Charlestown Parks & Recreation Department
4540 S County Trail, Charlestown, Rhode Island 02813
Phone:(401) 364-1222 Fax: (401) 364-1238

Event Name: _____
Group/Organization/Business Sponsoring Event: _____
Contact Name: _____ Title: _____
Cell Number: _____
Email: _____ Web Site: _____
Group/Organization/Business Address: _____
Organization Tax ID Number (FEID): _____

Organization Type (Please Circle One):

For-Profit ☐ Charitable ☐ Non-Profit ☐

Public or Other: _____

Is the organization tax-exempt under Section 501(c)(3) of the Internal Revenue Code? Yes or No *** If yes, please attach proof of 501(c)(3) status (determination letter) to the application.

Please Describe Event:

_____

_____

_____

☐ All races (cycling, running, walking, etc.) are required to have a Certified AED/CPR/First Aid professional in attendance at the event.

☐ Request that the Parks and Recreation Commission recommend to the Town Council the waiver of sections 108-4 and 108-5 of the Charlestown Code of Ordinances.

Special Event Date(s) Requested (***Dates event open to the public):***

First Choice: _____ Time Requested From: _____ To: _____

Second Choice: _____ Time Requested From: _____ To: _____

Park Usage Date(s) Requested (***Please include set up and breakdown period):***

First Choice: _____ Time Requested From: _____ To: _____

Second Choice: _____ Time Requested From: _____ To: _____

Will entrance or parking fees be collected? ☐ Yes ☐ No

If yes, the entrance fee amount: _____ If yes, parking fee amount: _____

		AREA (Sq. ft.)	AREA (Acres)	Check Area Used
1	Mutipurpose Field/Soccer Fields	526,545	12.09	
2	Festival/West Fest Camping Area	679,081	15.59	
3	Festival Overflow - behind new pavilion	276,081	6.35	
4	Festival Overflow - in front of Frosty Drew Observatory	141,158	3.24	
5	Multipurpose Field - near Frsoty Drew Observatory	78,351	1.80	
6	Camping area - across from soccer fields	73,332	1.68	
7	Parking lot by tennis courts	121,981	2.80	
8	Parking lot by tennis courts	178,530	4.10	
9	Parking lot by tennis courts	292,196	6.71	
10	Kimball Pavilion	3,229	0.07	
11	Bike Course Judge's Stand	458	0.01	
12	Horse Barn (Storage)	672	0.02	
13	Criterium Bike Course	823,750	18.91	
14	Tennis/Pickleball Courts	64,451	1.48	
15	Restrooms near Tennis Courts	483	0.01	
16	Recreation Summer Office	622	0.02	
17	Naval Air Memorial	30,780	0.71	
18	Basketball Courts	4,872	18.91	
19	Playground	22,042	1.48	
20	Restrooms by pond	483	0.01	
21	Little Nini Pavilion	945	0.02	
22	Little Nini Pond Beach	17,451	0.04	
23	Frosty Drew Nature Center	2,757	0.06	
24	Frosty Drew Observatory	16,415	0.38	
25	Senior Community Center	94,153	2.16	
26	Residence - house near entrance	29,844	0.69	
27	Outdoor Fitness Area	25,363	0.58	
28	Disc Golf 1	442,767	10.68	
29	Disc Golf 2	632,908	14.53	
30	Dog Park	49,753	1.14	
31	Parking lot near back entrance	64,458	1.48	
32	Frosty Drew Parking	14,367	0.33	
33	New Pavilion	2,835	0.07	

Other (Please explain and describe): _____

_____

_____

# OF PARTICIPANTS	USER FEE	ADMIN. FEE
0-1,000	TBD	$10 R/$20 NR
Over 1,000	TBD	$75 R/$100 NR

Number of Participants Expected: (volunteers/staff) _____ (public)_____

Will the event be recurring? ☐ Yes ☐ No

Are you seeking to make any physical changes to the facility? ☐ Yes ☐ No

If yes, please describe: _____

_____

Will the event require electricity? ☐ Yes ☐ No

If yes, please note that you will be charged for any electricity used. Please describe how the event will utilize existing power supplies. _____

Will the event utilize portable generators? ☐ Yes ☐ No

Will the event require on-site water? ☐ Yes ☐ No

If yes, please describe: _____

_____

Will the event require overnight camping? ☐ Yes ☐ No

If yes, how many public campers? _____

If yes, how many volunteer campers? _____

If yes, how many staff campers? _____

Total number of campers = _____

Will the event require the use of port-a-johns? ☐ Yes ☐ No

If yes, how many and what company will be contracted for service? _____

Will you be providing portable shower services for campers? ☐ Yes ☐ No

If yes, please provide the following:

Name of pumping contractor providing the service for the removal of grey water from shower service: _____

Contact information of company providing grey water removal service: _____

Please attach a copy of the pumping schedule.

