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RECREATION BOARD

Karl Antonevich
Mike Cabral
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Kevin Manuel
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MEMORANDUM

To: Steven Contente
Town Administrator

From: Warren Rensehausen, CPRP
Director

Date: November 3, 2025

Re: **James D. Riley Foundation Mobile Food Event November 22, 2025.**

2025 NOV -3 PM 2:04
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

The Department of Bristol Parks and Recreation supports the Request to have the Mobile Food event 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.

A handwritten signature in black ink, appearing to read 'Steven Contente', is written over the printed name and title.

STEVEN CONTENTE
Town Administrator