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TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

2025 NOV -3 PM 2:04

MEMORANDUM

To: Steven Contente
Town Administrator

From: Warren Rensehausen, CPRP
Director

Date: November 3, 2025

Re: James D. Riley Foundation Dancing & Entertainment November 22, 2025.

The Department of Bristol Parks and Recreation supports the Request to have the Dancing & Entertainment and asks 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 during the set up and breakdown of any equipment.**
- Contact the Parks & Recreation director or designee in advance and post event to meet onsite to observe the condition of the grounds pre and post event.



STEVEN CONTENTE
Town Administrator