



CITY of PAWTUCKET
 137 ROOSEVELT AVENUE
 PAWTUCKET, RI 02860
PARKS & RECREATION DIVISION

DONALD R. GREBIEN
 MAYOR

JOHN N. BLAIS
 DIRECTOR

**PERMIT FOR MARCONI GARDENS
 WEDDING/PHOTOGRAPHS**

PERMIT HOLDER _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL: _____

EVENT DETAILS

Permit holder is allowed **forty-five minutes for photographs** and **ninety minutes for wedding ceremony and photographs**. Additional time may be permitted if it is available. **Permitted blocks shall take into account any additional set-up, as well as clean up time needed.**

DATE of EVENT: _____

START TIME _____ END TIME _____

Please check one as it pertains to your event:

PICTURES ONLY:

CEREMONY & PICTURES:

\$20/RESIDENTS _____ \$25/NON-RESIDENTS _____ \$ 40/RESIDENTS _____ \$50 NON/RESIDENTS _____

I assume all risks inherent in renting Marconi Gardens at Slater Park for my wedding and/or photographs and release, waive, discharge, hold harmless, indemnify and agree not to sue the City of Pawtucket. I agree and abide by the regulations governing park use. I also assume responsibility for the cleanliness of the venue following my event.

Permit Holder Signature

____/____/____
Date

Parks & Recreation Representative Signature

For office use only:
 pd: cash _____
 Check #: _____

**** A copy of this permit should be available for verification on the day and time of your event.**

**ADDITIONAL RENTAL INFORMATION AS WELL AS DOWNLOAD FORM REQUEST
 INFORMATION ON THE REVERSE**

FREQUENTLY ASKED QUESTIONS

When is the Parks & Recreation Office open to attain a permit? *The Parks & Recreation Office is open Monday through Friday, 8:30 am – 4:30 pm with the exception of holidays. Please feel free to contact the office at 728-0500 ext 251 for confirmation.*

When are permits issued? *Annually on April 1 or the first Monday after April 1 (whichever comes first)*

What is an acceptable form of payment? *At this time, only cash and checks are acceptable. Checks shall be made out to the “Pawtucket Parks & Recreation”*

When is the moat filled? *Generally, the moat is tentatively filled prior to Memorial Day weekend. The moat is no longer filled after Columbus Day weekend.*

Is the area still rentable after Columbus Day? *Yes – the area is available with no permit on a first come – first served basis. It is strongly suggested that if you are planning a bigger event that you receive a permit from the Parks & Recreation Office to have on your possession for that day.*

Can I rent multiple blocks of time? *Yes. If there is time available at the point of rental. It is important to remember that your permit encompasses a specific timeframe which is to include any time needed to set-up but more importantly to clean up prior to the next permit holder’s arrival. Please be aware that there are multiple permit holders on the same day.*

What can I do if someone is occupying the area during the time stated on my permit? *Please make the party aware that if you have a permit. Should the problem persist contact the Pawtucket Police Department at 726-3911.*

Are there other areas of the Park that require permits for photographing? *The Park has many scenic areas utilized by photographers. Marconi Garden is the most requested area as well as maintained weekly for this purpose, therefore a permit is necessary. The Parks & Recreation Office should be contacted when utilizing other areas of the Park for ceremonies or additional usage of the Park to ensure there is no conflict with your event.*

DOWNLOADED FORM REQUEST INSTRUCTIONS

- 1) Please call Slater Park Office at (401) 728-0500 ext. 251 to inquire about the availability of your date request.
 - a. Be sure to leave a last name as well as a phone number with a Parks & Recreation representative
 - b. Payment must be received within 14 days from the date the request was made.
 - i. The Parks & Recreation Division is not obligated to hold your request beyond 14 days.
- 2) Upon receipt of payment and this application (completed in full), a confirmation of your date and time will be issued by a Parks & Recreation representative.
- 3) A copy of your permit will be mailed to you with the necessary “Authorized Signature”.
Please be aware of the timeframe in order to prepare for your event. You may wish to pay and receive your permit in person. The Slater Park office is open Monday through Friday 8:30 am to 4:30 pm.
- 4) This permit must be in your possession on the day of your event.

Thank you and congratulations to you on your special day!