



**OUTDOOR ENTERTAINMENT LICENSE APPLICATION  
CHECKLIST AND FACT SHEET**

Applicant .....

<b>TAXES</b> - Confirmation by the Richmond Tax Collector that taxes and fees on the business location in Richmond are current.	
<b>ZONING</b> – <i>FOR NEW LICENSES OR LOCATIONS ONLY</i> - Confirmation by the Zoning Enforcement Officer that the use is allowed at the proposed location.	
<b>CODE COMPLIANCE</b> – Written certification by Building Official and/or Electrical Inspector that structures and/or electrical equipment comply with building code.	
<b>ABUTTERS</b> - Names and addresses of owners of property within 200 feet of the event or entertainment location.	
<b>PROMOTER'S PERMIT</b> - 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 virtualing license or a permit to make sales at retail.	
<b>INSURANCE</b> - Proof of at least \$1,000,000 in general liability insurance coverage naming Town of Richmond as additional insured.	
<b>LICENSE FEE</b> - 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>	
<b>ADMINISTRATIVE FEE</b> - \$20 <i>(Religious, charitable, and civic organizations are not exempt from administrative fee.)</i>	

**Who must get this license** - Any person who promotes an outdoor public event or performance must have an entertainment license. The license is required to protect the health and safety of the public.

**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 must conduct a public hearing on the application before the license is issued. You must submit with your application a list of the names and addresses of the owners of property with 200 feet of the property where the entertainment will take place. This information is available on the town's website ([www.richmondri.com](http://www.richmondri.com)). At least ten days before the date of the public hearing, you must mail a notice of the date and time of the public hearing to each property owner on the list. The Town Clerk's Office will give you the notice. The notices must be sent by regular first-class mail. At or before the public hearing, you must give the Town Clerk confirmation that the notices were mailed and the date they were mailed.



## OUTDOOR ENTERTAINMENT LICENSE APPLICATION

APPLICANT'S NAME
Is the Applicant a religious, charitable, or civic organization? <input type="checkbox"/> yes <input type="checkbox"/> no
PERSON PRIMARILY RESPONSIBLE FOR SUPERVISION OF PREMISES OR EVENT
Name: _____ Telephone(s): _____
LOCATION WHERE ENTERTAINMENT WILL TAKE PLACE
Name of facility:
Street address:
Tax Assessor's plat and lot number:
OWNER OF PROPERTY WHERE ENTERTAINMENT WILL TAKE PLACE
Owner's Name:
Mailing Address:
Name and telephone number of contact person:

<b>SHORT-TERM LICENSES (one or more days)</b>
Describe the event
What date or dates event will take place
Hours event will be open to the public
Number of people expected 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:

- 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. You are responsible for paying them.
- 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 or constables necessary for traffic control. You are responsible for paying them.
- 5.44.060 C.** The licensee must provide portable toilets at the site of entertainment and in the parking area.
- 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.

<b>LONG-TERM LICENSES (One month, six months, or one year)</b>
What type of license are you applying for? <input type="checkbox"/> one year <input type="checkbox"/> one month <input type="checkbox"/> six months For what period of time? _____ to _____
Describe the type of entertainment
Where on the property will the entertainment take place?
How large is the area where entertainment will take place (in square feet)?
What days of the week and hours of the day do you plan to offer entertainment?
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? <input type="checkbox"/> yes <input type="checkbox"/> no
Does this establishment have an alcoholic beverage license? <input type="checkbox"/> yes <input type="checkbox"/> no

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OFFICE USE ONLY

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