City of Wilmington Special Events Guidelines & Application

Wilmington Events Promotion Team (WEPT)
Louis L. Redding City/County Building
800 North French Street, 9th Floor
Wilmington, Delaware 19801
Phone (302) 576-2138
Fax (302) 861-1408
SpecialEvents@WilmingtonDE.gov
www.WilmingtonDE.gov

Introduction

We are happy to learn that you are interested in holding an event in Wilmington, Delaware! This booklet will serve not only as your permit application but as a guide to Wilmington's special event permit process and procedures.

Wilmington's special event process is managed by the Wilmington Event Promotions Team (WEPT). WEPT is a partnership of the Mayor's Office of Cultural Affairs, Wilmington Renaissance Corporation, Riverfront Development Corporation, the Greater Wilmington Conventions and Visitor's Bureau, Downtown Visions, the Downtown Business Association and various City department representatives.

WEPT will serve as the reviewing committee for all special event applications in the City of Wilmington. The Special Events Coordinator will serve as a liaison to help guide you through the permit process. It is our combined goal to assist you in planning a safe and successful event.

SPECIAL EVENTS CRITERIA

The definition of a Special Event is any organized activity that occurs within Wilmington's city limits which attracts a crowd to a public or private venue. A Special Event meets any ONE of the following criteria:

1. Requires the services and/or approval of two or more City departments.
2. Attracts more than 100 people.
3. Is held in a publicly visible space (including a private plaza or residential backyard).

To help make your application process easy and efficient, please fill out the following forms clearly and in their entirety. Do not hesitate to contact the Special Events Coordinator with any concerns or questions.

Once you fill out the enclosed forms, please submit the application portions only. You may also email it in a .pdf format to the Special Events Coordinator's attention. (Mailing information can be found at the end of this document).

Please include any necessary attachments.

Also, please note that any information you provide is public information and may be used for promotional purposes including, but not limited to print, electronic and internet formats.

It is advised that you do not publicize your event until you receive approval. The City of Wilmington or any of its partners will not be held liable for any expenditure incurred prior to approval. ALL questions must be directed to the Special Events Coordinator.

INTERNET/SPECIAL EVENTS CALENDAR

The City of Wilmington along with its partners maintain several venues for promoting upcoming special events in Wilmington in printed form, email blasts and a calendar of events found on the "in" website: www.inWilmingtonDE.com

Permit Process

Your permit application must be received by the Special Events Coordinator 30—45 days in advance for events expecting an attendance of under 300 and 90—120 days in advance for events expecting an attendance of 300 or more. Applications may be submitted as early as one year before the day of your event.

PROCESSING STEPS

Your application should be submitted as far in advance as possible.
The following are steps required to process your Special Events Application:

1. **Fill out a Special Events Permit Application (answer every question with as much detail as possible).**

2. **Submit completed Special Events Permit Application to the Special Events Coordinator.**

3. **Upon receipt of your application, the Special Events Coordinator will review it to ensure completion and check for possible conflicts. Keep in mind that acceptance of your application should in no way be considered as a final approval of your request.**

4. **The Special Events Coordinator will notify you of any additional steps you may need to take.**

5. **Review of your application will take place during a WEPT cluster meeting, which occurs on a monthly basis. The Coordinator will then contact you after a review meeting to keep you updated on your application's status.**

6. **The final decisions of your event application will be communicated to you via a written notice detailing the decision (i.e. "Approved" "Denied" or Conditionally Approved"). If your application has been denied, the notice will document the reasons of your denial. If your application has been conditionally approved the letter will advise you on the necessary steps you must take to receive final approval. You must sign-off on the receipt of your status notification documenting your receipt as well as your understanding of your current status.**

7. **ALL questions/requests must be directed to the Special Events Coordinator. Please DO NOT contact City Departments unless advised by the Special Events Coordinator.**

Event Guidelines

EVENT VENUES

If you plan on having your event at the Riverfront, please contact Yvette Buckner-Rouse of the Riverfront Development Corporation at (302) 425-4890. If you plan to hold your event in Rockford Park, Brandywine Park, and H. Fletcher Brown Park which are managed by Delaware State Parks, please contact Wilmington State Parks at (302) 577-7020.

PROOF OF BUSINESS

If you (or the Host Organization) are a non-profit entity, a copy of the organizations non-profit documents, such as IRS 501(c) tax exempt letter, MUST be attached to the application.