Will you be seeking permission to serve alcohol at the event? ☐ Yes ☐ No

If yes, please indicate the agency or organization that will be applying for a liquor license to serve at the event.

Agency/Org.: _____ Federal I.D.#: _____

Email: _____ Phone #: _____

Will the event be seeking permission to have Mobile Food Establishments (Food Trucks) present? ☐ Yes ☐ No

If yes, how many? _____. Each Mobile Food Establishment must be licensed by the Town of Charlestown and approved by the Town Council. Please allow a **minimum of two months** for this separate approval and application process. Applications are available upon request through the **Town Clerk's Office**. Refer to Town Ordinance 128-14 through 128-24 (attached).

Will there be private event security? ☐ Yes ☐ No

If yes, please indicate who and how many? _____

Will the event require lifeguards? ☐ Yes ☐ No

(*Please note, additional fees may be imposed for lifeguard coverage.)*

If yes, what days and times will lifeguard coverage be required?

Dates: _____ Time: _____

Will fencing be required for the event? ☐ Yes ☐ No

If yes, where is the fencing required, and what parts of the park will be fenced, please describe: _____

_____

What sections of the park (if the event takes place in Ninigret Park) will be available for open use to the public during the event? _____

_____

Are there any other requests for your event? (Carnival Rides, Fireworks, etc.)

_____

_____

_____

Please include a map of Ninigret Park and the areas you will be utilizing, along with your predicted traffic flow for this event.

KEY
1 Multipurpose Field/Athletic Field 526,545 12.09
2 Multipurpose Field/Camping Area 679,081 15.59
3 Multipurpose Field/Festival Overflow 276,443 6.35
4 Multipurpose Field/Festival Overflow 141,158 3.24
5 Multipurpose Field 78,351 1.80
6 Camping Area 73,332 1.68
7 Parking Lot A 121,981 2.80
8 Parking Lot B 178,530 4.10
9 Parking Lot C 292,196 6.71
10 Kimball Pavilion 3,229 0.07
11 Bike Course Judge's Stand 458 0.01
12 Horse Barn (Storage) 672 0.02
13 Crieterium Bike Course 823,750 18.91
14 Tennis/Pickleball Courts 64,451 1.48
15 Restrooms 483 0.01
16 Recreation Summer Office 622 0.01
17 Naval Air Memorial 30,780 0.71
18 Basketball Courts 4,872 0.11
19 Playground 22,042 0.51
20 Restrooms 511 0.01
21 Little Nini Pavilion 945 0.02
22 Little Nini Pond Beach 17,451 0.040
23 Frosty Drew Nature Center 2,757 0.06
24 Frosty Drew Observatory 16,415 0.38
25 Senior Community Center 94,153 2.16
26 Residence 29,844 0.69
27 Outdoor Fitness Area 25,363 0.58
28 Disc Golf 1 442,767 10.16
29 Disc Golf 2 632,908 14.53
30 Dog Park 49,753 1.14
31 Parking Lot D 64,458 1.48
32 Frosty Drew Parking 14,367 0.33
33 New Pavilion 2,835 0.07
U.S. ROUTE 1
ROUTE 1A
Main Entrance
Back Entrance /Exit
C.A.P.
C.P.O.
U.S. FISH AND WILDLIFE REFUGE

PLEASE INITIAL NEXT TO EACH ITEM

_____ Applicant agrees to assume all legal liabilities for accidents/injuries and will hold neither the Town of Charlestown nor any of its employees, agents, or representatives liable for any resulting claims/lawsuits. Applicant agrees to indemnify, defend, and hold the Town of Charlestown and its employees, officers, agents, and representatives harmless from any claim, act, or proceeding related to or based upon Applicant's entrance, presence, and/or use of the property. Applicant agrees to release, waive, and forever discharge the Town of Charlestown, its employees, officers, agents, and representatives from any and all manner of claims, actions or causes of action, suits, demands whatsoever, in law or in equity, which it may have against the Town of Charlestown, its employees, officers, agents and representatives, in and/or on the property, or in any way connected to or arising from its presence and/or activities at the property.

_____ The event organizer agrees to notify the Parks & Recreation Department of a cancelled event as soon as possible.

_____ The event organizer agrees to develop and include a copy of a traffic safety plan and supporting documents (if required).

- Large events should allow for a minimum of two months for approval.
- If application is submitted electronically, applicant will be notified of receipt. The applicant is responsible for ensuring the application is received.

