

DELMAR PARKS & RECREATION COUNCIL
SPECIAL EVENT/OUTDOOR FACILITY USE APPLICATION

- APPLICATION MUST BE RECEIVED ONE WEEK IN ADVANCE FOR EVENTS WITH TWENTY-FIVE (25) PEOPLE OR MORE

- **APPLICATION MUST BE RECEIVED 15 BUSINESS DAYS IN ADVANCE FOR EVENTS WITH “SOUND-AMPLIFYING EQUIPMENT”**

SECTION I

Requestor _____

(Name or organization, company, or individual)

Contact Person _____

Address _____

Phone Number (H) _____ (W) _____ (C) _____

Date Requested _____ Rain Date _____

Type of Event _____

Number of people attending _____ Arrival Time _____ Departure Time _____
(No later than 7:30 PM DST)

Music: No _____ Yes _____ If yes, what type? Live Band, DJ, Radio
CD Player, Other _____.

Amplified? ___ NO ___ Yes (See Sec. IIG)

Park Requested:

- ___ State Street Park
- ___ Gordy Park (No water or electric)
- ___ Mason Dixon (No water)

Facilities Needed:

- | | |
|---|-------------------------------|
| ___ Restrooms (Pick up key prior to event)* | ___ Picnic Area |
| ___ Pavilion | ___ Electricity (\$20.00 fee) |
| ___ Public Works (Charge based on use) | ___ Water |

Request for Special Arrangements: _____

***If a key is obtained, the bathroom building and water spigots must be securely locked before leaving the premises. In the event that there is an issue with the park's utilities upon your arrival, contact *Public Works* at 443-359-0894. Keys are to be returned to Town Hall in the drop box in the front of the building after the event.**

Applicant's Signature _____ Date: _____

SECTION II- Policies Regulating Use of Facilities

- A. Under **NO** circumstances should any organization or individual make any alterations, install equipment, or make attempts to maintain facilities except for their trash cleanup. ____ **(initial)**
- B. Use of Alcoholic beverages is prohibited on any park premises. ____ **(initial)**
- C. Groups shall observe the approved times for arrival and departure as requested on this application for the use of the facility. ____ **(initial)**
- D. Camping or campfires are not permitted; fires shall be confined to barbecue grills only. ____ **(initial)**
- E. Trash **MUST** be properly disposed of in receptacles. ____ **(initial)**
- F. No Parking on State Street Park grounds. ____ **(initial)**
- G. Excessive loud music IS PROHIBITED **** ____ **(initial)**
- H. The Council reserves the right to refuse or cancel this agreement for any reasonable cause. Every attempt will be made to provide organizations with adequate notice. ____ **(initial)**
- I. Violations of these regulations may cause the denial of further use and/or charges for repairs, cleaning, and/or restoration. ____ **(initial)**

**** In accordance to Maryland Ordinance 700 and Delaware Ordinance 141, the following definitions and restrictions on Sound-Amplifying equipment need be abided:**

“Sound-amplifying equipment” is defined as any machine or device for the amplification of the human voice, music, or any sound ...

“Anyone wanting to have sound-amplifying equipment at any of the Parks will be required to fill out this permit and submit it to Town Hall at least fifteen (15) days in advance of the planned use. The application shall designate a person or persons who shall be in control of the sound amplification equipment and assure that its use complies with the terms of the permit. Upon tentative approval, the applicant for the permit shall be responsible for advertising in a newspaper of local circulation the date and time of their special event.” ____ **(initial)**