EVENT SAFETY

As an event organizer, you are required to provide a safe and secure environment for your event. The size, type, time of day, location and other circumstances of your event will determine whether City Police, Fire or Emergency Medical services (EMS) is required for your event. The cost of these services may vary and will be determined at the time of your applications review by WEPT members.

Police:

If you are required to obtain security personnel for your event and the City's Police personnel are not available to provide a presence, you are then required to employ a professional security company certified by the State of Delaware and in possession of a current City of Wilmington business license to meet your security needs. The level of security required for your event will be determined during your application review.

Fire/EMS:

The Wilmington Fire Department WEPT Committee designee will determine if emergency medical services (EMS) are required for your event. IF you are required to obtain Emergency Medical Services for your event and the City's EMS personnel are not available to provide the service, you are then required to employ a professional ambulance company certifies by the State of Delaware who are in possession of a current City of Wilmington business license, that company must furnish a letter confirming their coverage of your event as well as the coverage schedule for each day of proposed coverage.

If so determined by the Fire Marshal's Office, an inspection may be required. The Fire Marshal's Office may need to assign an inspector to inspect your event during or prior to the start of the event. The following important items will be addressed:

- Portable generators must be placed no less than 25 feet away from a cooking area.
- If food is cooked on-site using a generator, electricity or propane, a 5lb. Multipurpose ABC Fire Extinguisher must be available. If food is cooked on-site using a fryer, you must have a Type "K" Fire Extinguisher in addition to the ABC Extinguisher. These fire extinguishers must be inspected by a Fire Equipment Company registered in the State of Delaware. Proof of such inspection must be made available during your Fire Marshal's Office inspection.
- No open flames or gas fired heaters and cooking equipment are permitted near or under combustible materials (i.e. canopies).
- Propane cylinders must be stored in an upright and secured position.
- Hot surfaces must be placed away from the public's reach.
- Deep fryers are required to have splash covers.
- Frayed wires or overloaded extension cords are prohibited.
- Electrical outlets, lights or any form of heat generating sources must be flame-resistant. (e.g. decorations, banners, posters, etc.).
- Access to fire hydrants must remain unobstructed.

Event Guidelines

- Any cable or cords placed on the ground can be a tripping hazard and must be secured.
- Hay, straw, shavings or similar flammable items must be treated with a flame retardant.

Any questions regarding these items should be directed to the Fire Marshal's Office at (302) 576-3120 Monday—Friday 9:00 AM to 5:00 PM.

VENDORS

You must submit a list of all vendors of your event. The list must include the name of the business, address, phone number and business license or vending permit number. A sample vendor pass, if used, must also be submitted.

Vendors must also be authorized to conduct business in the City of Wilmington. If any of your vendors do not already possess a City of Wilmington business license, they can obtain a Temporary Vending Permit through the Special Events Co-ordinator. Requests for a temporary permit must be received no later than 30 days prior to the start of your event. Once approved, the permit must be made available for review and inspection on the day of the event. All vendors are responsible for maintaining cleanliness during and after your event. Clean-up should be complete within two (2) hours of the "Clean -Up" time you indicate on the Schedule Page of this application. Dumping is prohibited on any City property. It is important that you and your vendors comply with these requirements; noncompliance may hinder your ability to hold future events in the City of Wilmington.

FOOD/FOOD PREPARATION

Any public event that is preparing food on-site must obtain a State of Delaware health permit. To obtain an application contact the State of Delaware Environmental Health Department at (302) 995-8650.

If cooking on City property, you (or your food vendors) are required to lay tar paper on the floor of the cooking area. Tar paper can be purchased at hardware stores such as The Home Depot or Lowes.

ALCOHOL

You must obtain a temporary alcohol license from the State of Delaware if you will be serving or selling alcohol at a public event. To apply for the temporary license, contact the Delaware Alcoholic Beverage Control at (302) 577-5222. A copy of the (DABC) license must be submitted to the Special Events Coordinator as well as made available on the day of your event. (Please note: Delaware State Law mandates that only nonprofit entities can sell alcohol. If you are a for-profit or an individual and decide to provide free alcohol during your event, you cannot charge entry fees to your event). ***Alcohol is NOT permitted in City parks.***

CASINO GAMES/RAFFLES

To hold a raffle or any form of casino game you must contact the State of Delaware Department of State Division of Professional Regulation: Gaming Control Board to obtain the proper permit(s). You will be required to submit a copy of your State of Delaware permit to the Special Events Coordinator as well as have a copy available on the day of your event. The State of Delaware Gaming Control Board may be reached at (302) 744-4500 or customerservice.dpr@state.de.us. Their website is: www.dpr.delaware.gov/boards/gaming

