



OUTDOOR ENTERTAINMENT LICENSE APPLICATION FACT SHEET

Who must obtain this license:

Any person who promotes a public event or show, including musical entertainment, a theatrical performance, an exhibition, or a dance, must obtain an entertainment license. The license is required to protect the health and safety of the public.

Duration and fee:

Licenses are issued for events that will take place during one or more 24-hour period. The fee is \$50 for each 24-hour period.

Licenses also are issued for entertainment that will take place at the same location regularly over a period of time. A one-year license is \$600, a six-month license is \$300, a three-month license is \$150, and a one-month license is \$100.

Every application for an outdoor entertainment license shall pay an administrative fee of \$20.

Religious, charitable, and civic organizations do not have to pay the license fee but they do have to pay the administrative fee.

Requirements for license applications:

- *Tax certificate.* The applicant must submit written certification from the Richmond Tax Collector that neither the applicant nor the property owner is in arrears on payment of any municipal taxes or fees.
- *Good Standing.* Corporate applicants must submit a certificate of good standing issued by the R.I. Secretary of State's Office.
- *Building inspection.* The Richmond Building Official and/or Electrical Inspector must inspect the site and certify in writing that any structures and/or electrical equipment and connections are in compliance with the Building Code.
- *Public hearing.* The Town Council must conduct a public hearing on the application before the license is issued. At least ten days (but not more than ten weeks) before the date of the public hearing, the applicant must mail notices to all owners of property within 200 feet of the property where the event will take place informing them of the date, time, and location of the public hearing. The Town Clerk's Office will provide the notice. The notices must be sent by regular first-class mail. The applicant must submit *with the application* a list of the names and addresses of the owners of property within 200 feet of the property where the event will take place. This information is available from the Tax Assessor's Office. The applicant must provide the Town Clerk with the date the notices to abutters were mailed.
- *Insurance.* An applicant for an outdoor event that will take place during one or more 24-hour period must provide proof \$1,000,000 (one million dollars) in general liability insurance coverage for the duration of the event before the license is issued. The insurance certificate must name the Town of Richmond as additional insured.
- *Promoter's permit.* If the entertainment or event will take place at a facility that does not have a victualing license or a permit to make sales at retail, and if food, beverages, or other items will be sold to the public, the applicant must obtain a promoter's permit from the R.I.

Division of Taxation before the entertainment license is issued. See R.I. Division of Taxation Regulation SU 89-128 on Promoters and Promotion of Shows.

Please note that a "show" as defined by the Division is not necessarily an "entertainment." The Division defines a show as "a flea market, craft show, antique show, coin show, stamp show, comic book show, baseball card show, or any other show of a temporary nature, regardless of whether conducted at the same location for an extended period of time, excluding, however, trade shows sponsored by or promoted by and open only to an industry, trade, or professional association or society and not to the general public."

- If an establishment with an alcoholic beverage license plans to offer outdoor entertainment in an area of the premises *where alcohol has not previously been served*, the establishment must get a new alcoholic beverage license from the Town Council. The site plan submitted with the alcoholic beverage license application must show the outdoor area where alcohol will be served.

NOTE: This summary is for the convenience of applicants. For all the legal requirements of this license or permit, you should consult Chapter 5.44 of the Richmond Code of Ordinances and Title 2, Chapter 22 of the R.I. General Laws.

**OUTDOOR ENTERTAINMENT LICENSE
Town Clerk's License Application Checklist**

Applicant: _____

Date Application Received: _____

License Number: _____ **New:** _____ **Renewal:** _____

TAXES: Richmond Tax Collector's certificate that taxes are current.	
CORPORATE: R.I. Secretary of State's Office Certificate of Good Standing (<i>if applicant is a corporation</i>).	
CODE INSPECTION: Written certification by the Richmond Building Official and/or Electrical Inspector that any structures and/or electrical equipment and connections at the site are in compliance with the Building Code.	
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</i>)	
ABUTTERS: Names and addresses of owners of property within 200 feet of the event or entertainment location.	
ADMINISTRATIVE FEE: \$20	
INSURANCE: For events that take place over one or more 24-hour period, proof of \$1,000,000 in general liability insurance coverage naming Town of Richmond as additional insured.	
PROMOTER'S PERMIT: Promoter's permit from the Division of Taxation (<i>if food, drink, or other items will be sold to the public</i>).	

OUTDOOR ENTERTAINMENT LICENSE APPLICATION

Applicant's name
Is the Applicant a religious, charitable, or civic organization? <input type="checkbox"/> YES <input type="checkbox"/> NO
Individual primarily responsible for supervision: NAME: _____ PHONE(S): _____
<i>Location of property where entertainment will take place:</i> Name of facility: Street address: Tax Assessor's Plat and Lot number:
<i>Owner of property where entertainment will take place:</i> Owner's Name: Mailing Address: Telephone number and name of contact person:

FOR SHORT-TERM LICENSES (one day, two days, three days, etc.)
Please describe the event:
Date(s) event will take place:
Hours event will be open to the public:
Number of people you expect to attend:
Will alcoholic beverages be served? <input type="checkbox"/> YES <input type="checkbox"/> NO
Amount of insurance coverage (\$1,000,000 minimum):
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 box: <input type="checkbox"/> 5.44.060 A. The number of police officers or constables required to be on duty: two for the first 150 persons attending and one additional officer or constable for each additional 150 persons. They are paid by the licensee. <input type="checkbox"/> 5.44.060 B. The licensee must provide an off-street parking area supervised by attendants. The police chief determines the number of police officers necessary for traffic control. They are paid by the licensee. <input type="checkbox"/> 5.44.060 C. The licensee must provide portable toilets at the site of entertainment and in the parking area. <input type="checkbox"/> 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** The event must begin at 8:00 a.m. or later and end at 11:00 p.m. or earlier.
- 5.44.080** Sleeping on the premises is prohibited.

FOR ONE MONTH, THREE MONTH, SIX MONTH, OR ONE YEAR LICENSES

Where on the property will the entertainment take place?

What type of entertainment will be offered?

Does this establishment have a victualing license? YES NO

Does this establishment have an alcoholic beverage license? YES NO

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

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

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?

Which license are you applying for?

one month three month six month one year

Indicate the specific time period requested: _____ to _____

OFFICE USE ONLY

Date of Town Council approval	Date license issued
Fee paid:	Date license expires
License issued by:	