



Special Events Permit Application

The City of Seaford has designed this permit process to enable you to think about every aspect needed for your event. This application is intended to provide you with all of the necessary information needed to complete the permit application and is required for any person or organization who intends to host a special event within the City of Seaford.

Please read all of the information packet and instructions before you begin completing the application form. Most common questions will be answered as you read through all the information. If after reading the packet you still have questions, contact the City's Parks & Recreation Department at (302) 629-6809.

The completed application must be submitted to the Superintendent of Parks & Recreation (320 Virginia Ave) not less than forty five (45) calendar days before the event date, but no more than twelve (12) months in advance.

If the applicant fails to adhere to the policies and procedures established by the City of Seaford Codified Ordinances or any condition or restrictions imposed on the permit by City Administration or Departments, the permit may be revoked at any time by the Seaford Police Department, Parks & Recreation Department, Code Department, or City Manager's Office.

Upon approval of the application, a \$100 non-refundable deposit will be required to be put down in the name of the applicant. Should the City facility, park, or street be left in unsatisfactory conditions, the refund will not be given back to the applicant.

This application form and all other required documents may be submitted via email to seafordrec@seafordde.com or mailed/delivered to:

Katie Hickey, Supt. of Parks & Recreation

Dept. of Parks & Recreation

320 Virginia Ave

Seaford, DE 19973

Office Hours, Labor Day to Memorial Day: Monday – Friday, 8:00 am – 5:00 pm
Office Hours, Memorial Day to Labor Day: Monday – Friday, 7:00 am – 4:00 pm



EVENT INFORMATION

Event Name: _____

Location: _____

Description of Event:

| EVENT | DATE | TIME |
|------------|------|------|
| Setup | | |
| Start Time | | |
| End Time | | |
| Breakdown | | |

Type of Event:

- Athletic Event Carnival/Circus Parade/March
- Farmer's Market Festival Fair
- Street Fair/Block Party Exhibition Street Market
- Other: _____

Anticipated Attendance Total: _____

Is this an annual event? YES NO

APPLICANT INFORMATION

Organization Name: _____

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

On Scene Contact: _____ Cell: _____

The **applicant** must be able to answer questions regarding the entire event application. He/She must be available for any planning meetings scheduled prior to the event. The **on scene contact** is the individual in charge of the event and must be available via the phone number provided above at the event site during the setup, event times, breakdown and be in possession of the approved special event permit.

EVENT COMPONENTS

If the event includes any of the following, a detailed plan must be included

- YES NO **Right of Way Usage**

Will the event require any temporary closures or restrict access to any streets, sidewalks, or alleys? If yes, please complete **Attachment A**.

- YES NO **City Park/Facility Usage**

Will the event require the use of City-owned park/property or facility?

- YES NO **Mobile Food Vendors/Concessions/Vendors**

Will the event have mobile food vendors, a concession stand(s) or vendors?

- YES NO **Alcohol/Wine/Liquor** – proof of license and insurance is required

If yes, please complete **Attachment B**.

- YES NO **Inflatables** – proof of insurance is required

If yes, the following must be completed:

Entertainment Company: _____

Contact: _____ Phone: _____

Address: _____ City: _____ Zip: _____

- YES NO **Entertainment**

Will there be live entertainment, DJ, band, performers, or use of a stage?

- YES NO **Tents/Membrane Structures**

If yes, tents, multiple tents or membrane structures over 350 square feet require approval from the State Fire Marshal and City Code Department.

- YES NO **Parade/March**

If yes, please complete **Attachment A**. An attachment of the route must be in your site plan. Also, contact Delaware Department of Transportation (for State roads) and/or the City of Seaford (for City roads) for approval prior to submitting the Parade/March plan.

- YES NO **Temporary Fencing**

If yes, all fencing must be shown on your attached layout and the following must be completed:

Fencing Company: _____

Contact: _____ Phone: _____

Address: _____ City: _____ Zip: _____

- YES NO **Electrical Service/ Generators**

Will you be using generators? YES NO

*If you need electric supplied by the City of Seaford, if available in the area, please complete **Attachment A**.