RESTROOM FACILITIES

You are required to provide portable restroom facilities during your event, unless your event is held within or adjacent to a property owned or managed by your organization which provides adequate restroom facilities. The number of portable restrooms, if any, required for your event will be determined during your application review meeting. (Please indicate

Event Guidelines

the intended locations of all portable restrooms on your site location map). Portable restrooms must be locked before the start of your event and at the end of your event and must be removed from the event location within 24 hours after end of your event. IF your event takes place within a city park, portable bathrooms are the responsibility of the group or person (s) sponsoring an event; unless they are already in the parks to accommodate city sponsored events from June 29th to August 25th. IF your event is not scheduled during this time, you are responsible for arranging and paying for these services should you choose to have them.

TENTS

The use of enclosed tents require a special permit approved by the City of Wilmington Fire Marshal's Office and is good for a total of 30 days. You must submit a tent sketch for each enclosed tent that indicates the size of exit(s) and exit locations (a minimum of two exits are required for an occupant load of less than 500 people and each exit must be a minimum of five feet wide; all exits must have illuminated exit signs), fire extinguishers (five pound multipurpose portable ABC fire extinguisher which must be inspected and tagged within the last year by an authorized Delaware Fire Extinguisher Company), aisles (minimum of 44 inches wide and must be clear of any and all obstructions), chairs, tables, electrical wiring, "No Smoking" signs, cooking equipment and all other items placed inside the tent. Flames, fireworks or other forms of pyrotechnics are not permitted inside tents. All tents and materials found in tents must be flame-proofed (this can be achieved by using a flame retardant treatment). Certificate of Flame Resistance for each tent and an American Gas Association Design Certificate for propane heaters are required. Flammable liquids are not to be stored within 25 feet of the tent. Staking a tent into the ground of any City-owned facility is strictly prohibited. Free standing tents shall be secured with a temporary anchoring device only.

CLEAN UP/TRASH

As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event. It is your responsibility to return the event area to a clean condition. Should you fail to perform adequate cleanup or if damage occurs to City property and facilities due to your event, you will be billed at full cost recovery rates plus overhead for cleanup and repair. Additionally, such failure may result in denial of future approval for a Special Event Permit or the requirement of a cash deposit for future events. All trash must be placed in appropriate receptacles. If you require City of Wilmington trash receptacles you must provide liners with a minimum of a 55 gallon capacity. The City's Public Works Department may be able to provide you with these bags at an additional cost.

BANDWAGON/RISERS

If available on the date of your event, you may rent the City's bandwagon (equipped with sound) or risers. Please allow 1.5 hours for set up and 1.5 hours for dismantling.

FIREWORKS

Events that involve the use of fireworks are treated slightly differently due to fire safety reasons. Other rules and regulations must be complied with. Please contact the Special Events Coordinator for further details.

LOCATION SITE MAP

To ensure appropriate review of your event, please submit blueprints or computer-assisted drawings (CAD). If blueprints or CAD plans cannot be submitted your site plan should be produced in a clear and legible manner. Plans should be submitted on 8.5" x 11" or 8.5" x 14" paper attached to your application and should include but not be limited to the following:

- Description of event venue including names of all streets or areas that are part of venue and surrounding area
- Location of banners, pennants, flags, signs, streamers and similar items

Event Guidelines

- Direction of travel and all street or lane closures
- Location of first aid facilities and ambulances
- Location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, alcohol beverage stands, cooking areas, trash and dumpster containers, and any other temporary structure.
- Generator locations and/or source of electricity
- Placement of vehicles
- Fencing placement, all exits for fenced events and location of tents

STREET CLOSURES

If your event requires a street closure, you will need to provide "No Parking" signs on all available public parking areas affected by your street closure 24 hours prior to the start time of your event. The sign must outline the start and end dates and times of your street closure. You are also responsible for removing all signs once your event is over. The City will not provide you with closure barricades, you must obtain your own temporary form of barricades, preferably ones that can be easily removed in the event of an emergency.

ELECTRICITY

Some City locations and facilities require a generator for your electrical needs. City-owned electrical receptacles produce 20 amps of electricity each. Any location that has accessible City electrical outlets requires a fee for its use.

GENERATORS

If portable generators are to be used, they must be in accordance with the manufacturer's instruction. Large trailer generators will require an additional third party electrical inspection. Additional information can be obtained from the Fire Marshal's Office at (302) 576-3120.

CITY PARKS & FACILITIES

Serving and/or selling alcohol is prohibited in any City-owned park. Requiring event participants to pay an entry fee in a City-owned location is also prohibited.

