



Special Events Permit RENEWAL Application and Information Packet

The City of Milford is pleased you have again chosen our city for the location of your event and would like your event to be a success. Please note, this application will not be processed unless all debts owed by the applicant and/or organizer to the City of Milford have been paid in full. Remember, you may also need other permits from other agencies and you are responsible for securing those permits, such as the [Delaware Department of Transportation](#), [State Fire Marshal's Office](#), [Delaware Division of Public Health \(Office of Food Protection\)](#), [Delaware Office of Alcoholic Beverage Control Commissioner](#), and [Carlisle Fire Company](#).

If you have questions, contact the City Clerk's Office at (302) 422-1111 Ext 1303 or 1142. This application form and all pertinent documents may be submitted via email to cityclerk@milford-de.gov or mailed/delivered to:

City Clerk
City of Milford
201 South Walnut Street
Milford, DE 19963
(Office Hours: Monday-Friday, 8:00 am – 4:30 pm)

INSTRUCTIONS

Please locate last year's permit and refer to it when completing this renewal and submit the renewal with the updated Required Documents noted.

The completed renewal application must be submitted to the City Clerk at City Hall (201 South Walnut Street) not less than sixty (60) calendar days before the event date, but no more than (12) months in advance.

A permit will be issued and the contact person for the event must have the copy of the permit with them and must be available on the event site at all times.

If the applicant fails to adhere to the policies and procedures established by the City of Milford 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 any supervisor of the Milford Police Department, Parks & Recreation Department, Public Works Department, or City Manager's Office.

CITY EVENT FEES

Depending on the size and scope of the event, fees may be assessed by each department. A Deposit may be required following a review of this application. Other departments may charge additional fees for city vehicles used for road closure barricades, refuse receptacle delivery/servicing, off duty Police Officer(s), Police vehicles(s), etc.

CITY OF MILFORD

SPECIAL EVENTS PERMIT RENEWAL APPLICATION

EVENT INFORMATION

Event Name: _____

Location: _____

Date/Time:

Setup	Date _____	Time _____
Event Starts	Date _____	Time _____
Event Ends	Date _____	Time _____
Dismantle	Date _____	Time _____

Anticipated Attendance: Daily: _____ Total: _____

Give a brief description of the event _____

ON SCENE CONTACTS

Name of On Scene Contact(s): _____ Cell: _____

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, dismantling and be in possession of the approved special event permit.

REQUIRED DOCUMENTS

In addition to completing the application form(s), the applicant/organizer is required to furnish the following with their special event permit application:

General Liability Insurance Listing the City of Milford 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 City of Milford, together with its selected and appointed officials in their individual and official capacities, its employees, volunteers, principals, agents, officers, directors, predecessors, successors and assigns are named as 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:

- A. 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).
- B. 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).
- C. If the event involves the use of vehicles, the policy must also include an endorsement for automobile liability in an amount not less than one million dollars (\$1,000,000).

Clarification of Applicant’s Status:

Applicants/Organizations claiming tax-exempt, non-profit status must include a copy of their IRS tax exempt, non-profit determination letter to the application.

INDEMNIFICATION AGREEMENT

- | | | |
|-----|----|---|
| Yes | No | 1. Applicant agrees, upon request, to submit a security plan setting forth the proposed security measures to be taken to protect the health, safety and welfare of the participant, spectators, bystanders and passersby. This plan may be reviewed by the Police Department who may accept, reject, alter or impose conditions upon the security plan. Security measures may include, but are not limited to, the hiring of private security or Milford Police officers at the applicant's expense. Milford Police Department has the sole discretion regarding approval of private security firms/organizations. |
| Yes | No | 2. Applicant agrees, upon request, to pay a refundable "Deposit," at least ten (10) days prior to the event as a condition of the issuance of the Special Event Permit. Applicant also agrees to pay cleanup costs, repair of damage to City property, installation and/or removal of no parking signs or barricades, unanticipated incurred personnel expenses, etc, in excess of the deposit, incurred by the City. Such cost shall be deducted from the Deposit. If there is no Deposit or if the amount of the Deposit is insufficient to cover the costs, the Applicant/ Organizer will be billed for such costs. Your deposit will be returned if the area used for the event has been cleaned and restored to the same condition as existed prior to the event. The deposit requirement may be waived if City Administration deems that such a deposit is not necessary. |
| Yes | No | 3. Applicant agrees, upon request, to notify all residents and businesses that will be affected by a street closure and/or amplified sound. If the event/closure will affect access to more than one business, the applicant agrees to notify the Chamber of Commerce for Greater Milford and Downtown Milford, Inc (for events in downtown). |
| Yes | No | 4. Applicant agrees, upon request, to ensure warning signs and barricades are provided and situated in such position that the road closure may be maintained in a safe and orderly manner. Such information can be found in the Manual on Uniform Traffic Control Devices. |

Applicant agrees to submit, upon request of the City of Milford, 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 Milford or any conditions or restrictions imposed upon the permit by the Milford Police Department or any other City Department is cause for revocation of the Special Event Permit. Applicant further agrees the permit may be revoked at any time by any supervisor of the Milford Police Department, the Parks & Recreation Director, the Public Works Director or the City Manager (or designee).

