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MEMORANDUM

2023 FEB 17 AM 9:52

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

To: Steven Contente
Town Administrator

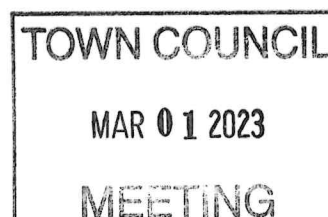
From: Warren Rensehausen, CPRP
Director
Bristol Parks and Recreation Department

Date: February 16, 2023

Re: **Annual Fourth of July Carnival to be held on the Bristol Town Common**

The Department of Bristol Parks and Recreation supports 4th of July Committee's request, and ask the following;

- Submit a Special event Facility Use Permit to the Parks & Recreation Department
- Event coordinators meet with the Director of Parks & Recreation or designee prior to and immediately after the event.
- Allow open access to Town Common and any sidewalk or walkway in the vicinity.
- Remove any rubbish that the event accumulates.
- Provide payment for any damage done to the grounds or property of the Town Common from this event.



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STEVEN CONTENTE
Town Administrator