Applicants must provide their own electrical surge protection for all electrical needs. Applicants are required to clean up after their event. Failure to clean up properly will hinder your ability to obtain an event permit in the future.

PROCESSIONS

If your event involves a march, procession, parade, walk or run you must submit a turn-by-turn description of each route. You may also submit a map of the route indicating directionality as well as assembly locations. Any variation made that is not indicated in your application or on your route map will constitute a violation of your event permit. Processions must move at a fixed rate of speed. Any cancellations must be made at least 8 hours prior to the expected start time of the event. For cancellations please call (302) 576-3670.

AMUSEMENT RIDES

Amusement rides require an electrical inspection by a recognized electrical inspection agency, as certified by the Delaware State Board of Electrical Examiners. Such inspection must determine that all provisions of the National Electric Code, NFPA 70, as adopted and/or modified by these regulations, have been complied with. For additional information, contact the Fire Marshal's Office at (302) 576-3120.

Event Guidelines

MITIGATION OF IMPACT

As an event organizer, you are required to develop mitigating measures to accommodate the negative impact your event may have on entities that may be affected by your activities. You must notify residents, businesses, places of worship and schools that may be impacted by the noise and street closures related to your event.

The City of Wilmington requires signatures of those parties affected to be collected using the Petition of Affected Parties Form (supplied by the Special Events Coordinator) and submitted to the coordinator no later than two weeks prior the start date of your event.

MARKETING YOUR EVENT

It is strongly suggested that you receive, at the least, conditional approval prior to promote and market your event.

INSURANCE

You may be required to obtain general liability insurance coverage in the amount of $1,000,000. Coverage must be maintained for the duration of the event including set up and dismantle dates. The policy must name as "Additional Insured" the "City of Wilmington, its officers, employees and agents" and any other public entities impacted by your event. A copy of your insurance certificate must be submitted no later than 45 days prior to the first day of your event. Failure to submit your insurance certificate in a timely matter will result in the denial of your event application.

The mailing address for the insurance certificate is: WEPT, Louis L. Redding City/County Building, 800 N. French Street, 9th Floor, Wilmington, DE 19801.

PROCESSING FEES

Noise Abatement (L&I)	$25.00 (waived with proof of nonprofit status)
Single Event (FMO)	$25.00
Tent (FMO)	$10.00
Parade (WPD)	$3.00
Temporary Vending (L&I)	$10.00

Please Note: All processing Fess are Non-Refundable

RENTAL FEES

Park/Facility Use	$100.00 per day
Park Electricity	$25.00
16'x16' Riser	$240.00 (First 4 hours; $45.00 each additional hour Monday through Saturdays and $60.00 each additional hour for Sundays and holidays—minimum of 4 hours for each event).
Bandwagon	$650.00 (First 4 hours; $375.00 first 4 hours with proof of nonprofit status)—$45.00 each additional hour Monday through Saturday and $60.00 each additional hour Sundays and holidays—minimum of 4 hours for each event).
Market Street Electricity	$275.00 per block (or $25.00 per receptacle)

BARRICADE FEES

Amount of Barricades	**Base Price**

Event Guidelines

50 — 100	$1,200
101—150	$1,600
151—200	$1,800
201—250	$2,200
251—300	$2,600

Price includes time and labor. Crews will set up and pick up the barricades at the beginning and end of the event. Minimum price for orders below 50 barricades is $800. Orders of more than 300 barricades will be charged $15 per barricade plus the minimum base price (see above base price list). Please make checks payable to *City of Wilmington***.**

PERSONNEL FEES

Police Department Officer	$50.00 per hour (minimum of 2 hours)
Fire Department Inspector	$50.00 per hour (minimum of 2 hours)
Fire Department EMS	$50.00 per hour (minimum 2 hours)

***Inspections completed after or before business hours will be assessed a fee of $120.00 for the minimum of 3 hours and any additional hours will be $50.00 per hour for a minimum of 2 hours.*

NOTE: Processing and rental fees are submitted to the Special Events Coordinator's office. Checks or money orders only, made payable to the City of Wilmington. All processing and rental fees can be included in one lump sum payment if possible. Personnel fees are paid directly to the individual.

Wilmington Special Events Application

Application #: _____ **Today's Date:** _____
(You will be assigned an application number once you submit your application).

