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RECREATION BOARD

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MEMORANDUM

To: Steven Contente
Town Administrator

From: Timothy Shaw 
Assistant Director
Bristol Parks and Recreation Department

Date: September 23, 2025

Re: **Bristol Prevention Coalition - Be Well Bash (October 4, 2025 1-4pm)**

2025 SEP 24 AM 9:15

The Department of Parks & Recreation is a partner and is in support of this event. We ask that the event planners:

- Submit a facility use application for the event at the Quinta-Gamelin Community Center on October 4, 2025 (Received and approved by Tim Shaw on 9/23/2025)
- Facility access (restrooms, community garden) to remain open to the public during the event
- Bristol Parks & Recreation to provide onsite staffing during the event
- Event organizers to ensure that facility is free of litter, decorations and signage following the event


STEVEN CONTENTE
Town Administrator