_____ _____

Applicant's Signature **Date**

Event promoters are required to have the following permits that pertain to the proposed event:

State Permit to Operate a Show

Special Event Permit from the Town of Charlestown Town Clerk's Office

To obtain a Special Event Permit from the Town Clerk's Office (401) 364-1200, the following items must be completed:

Completed application

List of all vendors with ID numbers

List of all food vendors with ID numbers and approval from the State Health Department (If Applicable)

Copy of Show Permit from the State

Copy of Permit to Make Sales at Retail from the State (If Applicable)

Copy of compliance/approvals from the State/Town for amusement rides, inspected by the Electrical Inspector

Application for beverage license must be applied for (does not have to have been obtained) at least 2 months prior to the event by whomever will serve the beverages

Copy of certification of individuals certified by a state-certified agency (i.e., S.T.O.P)

A copy of the insurance policy naming the Town as additional insured pursuant to Town policy, adopted by the Town Council 12-15-05:

- General Liability
- Liquor Liability (If Applicable)
- Insurance for pyrotechnics/fireworks (If Applicable)
- Insurance for rides (If Applicable)

Event promoters may be required to meet with the following officials:

Charlestown Police Chief – 401.213.6903

State Fire Marshall – 401.462.4600

Charlestown Ambulance Corp Director – 401.364.0885

Charlestown Building/Zoning Official (If Applicable) – 401.364.1215

Charlestown Electrical Inspector (If Applicable) – 401.364.1215

Ninigret Park Events Policy

Town of Charlestown – Parks & Recreation Department

Purpose:

The purpose of this policy is to establish standards for liability insurance covering all events held at Ninigret Park.

Policy:

The Town of Charlestown hereby mandates that all vendors and individuals authorized by the Parks and Recreation Department to utilize Ninigret Park must possess the necessary liability insurance. This requirement is designed to mitigate the Town's liability exposure.

Mission:

The Town of Charlestown is designated to offering a safe and secure recreational space for all visitors and vendors attending events at Ninigret Park. Through the devoted efforts of our staff, we guarantee that attendees feel secure at our various events. Our commitment to planning encompasses securing the required liability insurance to protect both the Town of Charlestown and all those who cherish and enjoy everything our wonderful park has to offer.

RI Interlocal Trust:

The Town of Charlestown is a member of the RI Interlocal Trust, a legislatively established organization operating on a member-owned, risk-sharing model. This framework allows Rhode Island municipalities, school districts, and special purpose districts to collaborate and self-insure against risks collectively. Within this framework, the Town seeks guidance from the Trust regarding recommended coverage for entities utilizing Ninigret Park. The following recommendations are provided by the RI Interlocal Trust and should serve as guidance when determining the appropriate amount of insurance.

Insurance Recommendations:

If the Event Organizer maintains broader coverage or higher limits than the minimum recommended limit, the recommendation shall not limit the coverage available. The Town of Charlestown will be entitled to the coverage maintained by the Event Organizer/Host. In addition, the failure to request evidence of insurance from the Event Organizer/Host shall not waive the Event Organizer's obligation to provide coverage.

Attachment: Ninigret Park Events Policy - Jeff v2 (10352 : Insurance Requirements for Ninigret Park)

Low to Medium Hazard (No entertainment, No alcohol, No amusements, No commercial operations)

- General Liability with a minimum amount of $1,000,000 per occurrence.
- The Town of Charlestown named as an Additional Insured to the policy.
- Commercial Automobile coverage for "Any" auto, or the equivalent with a limit of $1,000,000 combined single limit. If the Event operator does not own any autos, coverage should be included for Hired and Non-Owned autos.
- Evidence of Workers' Compensation insurance (if applicable) in accordance with the State of Rhode Island. Coverage to include Employers Liability with limits of $500,000 for bodily injury – each accident, $500,000 for bodily injury by disease – policy limit, and $500,000 bodily injury by disease – each employee. If the company using the facility does not have insurance, purchase of insurance through GatherGuard Program is available. GatherGuard would provide coverage up to $500,000 per occurrence and name the Town of Charlestown as an Additional Insured.
- If the individuals using the facility do not have insurance, the purchase of insurance is available through GatherGuard Program. The GatherGuard program would provide $1,000,000 per occurrence and name the Town of Charlestown as an Additional Insured.