Event Name: _____

Event Date(s): _____

Event Location: _____

Applicant/Event Organizer

Name (First & Last): _____
Mailing Address: _____
City/State/Zip: _____

Daytime Phone: (_____) _____ - _____
Evening Phone: (_____) _____ - _____
Mobile Phone: (_____) _____ - _____
Fax: (_____) _____ - _____
Email: _____

Host Organization

Name: _____
Mailing Address: _____
City/State/Zip: _____
Tax I.D/SSN: _____

Public Contact (someone that the public can speak to regarding questions or concerns about the event):

Name (First & Last): _____
Phone: (_____) _____ - _____
Email: _____

Emergency Contact:

Name (First & Last): _____
Phone: (_____) _____ - _____
Email: _____

Applicable Website Addresses:

_____

_____

Promotional Description

Describe your event (promotional in nature, maximum 300 characters):

Schedule Details (Please attach another sheet if needed.)

	1st Day	2nd Day	3rd Day	4th Day	5th Day	6th Day	7th Day
Day of Week (SU,M,TU,W,TH,F,SA)							
Date (MM/DD/YY)							
Set-Up (00:00 AM/PM)							
Event Starts (00:00 AM/PM)							
Event Ends (00:00 AM/PM)							
Clean-up (00:00 AM/PM)							

	8th Day	9th Day	10th Day	11th Day	12th Day	13th Day	14th Day
Day of Week (SU,M,TU,W,TH,F,SA)							
Date (MM/DD/YY)							
Set-Up (00:00 AM/PM)							
Event Starts (00:00 AM/PM)							
Event Ends (00:00 AM/PM)							
Clean-up (00:00 AM/PM)							

Rain Date(s)/Location

From (mm/dd/yy) _____ To (mm/dd/yy) _____

Location _____

Event Attendance

Anticipated Attendance (include vendors, participants and event staff): _____

Number of supervisors/event staff: _____

Event Category (Check all that apply):

____ Festival
____ Community Celebration
____ Athletic / Recreation
____ Exhibits
____ Dance
____ Circus
____ Marine Event
____ Parade / Procession / March / Walk / Run / Race
____ Concert / Performance
____ Farmer / Outdoor Market
____ Special Attraction
____ Family Event
____ Carnival
____ Other (Please specify: _____)

Is this an annual event? _____ Yes _____ No

If yes, how many years? _____

Is this a private event (by invitation only)? _____ Yes _____ No

Will your event increase the occupant load or create a higher-level fuel load for a building that is beyond the scope of the building's intended use? _____ Yes _____ No

Parade/March/Procession

Will any of the following be a part of your event? _____ Yes (Please check those that apply) _____ No

____ Parade (Includes Entertainment and Vehicles)
____ March (No Entertainment and No Vehicles)
____ Procession (Use of Sidewalk Only)
____ Walk
____ Run
____ Race (Competitive)

Start Date: _____ Start Time: _____

End Date: _____ End Time: _____

Route Description (Starting and ending locations include turn-by-turn directions):

(Example: Right on 2nd Street, down to Washington Street, Left on 3rd Street etc.)

Length of Procession Body: _____

Make and Model of any and all vehicles included in procession:

Participation Fees

Will there be any entry fees required to attend this event? _____ Yes _____ No

If yes, provide fee details: _____

Will there be any vendor fees required to vend at this event? _____ Yes _____ No

If yes, provide fee details: _____

Marine Events

Will there be any boats or marine-related crafts being used? _____ Yes _____ No

If yes, what is your intended docking location: _____

Event Sponsors

1. Name _____ Phone #: (_____) _____ - _____
2. Name _____ Phone #: (_____) _____ - _____
3. Name _____ Phone #: (_____) _____ - _____
4. Name _____ Phone #: (_____) _____ - _____
5. Name _____ Phone #: (_____) _____ - _____
6. Name _____ Phone #: (_____) _____ - _____
7. Name _____ Phone #: (_____) _____ - _____
8. Name _____ Phone #: (_____) _____ - _____
9. Name _____ Phone #: (_____) _____ - _____
10. Name _____ Phone #: (_____) _____ - _____

Entertainment

Does your event include noise or involve the use of sound amplification equipment? _____ Yes _____ No

If yes, Start Date: _____ Start Time: _____

End Date: _____ End Time: _____

Describe your amplification equipment: _____

Will there be any musical entertainment related to your event? _____ Yes _____ No

If yes, complete the following:

Number of stages: _____

Stage vendor name and contact number: _____

Music Genre: _____

Name of performer(s)/band(s): _____

Will sound checks be conducted? _____ Yes _____ No

If yes, Start Date: _____ Start Time: _____

End Date: _____ End Time: _____

Will there be a dance component? _____ Yes _____ No

If yes, describe: _____

Does your event include the use of fireworks, rockets, lasers or other pyrotechnics? _____ Yes _____ No

