

**SARAH C KLEIN**  
*Parks and Recreation Director*  
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**TIMOTHY L SHAW**  
*Assistant Director*  
*tshaw@bristolri.gov*



**RECREATION BOARD**

*N. Diane Davis*  
*KARL ANTONEVICH*  
*NANCY HORNE*  
*CRYSTAL PACHECO*  
*DONALD SQUIRES*  
*MIKE CABRAL*

F5D

**MEMORANDUM**

To: Steven Contente  
Town Administrator

From: Timothy L. Shaw **(TLS)**  
Assistant Director  
Bristol Parks and Recreation Department

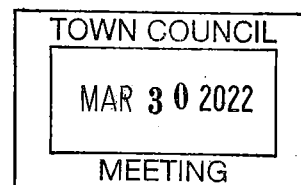
Date: March 9, 2022

Re: **Our Lady of Mount Carmel Church Feast/Alcohol Request**

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

- Submit a Special Event Facility Use Permit to the Department of Parks & Recreation for review and approval
- Pre & post event walkthrough with the Parks & Recreation Director if the event is held on the Town Common
- 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 Town Common grounds during this event

2022 MAR 10 AM 8:51  
TOWN CLERK'S OFFICE  
BRISTOL, RHODE ISLAND



*Concyn*  
*STEVEN CONTENTE*  
Town Administrator