



Special Event 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 through the entirety of the permit application before you begin completing the form. Most of the common questions will be answered as you read through all the information. If after reading the application 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 (info listed below) 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, October 1 to April 30: Monday – Friday, 8:00 am – 5:00 pm
Office Hours, May 1 to September 30: Monday – Friday, 7:00 am – 4:00 pm

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. Hosting a large event could increase the risk of people contracting COVID-19. The city of Seaford in no way warrants that COVID-19 infection will not occur through participation in the special event requested on the application.



EVENT INFORMATION

Event Name: _____

City Park/Location Requesting for Use: _____

Event Type: _____

Thorough Description of Event:

Note: Balloon Releases

In 2021, the State of Delaware passed a state-wide law banning the release of balloons. With this law in effect, the City of Seaford asks that you abide by this law and refrain from distributing or releasing balloons at your event.

Date(s) of Event: _____

Set-up: _____ Event Start Time: _____ Event End Time: _____ Breakdown: _____

Rain Date(s): _____

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

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

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

If yes, how many: (food) _____ (non-food) _____

**If food is being prepared on-site, food vendors either must have an up-to-date Delaware Food Establishment Permit or obtain a Temporary Food Permit displayed at all times during the event.*

***Specialty vendors (i.e., carnival rides, petting zoo, pony rides, etc.) will be required to provide all company information and insurance. Some vendors may also be required to obtain a permit from the State Fire Marshal's Office.*

☐ YES ☐ NO **Inflatables**

If yes, the following must be completed:

Entertainment Company: _____

Contact: _____ Phone: _____

Address: _____ City: _____ Zip: _____

**Proof of insurance by the company providing the inflatables is required with submission*

☐ YES ☐ NO **Entertainment**

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

If yes to use of a stage, please put the type of stage being used along with the stage dimensions: _____

**The City of Seaford's noise ordinance goes into effect every day from 9:00 p.m. to 7:00 a.m. All excessive noise must cease by this time. Special permission by City Council will be required if the event is to extend into this timeframe.*

☐ YES ☐ NO **Tents/Membrane Structures** ☐ Pop-up/Canopy tent ☐ Pole/Frame tent

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

☐ YES ☐ NO **Parade/March**

An attachment of the route must be in your site plan.

**Contact Delaware Department of Transportation at (800) 652-5600 (for State roads) and/or the City of Seaford (for City roads) for approval prior to submitting the site plan with the route of the Parade/March. Note: Delaware Department of Transportation must be submitted at least 6 weeks prior to the event.*

☐ YES ☐ NO **Temporary Fencing**

If yes, all fencing must be shown in the site plan and the following must be completed:

Fencing Company: _____

Contact: _____ Phone: _____

Address: _____ City: _____ Zip: _____

☐ YES ☐ NO **Alcohol – Selling or Handing Out**

If yes, proof of license and insurance is required.

Please complete **Attachment A.*

EVENT COMPONENTS CONT'D.

☐ YES ☐ NO **Electrical Service/ Generators**

If no, will you be using generators? ☐ YES ☐ NO

**If yes, it will be the responsibility of the event host to contact Bill Bennett, Director of Electric, about any electrical requirements no later than two weeks prior to the event.*

☐ YES ☐ NO **Right of Way Usage/Street Closure**

Will the event require any temporary closures or restrict access to any streets, sidewalks, or alleys? If yes, street closures must be coordinated and approved by the City Code, Public Works, Police, and Fire Department. Contact Mike Bailey, Building Official, for road closures and procedures.

☐ YES ☐ NO **Barricades/Cones**

If yes, how many: (barricades) _____ (cones) _____

**It will be the responsibility of the event host to contact Berley Mears, Director of Public Works, to sign a "City Equipment Rental Policy" form no later than two weeks prior to the event.*

☐ YES ☐ NO **Water**

If yes, 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, for further information.

☐ YES ☐ NO **Police Protection/Security**

The Police will be notified of all events taking place within 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.

Trash/Recycling Services

It is a requirement to provide one (1) trash receptacle for every fifty (50) attendees during the event.

For example: 300 people are expected to attend the event, the minimum number of trash receptacles to order would be six (6). Renting a small roll-off dumpster in place of the individual receptacles is allowed, however, it must be easily accessible by all event attendees. The location of the roll-off will need to be approved by the Parks & Recreation Superintendent. The following information must be completed:

Vendor/Company: _____

Contact: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Portable Restrooms

It is a requirement to provide one (1) portable restroom for every fifty (50) attendees during the event.