If yes, describe: _____

Provide names and contact numbers of any vendors or suppliers:

Will your event include amusement rides? _____ Yes _____ No If yes, how many: _____

Describe each: _____

Supplying Company: _____ Phone #: (____) _____ - _____

Will your event include the use of banners, signs, decorations or special lighting? _____ Yes _____ No

If yes, describe: _____

Entertainment (cont'd)

Does your event include any form of casino, bingo, lottery games or drawings? _____ Yes _____ No

If yes, describe:

Concessionaires/Vendors

Will items or services be sold at your event? _____ Yes _____ No

Will items or services sold at your event present unique liability issues (e.g. body piercing, massage, animal rides)?

_____ Yes (Please highlight them on your vendor list.) _____ No

Alcohol

Will your event involve the use of alcoholic beverages? _____ Yes _____ No

If yes, please check all that apply:

____ Free Alcohol

____ Alcohol Sales

Food

Does your event include food concession and/or preparation? _____ Yes _____ No

If yes, please describe how food will be served and/or prepared:

Will food be cooked in the event area? _____ Yes _____ No

If yes, please specify method (check all that apply):

____ Gas

____ Electric

____ Charcoal

____ Other (specify): _____

Portable Restrooms

Will you be providing portable rest room facilities at your event? _____ Yes _____ No

If no, please explain: _____

If yes, provide the following vendor/supplier information:

Company Name: _____

Contact Number(s): _____

Equipment Set Up Date: _____ Time: _____

Equipment Pick Up Date: _____ Time: _____

Temporary Structures

Inflatable

Will inflatable items, (e.g. moon bounce, or similar devices) be used at your event? _____ Yes _____ No

If yes, please describe (include estimate of dimensions and the structure's use):

Temporary Structures (cont'd)

Risers

Are you requesting the City's Risers? _____ Yes _____ No

If yes, describe its purpose: _____

Date & Time Riser is needed: _____

Date & Time Riser is no longer needed: _____

Proposed Location of Risers During Event: _____

Bandwagon

Are you requesting the City's Bandwagon? _____ Yes _____ No

If yes, describe its purpose: _____

Date & Time Bandwagon is needed: _____

Date & Time Bandwagon is no longer needed: _____

Proposed Location of Bandwagon During Event: _____

Gates/Fencing

Does your event require the use of gates or any other form of fencing? _____ Yes _____ No

If yes, provide the name and number of vendor: _____

Proposed Location of Fencing During Event: _____

Barricades

Are you requesting the use of barricades? _____ Yes _____ No

If yes, provide the number of barricades: _____

Event Date & Start Time: _____

Event Date & End Time: _____

Tents

Does your event require the use of enclosed tents (with walls/sides)? _____ Yes _____ No

(Please note: This question does not refer to canopies that have a top without sides).

If yes, describe the size and type of tents being used and their purposes (include capacity and dimensions):

Name of Tent Company: _____ Phone #: (____) _____ - _____

Date Tent will be erected: _____ Date Tent will be dismantled: _____

How many people will congregate within one tent, canopy or other temporary structure? _____

Describe any and all other temporary structures being used at your event:

City-owned Locations

City-owned Locations/Facilities

Are you requesting the use of a City-owned facility? _____ Yes _____ No

If yes, please refer to the list below and the map on the following page to indicate which location(s) you request:

