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2024 FEB 23 AM 9:18

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

MEMORANDUM

To: Steven Contente
Town Administrator

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

Date: February 16, 2024

Re: Police Department Community night out

The Department of Bristol Parks and Recreation supports the Request to have their Community Night Out and ask the following;

- Allow open access to the Town Common 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 of the Common from this event.
- Verify that any vendors have proper licensing from the Town Clerks office
- Be sure that **no vehicles enter or exit** from 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