(Football/softball field lights at the Seaford Sports Complex are \$20 per hour)

EVENT COMPONENTS CONT'D.

YES NO **Carnival Rides** – proof of insurance is required
 If yes, a permit must be obtained from the State Fire Marshal’s Office and the following must be completed:
 Number of Rides: _____
 Amusement Company: _____
 Contact: _____ Phone: _____
 Address: _____ City: _____ Zip: _____

YES NO **Trash/Recycling Services**
 Do you have a company handling trash and recycling services for your event?
 Vendor/Company: _____
 Contact: _____ Phone: _____
 Address: _____ City: _____ Zip: _____
 It is required that for every 50 attendees, one trash receptacle be available. For example: You are expecting 300 people to attend, the minimum amount of trash receptacles present should be six. You may also rent a small roll-off dumpster in place of the separate receptacles. The location of the roll-off will need to be approved by the Superintendent of Parks & Recreation.

YES NO **Portable Restrooms**
 You are required to provide portable restrooms at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site, which will be available to the public during your event. It is recommended that hand-sanitizing services be provided. It is required that for every 50 attendees, one portable restroom be available. For example: If you are expecting 200 people to attend, then a minimum of four portable restrooms must be present.

 Number of portable Restrooms: _____ Number of ADA accessible: _____
 Company: _____
 Contact: _____ Phone: _____
 Address: _____ City: _____ Zip: _____

Our town welcomes you and hopes you have a wonderful time celebrating our event. In order to keep our town and surrounding areas beautiful and reduce the accumulation of litter and its impact on our environment, we are asking that you refrain from distributing or releasing balloons at our event.

CITY DEPARTMENT APPROVALS

It is important to ensure compliance with all applicable City codes and regulations during your event. Accordingly, it may be necessary to discuss the event with any of the follow departments to facilitate the final review and approval of your application.

| | | |
|-----------------------------------|----------------|-----------------------|
| City Manager’s Office | (302) 629-9173 | 414 High Street |
| Code Department | (302) 629-9173 | 414 High Street |
| Seaford Police Department | (302) 629-6644 | 300 Virginia Avenue |
| Parks & Recreation Department | (302) 629-6809 | 320 Virginia Avenue |
| Public Works Department | (302) 629-8307 | 8000 Herring Run Road |
| Electric Department | (302) 629-9841 | 8000 Herring Run Road |
| Seaford Volunteer Fire Department | (302) 629-9355 | 302 E King Street |

EVENT FEES / INFORMATION

Depending on the size and scope of the event, fees may be assessed by each department. Other departments may charge additional fees or refuse receptacle delivery/servicing, Special Duty Police Officer(s), Police vehicles, etc. Should you want Special Duty Police Officers, even if not required, contact the Seaford Police Department at 302-629-6644.

Other fees from outside agencies (State Fire Marshal, Public Health, Alcohol Beverage Commission, etc.) are paid directly to the outside agency prior to the City issuing a permit. Outside agency attendance and any associated costs are determined by that agency.

The State Fire Marshal requires permits for the following activities: Public Assembly (including special events), amusement rides, haunted houses, tents, and fireworks. Please visit the Fire Marshal's website for links to forms and/or required permits.

If the event will have any impact on a State roadway, the applicant must contact DelDOT at (800) 652-5600. DelDOT can also help determine which streets and roads in Seaford are state maintained.

ADDITIONAL REQUIREMENTS

In addition to completing the application form, the applicant/organizer is required to furnish the following with their special event permit application:

- General Liability Insurance Listing the City of Seaford as an Additional Insured:**
Evidence of General Liability Insurance Coverage in an amount not less than one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence.

“The City of Seaford, together with its elected and appointed officials in their individual and official capacities, its employees, volunteers, principals, agents, officers, directors, predecessors, successors, and assigns are named as an additional insured with respect to liability arising out of (name of event) to be held on (dates) of the event.”

Additional endorsements that may be required:

- If food is sold or served at the event, the insurance policy must include an endorsement for product liability in an amount not less than one million dollars (\$1,000,000).
- If alcoholic beverages are served at the event, the policy must include an endorsement for liquor liability in an amount not less than one million dollars (\$1,000,000).
- If the event involves the use of vehicles, the policy must include an endorsement for automobile liability in an amount not less than one million dollars (\$1,000,000).