Birthday Parties/Social Gatherings – 20+ people

Frosty Drew Observatory Nights – 20+ people

- Nighttime use of town property leased by Frosty Drew

Family Reunions – 20 - 75 people

Church Events/Field Trips – 20 - 75 people

- Use of picnic tables under pavilions, along with stationary charcoal grills
- Use of playground, gaga pit, athletic fields, and Little Nini Pond
- Use of Composting Toilets, Public Bathrooms

Attachment: Ninigret Park Events Policy - Jeff v2 (10352 : Insurance Requirements for Ninigret Park)

Medium to High Risk (Food, 75+ people, event risk, commercial operations)

General Liability with a minimum amount of $3,000,000 per occurrence for the Event operator (limit is dependent on activity). The general liability limit may be made up of a primary liability policy with a $1,000,000 per occurrence limit and $2,000,000 per occurrence excess liability.

- The Town of Charlestown named as an Additional Insured to the policy.
- Waiver of Subrogation in favor of the Town of Charlestown. The Town of Charlestown ***will not waive*** its right of subrogation in the contract with any of the vendors.
- Commercial Automobile coverage for "Any" auto, or the equivalent with a limit of $1,000,000 combined single limit. If the Event operator does not own any autos, coverage should be included for Hired and Non-Owned autos.
- Evidence of Workers' Compensation insurance (if applicable) in accordance with the State of Rhode Island. Coverage to include Employers Liability with limits of $500,000 for bodily injury – each accident, $500,000 for bodily injury by disease – policy limit, and $500,000 bodily injury by disease – each employee. If the company is using the facility does not have insurance, purchase of insurance through GatherGuard Program is available. GatherGuard would provide coverage up to $500,000 per occurrence and name the Town of Charlestown as an Additional Insured.

Soccer Games – (Ex. Chariho Youth Soccer) 200 – 500 people over the course of the day

- Use of Soccer Fields
- Use of Composting Toilets, Public Bathrooms

Electric Car Racing – (Ex. Green Power) – 90 people

- Use of Criterion
- Use of Judges Stand
- Racing of Electric Cars by High School Clubs

Pickle ball/Tennis Tournaments – 100 people

- Use of Pickle ball Courts

Attachment: Ninigret Park Events Policy - Jeff v2 (10352 : Insurance Requirements for Ninigret Park)

Bike Races (Ex. NBX) – 100+ people

- Use of Criterion Course
- Set up pop up tents
- Use of Judges Stand next to course
- Use of Composting Toilets, Public Bathrooms

HIGH RISK (Alcohol, food, 75+ people, event risk, commercial operations)

EVENT OPERATOR – Recommendations

General Liability with a minimum amount of $6,000,000 per occurrence for the Event operator. The general liability limit may be made up of a primary liability Policy with a $1,000,000 per occurrence limit and a $5,000,000 per occurrence excess liability policy.

- The Town of Charlestown named as an Additional Insured to the policy.
- Waiver of Subrogation in favor of the Town of Charlestown. The Town of Charlestown ***will not waive*** its right of subrogation in the contract with any of the vendors

Liquor Liability should have a minimum of $2,000,000 per occurrence limit. Increased limits up to $6,000,000 may be required based on the event. This limit may be comprised of a primary liquor liability policy and an excess liability policy. The Town of Charlestown should be listed as an Additional Insured.

- Commercial Automobile coverage for "Any" auto, or the equivalent with a limit of $1,000,000 combined single limit. If the Event operator does not own any autos, coverage should be included for Hired and Non-Owned autos.
- Evidence of Workers' Compensation insurance (if applicable) in accordance with the State of Rhode Island. Coverage to include Employers Liability with limits of $500,000 for bodily injury – each accident, $500,000 for bodily injury by disease – policy limit, and $500,000 bodily injury by disease – each employee.

Food Truck Events – Up to 1,000 people

- 10-20 Mobile Food Trucks
- Sale of Alcohol by Outside Vendor
- Live Music
- Use of Electricity

Attachment: Ninigret Park Events Policy - Jeff v2 (10352 : Insurance Requirements for Ninigret Park)

Festivals (Ex. Applumpkin) – 50 Volunteers – 400-500 people

- Use of New Pavilion
- Use of Athletic Field
- Mobile Food Vendors
- Sale of Alcohol
- Craft Vendors
- Use of Electricity

SPECIAL RISK EVENTS (Food, 75+ people, event risk, commercial operations)

EVENT OPERATOR – Recommendations

General Liability with a minimum amount of $6,000,000 per occurrence for the Event operator. The general liability limit may be made up of a primary liability. Policy with a $1,000,000 per occurrence limit and a $5,000,000 per occurrence excess liability or umbrella policy.

- The Town of Charlestown should be listed as an Additional Insured to the policy.

- Waiver of Subrogation in favor of the Town of Charlestown. The Town of Charlestown ***will not waive*** its right of subrogation in the contract with any of the vendors.