For example: 200 people are expected to attend the event, the minimum number of portable restrooms to order would be four (4). Handwashing stations are also highly recommended. The following information must be completed:

Number of Portable Restrooms: _____ Number of ADA accessible: _____

Company: _____

Contact: _____ Phone: _____

Address: _____ City: _____ Zip: _____

**Depending on the location of the event, the City of Seaford may have some restrooms available for use. Please contact the Parks & Recreation Superintendent for further information.*

EVENT APPROVALS, RATES & FEES

Every special event permit application is reviewed by all City departments. Listed below, by department, is the phone number and location. Please be sure to contact every department needed based on the event components check-marked “yes” above.

City Manager’s Office	(302) 629-9173	414 High Street
Code Department	(302) 629-9173	414 High Street
Seaford Police Department	(302) 629-6645	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

It is important to ensure compliance with all applicable City codes, fees, and regulations during your event. The complete City of Seaford Fee & Rate Schedule can be found online at www.seafordde.com. Below is a list of the average fees associated with the special event permit.

Depending on the size and scope of the event, additional fees or refuse receptacle delivery/servicing, Special Duty Police Officer(s), Police vehicles, etc. may be assessed by each department.

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

Field Rentals:

Nonrefundable Deposit – <i>only applies to sporting events</i>	\$50.00 per event
Softball Field #1	\$100.00 per day
Softball Field #2	\$100.00 per day
Football Field – Field of Dreams*	\$100.00 per day
Football Field – Pine Street*	\$100.00 per day
Soccer Field #1**	\$50.00 per day
Soccer Field #2**	\$50.00 per day
Field Lights (Softball Field #1 & #2, Football Field of Dreams)	\$30.00 per hour, per field

*Football Field markers can be set-up for an additional \$25.00 per field

**Soccer field lines & goals can be set-up for an additional \$25.00 per field

Special Event Permit:

Nonrefundable Deposit* – <i>due up front with application</i>	\$100.00 per event
Park/Facility Usage	\$150.00 per event
Police Special Duty Officer (3 hour minimum)	\$69.35 per hour
Specialty Electric Panel	\$550.00 per event

*Tax-exempt organizations may be subject to exemption from the \$100 non-refundable deposit but will still be responsible for any additional charges incurred to the City of Seaford. Organizations must provide a copy of their IRS tax exempt, non-profit determination letter.

SITE PLAN CHECKLIST

A diagram of your event site with all event elements must be included with the application. Site plans may be drawn by hand or by computer as long as all aspects of the event are shown. 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.

- ☐ An outline of the entire event venue including the names of all streets, parks, and/or areas that are part of the venue and the surrounding area.
- ☐ Parking, accessible parking, drop-off, and shuttle locations including parking areas for vendor vehicles and/or trailers.
- ☐ Fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- ☐ 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's 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.
- ☐ 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.

RULES & REGULATIONS

1. Event must end by the stated time marked on the rental form. No camping/overnight stay, including parking, is allowed unless event exceeds one-day timeframe. Prior approval is required.
2. Trash, food waste, and all other rubbish must be disposed of in receptacles provided by the event host. Any household is prohibited to be disposed of on city property.
3. Music, etc. is permitted but must not be loud enough to be heard outside of the immediate vicinity, must not contain and vulgar and/or explicit language, and abide by the City's Noise Ordinance.
4. All illegal substances are prohibited on city property. Smoking/vaping is only allowed in designated areas. Alcohol is prohibited on city property with exception of approval/completion of **Attachment A**.
5. Fencing is not to be tampered with for any reason other than access for emergency vehicles. Parking is not allowed on grass/walking paths, only in designated areas. Vendor parking requires prior approval.
6. Distribution of any educational or religious materials is restricted to event attendees only.
7. Pets must be leashed at all times and pet owners must pick up after their pets at all times.

SPECIAL EVENT INSURANCE

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 following must be stated on the liability insurance:

“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).

LIABILITY – *Signature Required*

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 any 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 or the City.

Signature of Applicant

Printed Name

Date

ATTACHMENT A - ALCOHOLIC BEVERAGES

If the 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#
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Name of contact at Organization	Phone
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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?

FOR OFFICE USE ONLY – DEPARTMENT APPROVAL FORM

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: _____ _____