- Clarification of Applicant's Status**

Applicants/Organizations claiming tax-exempt, non-profit status must include a copy of their IRS tax exempt, non-profit determination letter to the application.

SITE PLAN

Please complete a diagram of your event site. Use an 8½ x 11 in sheet of paper. Include the location of all event infrastructure elements, such as:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves any impact on a City roadway or parking area, please complete **Attachment A**.
- Parking, accessible parking, drop-off and shuttle locations
- Fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. If any use of City of Seaford equipment is needed, please complete **Attachment A**.
- Provision of minimum twenty foot (20') emergency access lanes on public/private streets throughout the event venue.
- First Aid facilities and ambulances.
- All stages, platforms, entertainment areas, scaffolding, bleachers, grandstands, canopies, tents, inflatables, mechanical rides, games, animals, demonstrations, children areas, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- Food concessions and cooking area including booth identification of all vendors cooking with flammable gases or barbecue grills.
- Generator locations and/or source of electricity.
- Parking areas for vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Other operational event components not listed above.

If your event starts/ends at one or more locations and uses streets/trails elsewhere in Seaford (for example, a 5K run/walk that starts downtown and uses City streets), please submit a site plan that shows the start location, direction of pedestrian flow, and end location. Please include a written course description as well.

LIABILITY

Applicant agrees to submit, upon request of the City of Seaford, any additional information required to evaluate this application and permit. Applicant certifies that all information contained herein and any other information submitted in support of this application and permit is true and correct to the best of their knowledge.

Applicant agrees that any false statement or material misrepresentation made in support of this application and permit is cause for denial of issuance of a Special Event Permit. Applicant also agrees that failure to adhere to the policies, procedures and ordinances established by the City of Seaford or any conditions or restrictions imposed upon the permit by the Seaford Police Department or any other City Department is cause for revocation of the Special Event Permit. Applicant further agrees the permit may be revoked at any time by the Seaford Police Department, the Parks & Recreation Superintendent, or the City Manager (or designee).

Applicant agrees to protect, defend, indemnify and hold the City of Seaford, its elected and appointed officials in their individual and official capacities, its employees, volunteers, principals, agents, officers, directors, predecessors, successors, and assigns (collectively, "City") harmless from any and all losses, damages, claims for damages, liability, suits, judgements, expense or cost arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, court costs and expert fees) of any nature whatsoever arising out of or attributed to issuance of the Special Event Permit herein identified or the authorization thereof regardless of where the injury, death, or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the City.

CORONAVIRUS / COVID-19 WARNING & DISCLAIMER

Coronavirus, COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a mean to prevent the spread of the virus. COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participating in Seaford Parks & Recreation programs could increase the risk of contracting COVID-19. The city of Seaford in no way warrants that COVID-19 infection will not occur through participation in Seaford Parks & Recreation programs.

Signature of Applicant

Printed Name

Date

ATTACHMENT A – CITY EQUIPMENT RENTAL POLICY

The following is the policy of the City of Seaford on loaning equipment or property and providing services to organizations for Non-City sponsored events.

A responsible representative of the organization putting on the event must sign out any items borrowed. It is expected that all equipment borrowed will be returned in the same condition upon which it left. In the event that equipment is returned damaged in any way, the party that signed for the equipment will be responsible for replacing or repairing it. Equipment must be inspected by both the City and the borrower before the equipment is picked up and again when it is returned. It will be the responsibility of the borrower to provide the necessary volunteers to set up and break down all equipment. In addition, it will be the borrowers responsibility to both pick up and return the equipment (including loading and unloading.) Pick-up and delivery must be during a time that has been agreed to by both the City and the borrower, during the City’s normal work day hours. If items are to be used for more than one day, it will be the responsibility of the borrower to provide the necessary security to ensure that equipment is not damaged or stolen. In the event that this occurs, it will again be the responsibility of the borrower to replace or repair that equipment. All events held in the City must provide their own event insurance. In the case where a portion of the event is taking place on City property, the City must be listed as an additional insured on the policy so that the City is held harmless of any liabilities.

