

**TOWN OF HOPKINTON, RI
SPECIAL EVENT – MULTI-EVENT APPLICATION**

1. Name of Applicant: _____

Date of Birth _____ State of Incorporation _____
(If individual) (If corporation)

2. Address of Applicant: _____

3. If applicant is a corporation, please include the names, addresses and dates of birth of all its officers and directors: _____

4. Name of Sponsor, Co-Sponsor or Promotor if different from applicant (if applicable):

a. Address: _____

b. Date of Birth (if individual): _____

c. State of Incorporation (if Corporation): _____

d. If Corporation, name and address of each officer and director:

e. When a single event or multi event is sponsored, co-sponsored or conducted by the Recreation Department and the event or events are being held at recreational facilities owned and operated by the Town of Hopkinton, publicized notice and notice to abutting property owners is not required. License fees and application fees are waived. An approved field request form from the Recreation Department and proof of liability insurance with the Town of Hopkinton named as additional insured is to accompany the Single Event or Multi-Event application.

Copy of approved field request & proof of liability insurance attached: Yes (___) No (___)

6. Type of event: _____

Single Event: (___)

*Multi-event: (___)

*For Multi-events provide a separate list with specific details for each proposed event as required in Sec. 3-3 (7); (a) through (c):

- (a) The date or dates;
- (b) The activities to occur at the event including whether live or any other type of entertainment will take place and/or if any sound projection/amplification equipment will be used;
- (c) Any other planned activities involving unusual or loud noises including but not limited to fireworks displays.
- (d) Activities involving the use of flames or flammable materials.
- (e) The proposed hours for each event.

Multi-event description attached: Yes (___) No (___)

7. Description: _____

8. Date(s) and hours of event(s): _____

9. Proposed location: _____

a. Include plat map of location prepared by licensed engineer showing the names of adjoining property owners within two hundred (200) feet of proposed location.

Attached: Yes (___) No (___)

b. Include legal description of location. Attached: Yes (___) No (___)

c. Owner of location. (if a corporation, list officers and directors including addresses):

10. List and describe all amusements or vehicles to be operated at proposed location:

11. Anticipated number of participants: _____ Spectators: _____

12. a. Will food and/or beverages be served? Yes (___) No (___)

b. If the answer to Question 11(a) is "yes", please describe nature of same and attach copy of

the appropriate license(s) permitting this activity:

Copy of licenses attached: Yes (___) No (___)

13. (a) Will goods be sold? Yes (___) No (___)
(b) If the answer to Question 12(a) is “yes”, please describe the nature of the same and attach a copy of appropriate license(s) permitting this activity:

Copy of licenses attached: Yes (___) No (___)

14. If a fee or donation is required or requested from participants or spectators, please describe:

15. Public liability insurance/performance bond:

- (a) Amount \$ _____
(b) Town of Hopkinton named additional insured? Yes (___) No (___)
(c) Copy attached: Yes (___) No (___)

16. Parking available for _____ automobiles. Describe parking facilities: _____

17. Describe sanitary facilities to be provided: _____

18. Describe first aid and safety measures to be provided: _____

19. Describe police services to be provided, if any: _____

Reviewed by Chief of Police with the following recommendation(s): _____

20. Describe lighting to be provided: _____

21. Describe noise control plan: _____

22. Other conditions required by Council: _____

23. Is the applicant a non-profit charitable or religious entity? Yes (___) No (___)
If yes, attach evidence of non-profit status. Attached: _____

24. Are you requesting a waiver of any requirements of Chapter 3 of the Hopkinton Town Ordinances? Yes (___) No (___)

25. If the answer to Question 23 is yes, please specify for which section(s) the waiver is being requested and indicate the reason(s) for the request: _____

26. Filing fees: \$100.00 (___) Single Event \$200.00 (___) Multi-event
Filing fee is to be paid upon filing of the application.

27. License fee: \$100.00
Due upon issuance of the license.

*Non-profits and other groups the Hopkinton Recreation Department sponsors, co-sponsors or conducts shall be exempt from filing and license fees.

28. Signature of applicant: _____
(If a corporation, a duly authorized officer must sign)