1. _____
2. _____
3. _____

Start Date: _____ Start Time: _____

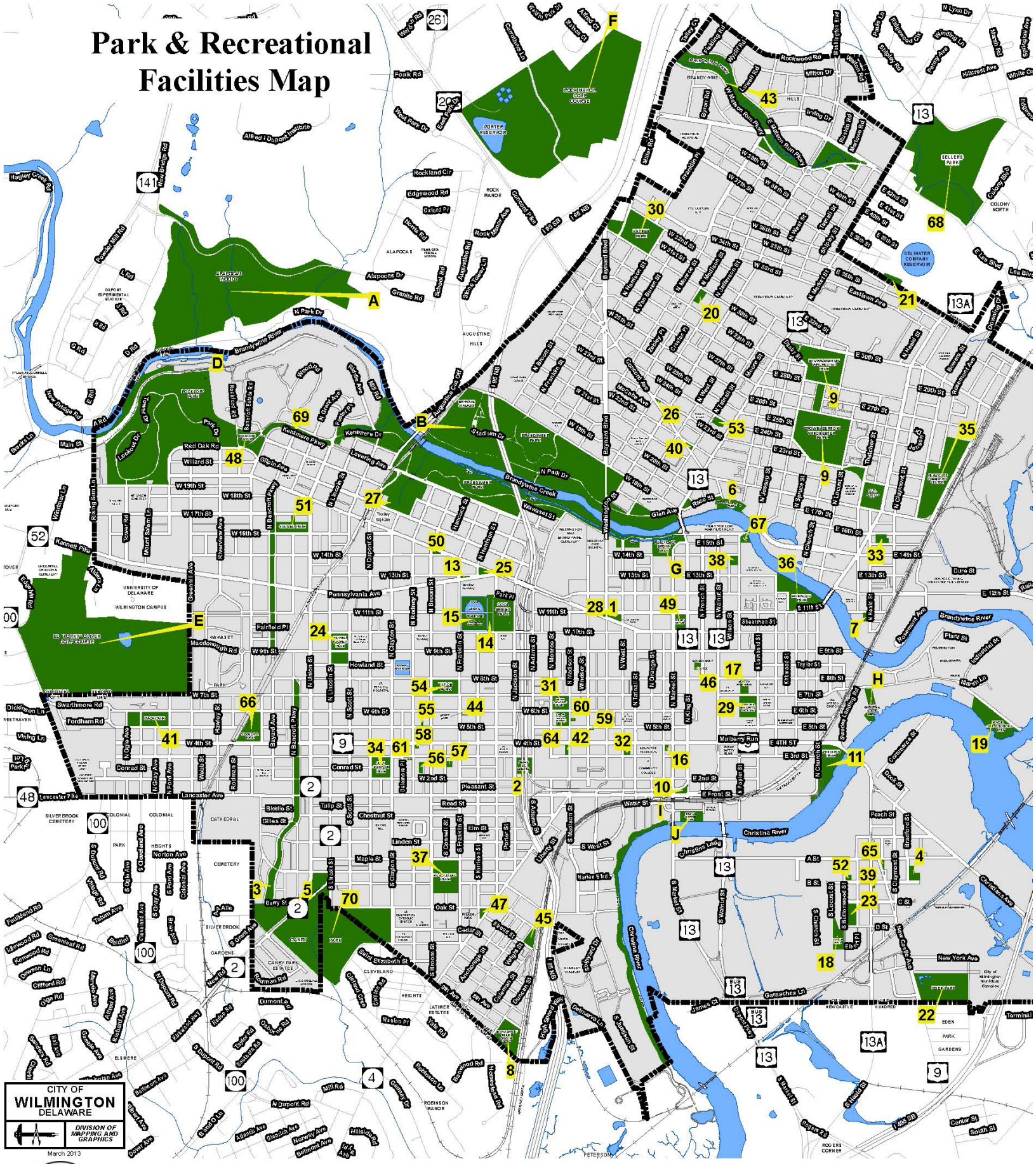
End Date: _____ End Time: _____

Parks & Recreation Facilities

1. 11th & Washington Sts. Triangle
2. Adams St. Courts
3. Bancroft Pkwy.
4. Barbara Hicks Playground
5. Barry & Union Sts. Triangle
6. Brandywine Mills Park
7. Brandywine Playground
8. Brown Park/Eddie Cihocki Field
9. Brown/Burton/Winchester Park
10. MLK Blvd. & King St. Meridian
11. Christina Park
13. Columbus Triangle
14. Cool Spring Park
15. Cool Spring Reservoir Park
16. Del. Tech. & Comm. College Plaza
17. Dr. Foster M. Brown Community Pool
18. Dugan Field
19. Babiarz Park
20. Eastlake Playground
21. Eastlawn Playground
22. Eden park
23. Elbert Playground
24. Father Tucker Park
25. Fountain Plaza
26. Garfield Triangle
27. Gilpin Playground
28. H.B. DuPont Plaza
29. H.M. Holloway, Sr. Park
30. Haynes Park
31. Helen Chambers Playground
32. Jennie Weaver Playground
33. Johnston Playground
34. Judy Johnson Park
35. Kingswood Complex
36. Kirkwood Park
37. Kosciuszko Park
38. Kruse Playground
39. Lot, B & Heald Sts.
40. Louis L. Redding Park
41. Mack Park
42. Madison St. Playground
43. Matson Run Pkwy.
44. McCoy Park
45. Michaels' Playground
46. Peter Spencer Plaza
47. Pulaski Triangle
48. Rockford Grove
49. Rodney Square
50. Soldiers and Sailors' Monument Park
51. Stapler Park
52. Stoney Davis Park
53. Tatnall Playground
54. Tilton Park
55. Tot-Lot, 1405 W. 5th St.
56. Tot-Lot, 217 N. Fulton St.
57. Tot-Lot, 222 N. Connell St.
58. Tot-Lot, 314 N. Rodney St.
59. Tot-Lot, Freedom, 5th & Jefferson Sts.
60. Tot-Lot, Madison St.
61. Tot-Lot, 237 N. Rodney St.
64. William "Hicks" Anderson Community Center
65. Winston A. Truitt Triangle
66. Woodlawn Park
67. Clifford Brown Plaza
68. Sellers Park
69. Kentmere Pkwy.
70. Canby Park

