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## MEMORANDUM

To: Steven Contente  
Town Administrator

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

2024 FEB 23 PM 2:50  
TOWN CLERK'S OFFICE  
BRISTOL, RHODE ISLAND

Date: February 23, 2024

**Re: Philip Fitting, British Motorcar request for a one day entertainment license at Independence Park**

The Department of Bristol Parks and Recreation supports the Request for this event, and ask the following;

- Allow open access to Independence Park and any sidewalk or walkway in the vicinity.
- Work with the Department to remove any rubbish and signage that the event accumulates.
- Provide payment for any damage done to the grounds or property at Independence Park from this event.
- Verify that any vendors have proper licensing from the Town Clerks office.
- Be sure that **no vehicles enter or exit** the park during the event without an event organizer guiding them, **and also during set up and break down of any equipment.**
- Contact the Parks & Recreation director or designee in advance and post event to meet onsite to observe condition of the grounds pre and post event.

*Steven Contente*  
STEVEN CONTENTE  
Town Administrator