



CITY OF PROVIDENCE

Jorge O. Elorza, Mayor

Special Event Request Form

Organization's Information:

Name of authorized representative or individual _____

Name of Organization _____

Address _____ City _____, State _____ Zip _____

Primary Phone Number () _____ Secondary Phone Number () _____

Email Address _____ Fax Number () _____

Organization producing event is (please check one):

Individual Commercial Non-Profit Non-Profit with 501C3 tax exempt status Political

Preferred Date(s) for Event: 1. _____ 2. _____ 3. _____

Preferred Start Time _____ AM PM Preferred End Time _____ AM PM

Type of Event (check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Concert | <input type="checkbox"/> Photography | <input type="checkbox"/> Religious Ceremony |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Picnic | <input type="checkbox"/> Run/Walk |
| <input type="checkbox"/> Film/Video Shoot | <input type="checkbox"/> Press Conference | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Reception/Party | |

Location of Event:

- Roger Williams Park Casino
- Roger Williams Park Botanical Center
- *Roger Williams Park _____
- *Neighborhood Parks or Downtown Parks _____

Anticipated number of attendees:

- 1-100 people
- 101-500 people
- 501-2500 people
- 2501-5000 people
- 5001 people or more

Please email completed form to hmanning@providenceri.com or send c/o Facilities Coordinator at the address below or fax to (401) 941-5920. Once the request form has been received, a coordinator will contact you to facilitate the application.

*Describe the particular area(s) within the park you are interested in. Also, provide the park name for Neighborhood & Downtown Parks.

PROVIDENCE THE CREATIVE CAPITAL

Dalrymple Boat House | Roger Williams Park | 1000 Elmwood Avenue | Providence, Rhode Island 02905
401 785 9450 OFFICE | 401 941 5290 FAX | www.providenceri.com