A. Alapocas State Park
B. Brandywine Park
C. Rockford Grove
D.
E.
F. Rockford Manor
G. Rockford Park
H.
I. Kentmere Parkway
J. Fort Christina
K. H. Fletcher Brown (State Park)

Park & Recreational Facilities Map



Sanitation

If you will be using a private sanitation company, please provide the following:

Name: _____ Phone #: (_____) _____ - _____

Equipment Set Up Date: _____ Time: _____

Equipment Pick Up Date: _____ Time: _____

Describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event:

Electricity

Will you be requiring electricity? _____ Yes _____ No

Will you be providing your own generator? _____ Yes _____ No

Describe your electricity needs and use:

Name of generator vendor/supplier: _____

Contact #: (____) _____ - _____

Street Closings

Will your event require the closing of any streets? _____ Yes _____ No

If yes, please provide names of all streets and describe the area being closed (e.g., Market Street from 2nd to 5th Streets):

Start Date and Time of Street Closing: _____

End Date and Time of Street Closing: _____

Marketing & Public Relations

(Your event should NOT be promoted until approved)

Will this event be marketed, promoted or advertised in any manner? _____ Yes _____ No

If yes, please describe (include all marketing venues and locations of posters and/or signage):

Will there be live media coverage during the event? _____ Yes _____ No

If yes, please describe:

Additional Requests

Please describe any additional requests/concerns you may have that has not been addressed in this document:

Hold Harmless & Affidavit Signature Page

Hold Harmless & Indemnity Clause

_____ (Organization Name), its officers and members shall through the signing of this document by an authorized party or agent, indemnify, hold harmless and defend the City of Wilmington and their agents and employees from all liability, judgments, suits, costs and actions including attorney fees and all costs of litigation of every kind and description brought or rendered against the City of Wilmington and, as a result of loss, damage or injury to persons (including death) or property by reason of any act or failure to act by _____ (Organization Name), its officers, members or employees.

_____ _____

Signature & Title Date

Affidavit of Applicant

By initialing below, I certify that I have read and understood each of the indicated sections of this Special Event Guidelines/ Application:

INITIALS

_____Event Venues (Page 4)
_____Proof of Business (Page 4)
_____Event Safety (Page 4)
_____Vendors (Page 5)
_____Food/Food Preparation (Page 5)
_____Alcohol (Page 5)
_____Casino Games/Raffles (Page 5)
_____Restroom Facilities (Page 5)
_____Tents (Page 6)
_____Clean-up/Trash (Page 6)
_____Bandwagon/Risers (Page 6)
_____Fireworks (Page 6)
_____Location/Site Map (Page 6)
_____Street Closures (Page 7)
_____Electricity (Page 7)
_____Generators (Page 7)
_____City Parks/Facilities (Page 7)
_____Processions (Page 7)
_____Amusement Rides (Page 7)
_____Mitigation of Impact (Page 7)
_____Marketing Your Event (Page 8)
_____Insurance (Page 8)
_____Fees (Pages 8 & 9)

I certify that I have read and understood this application in its entirety. I also certify that the information I provided in the foregoing application is true and correct to the best of my knowledge. I understand that the City of Wilmington reserves the right to shut down or cancel any event due to non-compliance to guidelines, inappropriate behavior, weather, safety concerns or other emergency situations. I also understand that I will not promote my event until it has been approved.

_____ Applicant Signature

_____ Date

_____

Printed Name of Applicant

Return your completed application to:

Print Form

Attach Form to Email

WEPT
Louis L. Redding City/County Building
800 North French Street, 9th Floor
Wilmington, DE 19801
Attn: Special Events Coordinator
Email: SpecialEvents@WilmingtonDE.gov
Phone: (302) 576-2138
Fax: (302) 861-1408