Complete and return this form to Mike Bailey at least two weeks prior to the event. This is considered only as a “request” until reviewed and signed by a City representative. Items that are NOT available for use by groups other than the City of Seaford include: portable radios, generators, and City vehicles/machinery/tools.

Items that may be borrowed (subject to availability) are:

_____ Barricades

_____ Cones

*Indicate the number required beside each item.

_____ Sound system - Sound system must be signed out by an individual who knows how to operate it.

Services that may be provided (subject to availability) by the City are as follows:

YES NO **Electricity**

If electricity is needed, it will be the responsibility of the borrower to get the necessary information to Bill Bennett, Supt. of Electric, 302-629-9841, about the electrical requirements well in advance of the event. Depending upon the complexity of the needs, a fee may apply for bringing electric to the site.

YES NO **Water**

Water may be provided depending upon the location of the event and the City’s ability to access water nearby. Contact Berley Mears, Director of Public Works, 302-629-8307, for further information.

YES NO **Police Protection/Security**

The Police will be notified of all events taking place in the City. Should it be determined that additional manpower is required for the Police to provide coverage of the event, the prevailing Special Duty fee may apply.

YES NO **Street Closure**

Street closures must be coordinated and approved by the City Code, Public Works, Police and Fire Department. Contact Mike Bailey, 302-629-9173, for road closures and procedures.

Additional needs and/or comments:

Borrower Name: _____

Phone: _____ Cell: _____

Day of Event Contact: _____ Cell: _____

Event Name/Description: _____

Date of Event: _____

Date Items to be picked up: _____

Date Items to be returned: _____

By signing below, borrower acknowledges having read the policies stated herein and indicates willingness to comply.

Signature of Borrower

Date

Signature of City Representative

Date

ATTACHMENT B - ALCOHOLIC BEVERAGES

If your event is providing, distributing, selling, or dispensing alcoholic beverages, it may require a temporary alcohol permit, and if so, you will need to submit an application for a permit to the Delaware Office of Alcoholic Beverage Control Commissioner which can be reached at (302) 577- 5222. Applications are available at:

<http://date.delaware.gov/OABCC/forms-applications.shtml>

Check all that apply:

- Free Alcohol
- Alcohol Sales
- Free and Sale Alcohol
- Sampling of Alcohol
- Beer
- Beer and Wine
- Beer, Wine, and Distilled Spirits

Do you plan to secure a:

- Gathering License
- Extension of Premises License

Please describe your security plan to ensure the safe offering of alcohol at your event.

If applying for a Gathering License, the following must be provided:

| | |
|-------------------|--------------|
| Organization Name | IRS 501(C)3# |
|-------------------|--------------|

| | |
|---------------------------------|-------|
| Name of contact at Organization | Phone |
|---------------------------------|-------|

On-site Agent Responsible for Alcohol

How will attendees over the age of 21 be identified?

What controls will be used to keep attendees under the age of 21 from obtaining alcohol at the event?

ROUTING FORM FOR DEPARTMENT APPROVAL

Please review the following Special Event Permit and sign off if all areas meet the City of Seaford's criteria. If you have any questions or comments, please leave them below or contact Katie at 629-6809 or seafordrec@seafordde.com.

| | | |
|---|--------------------|-------------|
| Parks & Recreation Department | Approved by: _____ | Date: _____ |
| Comments: _____ _____ | | |
| Code Department | Approved by: _____ | Date: _____ |
| Comments: _____ _____ | | |
| Administrative Department | Approved by: _____ | Date: _____ |
| Comments: _____ _____ | | |
| Electric Department | Approved by: _____ | Date: _____ |
| Comments: _____ _____ | | |
| Public Works Department | Approved by: _____ | Date: _____ |
| Comments: _____ _____ | | |
| Economic Development/IT Department | Approved by: _____ | Date: _____ |
| Comments: _____ _____ | | |
| Fire Department | Approved by: _____ | Date: _____ |
| Comments: _____ _____ | | |
| Police Department | Approved by: _____ | Date: _____ |
| Comments: _____ _____ | | |
| City Manager | Approved by: _____ | Date: _____ |
| Comments: _____ _____ | | |