

Town of Narragansett

Road Race, Walkathon, Parade

Policies

To better prepare you for a smooth transition of the approval process for a Road Race, Walkathon or Parade in the Town of Narragansett please review the outline below and please contact us if you have any questions.

- Please complete in detail, **sign and date on the 3rd page [conditions of application accepted]** the attached *Town of Narragansett Road Race Special Use Form* and return by e-mail or fax 401-788-2553 to our office at least **90 days in advance of your event**. [email preferred]
- If your race/event is also on a state road please complete in detail, the RI DOT Parade/Event Permit form attached and return to me by e-mail or fax 401-788-2553 to me at least **90 days in advance of your event**. [email preferred]
- Once the town application is received it will be emailed and reviewed and approved/rejected by the Police Department, Fire Department, Public Works Department and if required the Towers coordinator. This approval process takes no more than a week. Once all Department approvals are received the event is scheduled for the next available Town Council Agenda.
- Upon Town Council Approval the RI DOT Parade/Event Permit is signed and e-mailed to Steve Pristw of RI DOT for his review and approval. He will then send a hard copy of the signed paperwork to the organization and my office for our records.
- Once all approvals are finalized, the Certificate of Liability Coverage naming the Town of Narragansett as “Additionally Insured” for a Million Dollars for each occurrence for the event must be on file in our office before the event takes place.
- In addition any and all details required by the Narragansett Police Department and Fire Department must be finalized and confirmed prior to the event.
- Recycling is now mandatory in the Town Of Narragansett. When planning your event all products such as water bottles, cans and packaging must be recycled during and after your event.

- Road races and other events that use public roads may be planned and then may occur during times of inclement weather. The Town of Narragansett has a responsibility to provide safe and adequate passage on public roads for emergency and routine vehicular traffic first, which will take precedence over races or other social events. While the Town will exercise due diligence in maintaining its road system, there obviously can be no guarantee as to the condition of any road surface following a storm event or utility disruption (i.e. broken underground pipe, downed pole(s) or tree(s), etc.) as to its suitability for a road race, walk, or other such event during the desired time. Event participants are advised to use all caution and care when participating in any such event after a storm or other happening that may impair the roadway condition.”
- The Town has limited new road races between May 1st and September 30th because of the demand on town resources and traffic in town during this busy time of year. Any new races will be documented as such and will require submittal and approval by the Town Council. In addition please note that the staff also takes into consideration the concern with the area around the Towers , Veteran’s Park and Gazebo Park with conflicts for weddings and other special events that have been booked years in advance with expectations that some race events proposed may have conflicts with these booked events.
- If you are new to this process it may seem like a lot to get accomplished but it is seamless once you work through the paperwork. The key is to start as early as possible and to remember that the Parks and Recreation office gets very busy during the spring and summer months so the best time to submit is during the winter if you have an opportunity. Again please contact us if we can be of any assistance in making this process any easier for you. Please pass this information along to anyone who we may have left off our list.