p>		
<p>LICENSE FEE: For events that take place over one or more 24 Hour period: \$50 for each 24 Hour period. For entertainment that will take place regularly, \$600 for a one-year license, \$300 for a six-month license, \$150 for a three-month license, \$100 for a one-month license. <i>Religious, charitable, and civic organizations are exempt from license fee. Please indicate “n/a”.</i></p>		
<p>ABUTTERS: Names and addresses of owners of property within 200 feet of the event or entertainment location.</p>		
<p>SITE PLAN: Layout where the entertainment is taking place and a parking plan to determine if traffic detail is required.</p>		
<p>AFFIDAVIT OF COMPLIANCE: Per Richmond Code of Ordinances 5.04.030(b) An applicant for a license or permit must submit with the application or renewal an affidavit of compliance. The affidavit shall state that the business is currently in compliance with all town, state and federal statutes, ordinances, and regulations. Compliance with all town, state and federal statutes, ordinances and regulations shall be a continuing condition of the license or permit.</p>		

(Continued)

Ch. 5.44 of the Richmond Code of Ordinances requires licensees to observe the following conditions. The Town Council may waive any requirement for an event sponsored by a religious, charitable or civic organization. If you are requesting a waiver, check the corresponding line:

___ **5.44.060 A.** The number of police personnel required to be on duty at any outdoor entertainment shall be determined by the Police Chief fourteen calendar days before the scheduled event. The licensee shall pay the police officers or constables at their prevailing hourly rate

___ **5.44.060 B** The licensee shall provide a site layout where the entertainment is taking place and a parking plan to determine if traffic detail is required. If off-street parking or additional parking is required, then parking attendants may be required to adequately supervise the orderly handling of traffic. Traffic shall be directed by police officers or constables employed at the expense of the licensee, the number of whom shall be determined by the chief of police.

___ **5.44.060 C** The licensee shall provide, at minimum, the number of portable toilets required by R.I. department of health regulations for recreational facilities.

___ **5.44.060 D** All trash and rubbish must be collected and removed from both the entertainment area and the parking area within 24 hours of the end of the event.

___ **5.44.070 Duration – Hours.** A license granted shall be for one or more twenty-four hour periods, one month, three months, six months or one year. Events shall commence no earlier than 8:00 A.M. and shall conclude no later than 11:00 P.M. of the same day, provided however, that if the entertainment takes place on the premises of an establishment with a victualing or alcoholic beverage license, the town council shall have the authority to establish a different hour at which the entertainment must begin or end and the days of the week on which the entertainment is permitted to take place. If the entertainment is held at an establishment licensed to serve alcoholic beverages, the licensee shall not permit the entertainment to continue beyond the authorized closing time. The Town Council shall have the discretion to limit the issuance of license(s) for frequency as well as duration of entertainment.

___ **5.44.080** Sleeping on the premises is prohibited.

___ **5.44.090 A** Insurance. Each outdoor entertainment licensee shall carry a \$1,000,000 (one million dollars) in general liability insurance coverage for the duration of the licensed event. The policy shall name the Town of Richmond as an additional insured.

___ **5.44.090 B** The Town Council shall have the authority to require the licensee for a particular event to carry more than \$1,000,000 (one million dollars) in general liability coverage, or to carry an additional type of coverage, if the entertainment is likely to pose an elevated risk, or if alcoholic beverages will be consumed at the event and the licensee does not carry liquor liability insurance.



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Outdoor Entertainment License Application

Applicant Name: _____

Primary person responsible for supervision of premises or event: _____

Phone #: _____ **Email:** _____

Location where entertainment will take place:

Name of Facility: _____

Address of Facility: _____

Owner of property where entertainment will take place: _____

Mailing Address: _____

Phone #: _____ **Email:** _____

Short-Term Licenses (One or more days)

Describe the event:

What dates will the event take place: _____

Hours event will be open to the public: _____

of people expected to attend: _____

Will Alcohol be served?: ___ YES ___ NO

Amount of insurance coverage (1,000,000 minimum): _____

(Long Term License Continued)

Long-Term Licenses (One month, six-months, or one year)

Describe the event:

What type of license are you applying for?

1) One year ___

2) One Month ___

3) Six Months ___

For what period of time?: _____ to _____

How large is the area where the entertainment will take place (in square feet): _____

What days of the week and hours do you plan to offer entertainment:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

What is the maximum number of patrons able to occupy that area?: _____

By what means is the entertainment area separated or set off from adjacent outdoor areas?:

Does this establishment have a victualing license? ___ YES ___ NO

Does this establishment have an alcoholic beverage license? ___ YES ___ NO

(Office Use Only)

Date of Town Council Approval: _____

Fee Paid: _____

License Issued by: _____

Date License Issued: _____

Date License Expires: _____