



# 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             |  |
|------------------------------|--|------------------------------|--|------------------------------|--|
| <b>Facilities requested:</b> |  | <b>Facilities requested:</b> |  | <b>Facilities requested:</b> |  |
| 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. 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 canceled 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 <b>NO</b> 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 <b>prohibited</b> 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 <b>MUST</b> 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 <b>prohibited</b> . 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 [townhall@townofdelmar.us](mailto:townhall@townofdelmar.us) or call the Town Hall  
at 302.846.2664 or 410.896.2777

OFFICIAL USE ONLY

Police Chief Review Comments: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
Chief's Signature Date

Public Works Director – Review Comments: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
PWD's Signature Date

\_\_\_\_\_(APPROVED or DENIED)\_\_\_\_\_  
Signature of Town Manager 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