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## MEMORANDUM

2024 APR -9 PM 2:06  
TOWN CLERK'S OFFICE  
BRISTOL, RHODE ISLAND

To: Steven Contente  
Town Administrator

From: Warren Rensehausen, CPRP  
Director  
Bristol Parks and Recreation Department

Date: April 9, 2024

Re: **Bristol Historical Preservation Society – Bristol Town Common Annual Flea and Fair event on August 10, 2024/ Rain date August 11, 2024**

The Department of Bristol Parks and Recreation supports the Historical Preservation Society's request, and ask the following;

- Allow open access to Town Common and any sidewalk or walkway in the vicinity.
- Remove any rubbish and signage that the event accumulates.
- Provide payment for any damage done to the grounds or property of the Town Common from this event.
- Verify that any vendors have proper licensing from Town Clerks office
- Be sure that no vehicles are on the grass during the event, vendors should be on road
- Contact the Parks & Recreation director or designee in advance and post event to meet onsite .

*Contente*  
*Stm Contente*  
STEVEN CONTENTE  
Town Administrator