



Delmar Parks and Recreation

Special Event/Outdoor Facility Use Application

SECTION I

Requestor _____

Contact Person _____ Phone number _____

**** (Contact person must be reachable on the day of the event) ****

Address _____

Phone number (Home or Cell) _____ E-mail _____

Date Requested _____ Rain Date _____

Type of Event _____

Number of People Attending _____ Arrival Time _____ Departure Time _____

SECTION II

State Street Park		Gordy Park		Mason Dixon Park	
Facilities requested:		Facilities requested:		Facilities requested:	
Pavilion		Pavilion		Pavilion	
Restrooms*		Restrooms*		Restrooms*	
Use of Amplified System		Use of Amplified System		Use of Amplified System	
Electricity (\$20 fee)				Electricity (\$20 fee)	

**** Must pick up key prior to the event. 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 upon your arrival, contact *Public Works* at 443-359-0894. Keys are to be returned to Town Hall within three (3) days following the event.**

Applicants Signature _____ Date _____

SECTION III

Anyone reserving the Parks shall pay a **non-refundable deposit** of **\$25.00** plus **\$25.00 fee for park rental**, and if electricity if required, an additional **twenty dollars (\$20.00)** will be added to the park rental fee. The non-refundable deposit is due at the time of park rental application submittal to secure your requested date. The Town reserves the right to approve/deny the application within **10 days** of its receipt. If the Town denies the application, the non-refundable deposit will be refunded. The park rental fees are due **two weeks prior** to the event. Upon written request, if the event is cancelled one week prior to the event date, the Town will refund the park rental fee(s) only. _____ **(initial)**

Applicant shall be identified as the responsible party and held liable for damages as a result of the event.

Requested date will not be reserved until all fees are paid.

	Terms and Conditions	Initial
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.	
B.	Use or consumption of alcoholic beverages is prohibited on any park premises and if reported will result in immediate removal from Park premises.	
C.	Groups shall observe the approved times for arrival and departure as requested on this application for the use of the facility.	
D.	Camping or campfires are not permitted; fires shall be confined to barbecue grills only.	
E.	Trash MUST be properly disposed of in receptacles.	
F.	No parking on State Street grounds – except for while unloading/loading directly before/after the scheduled event.	
G.	Excessive loud music is prohibited . ALL MUSIC THAT WILL BE PLAYED THROUGH AMPLIFIED SYSTEMS MUST MEET ALL REQUIREMENTS AS STIPULATED IN THE TOWN’S NOISE ORDINANCE - TOWN DOES NOT PROVIDE AMPLIFIED SYSTEMS	
H.	Violations of these regulations may cause the denial of further use and/or charges for repairs, cleaning, and/or restoration.	
I.	The Council reserves the right to refuse or cancel this agreement for any reasonable cause. Every attempt will be made to provide organizations adequate notice.	
J.	Events with an anticipated 50 or more guests may result in additional fees, if it is deemed necessary for the Town to provide additional services such as Public Works, Police, etc. Applicant will be required to pay the employee’s regular hourly rate at time and a half per hr. fees will be calculated and collected by Town personnel, no later than two weeks prior to the event.	

I, _____ have read and hereby agree to the terms and conditions as stated above and have made the members of my organization familiar with the same. I accept full responsibility on behalf of the organization for the activity stated in the agreement. I further understand and will convey to the guests of the planned even that the Town of Delmar and Parks and Recreation Council are not liable for any personal damages or injuries.

_____/_____
Signature of Responsible Person Date Witness

SHOULD THE PAVILION BE OCCUPIED BY SOMEONE OTHER THAN A MEMBER OF YOUR PARTY, PLEASE PRESENT THIS AGREEMENT TO NOTIFY THEM OF YOUR RESERVATION. IF NECESSARY, THE POLICE DEPARTMENT HAS COPIES OF ALL RESERVATIONS AND CAN BE CONTACTED AT 102 S. PENNSYLVANIA AVE., OR BY CALLING (410) 896-3131

Have Questions? Comments? Concerns?

Email Delmartownhall@verizon.net or call the Town Hall at 302.846.2664 or 410.896.2777 to speak to the Parks & Recreation Coordinator

OFFICIAL USE ONLY

Police Chief Review Comments: _____

_____/_____
Chief's Signature Date

Public Works Director – Review Comments: _____

_____/_____
PWD's Signature Date

Signature of Town Manager (APPROVED or DENIED) Date

Comments: _____

FOR OFFICE USE ONLY

Date Received _____ by _____

Deposit \$ _____

CK# _____ Credit Card _____ Cash _____

Park Fees:

RENTAL - \$25.00 ELECTRICITY - \$20.00

Subtotal: _____

Additional Services

POLICE SERVICES _____ PUBLIC WORKS _____ Subtotal: _____

Total due: _____

Copies sent to:

1. Applicant 2. Police Department 3. Public Works Dept. 4. Parks & Recreation
5. Little League (For Gordy Park Only)

Paid Stamp