- Liquor Liability should have a minimum of $2,000,000 per occurrence limit. Increased limits up to $6,000,000 may be required based on the event. This limit may be comprised of a primary liquor liability policy and an excess liability policy. The Town of Charlestown should be listed as an Additional Insured.

- Commercial Automobile coverage for "Any" auto, or the equivalent with a limit of $1,000,000 combined single limit. If the Event operator does not own any autos, coverage should be included for Hired and Non-Owned autos.

- Evidence of Workers' Compensation insurance (if applicable) in accordance with the State of Rhode Island. Coverage to include Employers Liability with limits of $500,000 for bodily injury – each accident, $500,000 for bodily injury by disease – policy limit, and $500,000 bodily injury by disease – each employee.

Soccer Tournaments (Ex. Seaside Classic) – 2,500+ people throughout the day

- Use of fields throughout entire park
- Mobile Food Vendors

Attachment: Ninigret Park Events Policy - Jeff v2 (10352 : Insurance Requirements for Ninigret Park)

- Use of all three pavilions in park

Music Festivals w/o Pyrotechnics (Ex. Rhythm and Roots) – 400 Staff, 5,550 people per day of festival (3 days)

- Multiple Mobile Food Vendors
- Multiple Craft and Goods Vendors
- Sale of Alcohol
- Large stages for bands
- RV overnight camping
- Tent overnight camping

Large Scale Festivals with Pyrotechnics – (Ex. Annual Seafood Festival) – 250 Volunteers, 35,000 – 40,000 people over the course of a weekend (3 days)

- Multiple Mobile Food Vendors
- Multiple Craft and Goods Vendors
- Sale of Alcohol
- Fireworks
- Carnival Rides
- Large stages for bands
- RV overnight camping

VENDORS - Recommendations

The Town of Charlestown should include vendor recommendations in its contract with the Event Operator and require the event operator to collect certificates of insurance as proof of coverage, both when the vendor applies to participate and immediately prior to the event. The coverage should include:

- General Liability with a minimum amount of $5,000,000 per occurrence for the Event vendor. The general liability limit may be made up of a primary liability policy with a $1M Limit and a $4M excess liability policy. The Town of Charlestown listed as an Additional Insured to the policy.

- Waiver of Subrogation in favor of the Town of Charlestown. The Town of Charlestown ***will not waive*** its right of subrogation in the contract with any of the vendors.

- General Liability limits may be reduced for vendors considered low risk, i.e., Face Painters, Artists, Acts, etc. Any vendors selling food or alcohol is considered high risk.

Attachment: Ninigret Park Events Policy - Jeff v2 (10352 : Insurance Requirements for Ninigret Park)

Liquor Liability should have a minimum of a $2,000,000 per occurrence limit. This limit may be comprised of a primary liquor liability policy and an excess liability policy.

- The Town of Charlestown listed as an Additional Insured to the policy. Liquor liability is only applicable to those entities manufacturing, distributing, or selling alcohol.

Commercial Automobile coverage for "Any" auto, or the equivalent with a limit of $1,000,000 combined single limit. If the vendor does not own any autos, coverage should be included for Hired and Non-Owned autos.

Pyrotechnic vendors should maintain a minimum of $10,000,000 per occurrence of liability coverage that includes fireworks liability coverage. Coverage may comprise of a primary liability policy and an excess liability policy.

- The Town of Charlestown listed as an Additional Insured to the policy.

- Waiver of Subrogation in favor of the Town of Charlestown. The Town of Charlestown ***must not waive*** its right of subrogation in the contract with the Pyrotechnic vendor.

If the Event Organizer maintains a broader coverage or higher limits, then the minimum limit shown above shall not limit the coverage available. The Town of Charlestown will be entitled to the coverage maintained by the Event Organizer. In addition, the failure to request evidence of insurance from the Event Organizer shall not waive the Event Organizers' obligation to provide coverage.

LIQUOR LIABILITY

The limits required will be adjusted based on risk assessment of the overall event. The base limit of a liquor liability should be $2,000,000 per occurrence. Based on the risk level of the event, limits may be required up to $6,000,000. The liquor liability limits may be satisfied with an excess liability policy that includes coverage for liquor liability, a specific excess liquor liability policy, or through a combination of coverage between the event operator and the vendor serving the alcohol.

If the Event Operator proves lower liquor liability limits are unavailable, the Town Council may accept them if the agent or broker submits written evidence of three coverage rejections and details the available coverage.

Attachment: Ninigret Park Events Policy - Jeff v2 (10352 : Insurance Requirements for Ninigret Park)