Applicant agrees to protect, defend, indemnify and hold the City of Milford, its elected and appointed officials in their individual and official capacities, it's employees, volunteers, principals, agents, officers, directors, predecessors, successors and assigns (collectively, "City") harmless from any and all losses, damages, claims for damages, liability, suits, judgments, 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 of the City.

Signature of Applicant

Printed Name

Date

EVENT COMPONENTS

If the event includes any of the following, a detailed site plan must be submitted (see site plan instructions).

- Yes No **Right of Way Usage**
Will the event require any temporary closures or restrict access to streets, sidewalks, or alleys?
If yes, Attachment E and Attachment F must be completed and submitted with this application.

- Yes No **City Park/Facility Usage**
Will the event require the use of City-owned park/property or facility?

- Yes No **Mobile Food Vendors/Concessions/Vendors**
Will the event have mobile food vendors, a concession stand(s) or vendors?
If yes, Attachment G must be completed and submitted with this application.

- Yes No **Alcohol/Wine/Liquor**
If yes, Attachment H must be completed and submitted with this application.

- Yes No **Inflatables**
If yes, the following must be completed:

Entertainment Company _____ Phone _____
Address _____ City _____
Contact _____

Proof of Insurance is required.

- Yes No **Entertainment**
Is there is live entertainment, DJ, band, performers, or use of a stage?
If yes, Attachment I and Attachment F must be completed and submitted with this application.

- Yes No **Tents/Membrane Structures**
If yes, tents, multiple tents or membrane structures over 350 square feet require approval from the State Fire Marshal and City Planning Department.

- Yes No **Parade/March**
If yes, Attachment E and Attachment J must be completed and submitted with this application.

- Yes No **Temporary Fencing**
If yes, all fencing must be shown on the Site Plan and complete the following information:

Fencing Company _____ Phone _____
Address _____ City _____
Contact _____

- Yes No **Electrical Service/Generators**
Will you be using generators? Yes No
Are you in need of access to the community power outlets available in the downtown business district? Yes No
In order to ensure adequate electric, please explain what the electric service be used for?

EVENT COMPONENTS-CONT'D

Yes No

Carnival Rides

If yes, a Permit must be obtained from the State Fire Marshal's Office and the following must be completed:

Number of Rides _____
 Amusement Company _____ Phone _____
 Address _____ City _____
 Contact _____

Proof of Insurance is required.

Yes No

Trash/Recycling Services

Do you have a company handling trash and recycling services for your event?

Vendor/Company _____ Phone _____
 Address _____ City _____
 Contact _____

If no, are you requesting the City of Milford provide trash/recycling services for your event.

Yes No

Yes No

Portable Restrooms

You are required to provide portable restrooms at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site, which will be available to the public during your event. It is recommended that hand-sanitizing services be provided. Number of restrooms will be determined based on the number of persons expected under an assembly use. Please note restrooms may not be dumped into storm drains.

Number of portable restrooms _____ Of those, how many are ADA accessible _____

Company _____ Phone _____
 Address _____ City _____
 Contact _____

Yes No

Fireworks or Pyrotechnics

If yes, applicant must contact the State Fire Marshal's Office for any and all approval regarding pyrotechnics or fireworks and a permit must be issued prior to the event start date. An inspection must be scheduled with the Fire Department prior to pyrotechnics being brought on the site.

NOTE: Fireworks companies are aware that a separate, special application must be filed with the State Fire Marshal's Office for fireworks or other pyrotechnic displays and a special permit will be issued.

Applicant/organizer shall be responsible for the cost of fire inspections and the cost of all standby fire protection as deemed necessary.

Approval of this Special Event Application shall not be deemed approval of any fireworks or pyrotechnic display.

Yes No

Is the Applicant/Organization a commercial entity?

Yes No

Is the Applicant/Organization a bona fide tax exempt, non-profit entity? If yes, you must attach to this application a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt, non-profit status.

Corporation/Organization Name _____
 State of Incorporation _____ Tax ID# _____

APPLICATION CHECKLIST-CONT'D**Site Plan (Must be submitted with each application):**

Please complete a diagram of your event site. Use an 8 ½ x 11 inch sheet of paper. Include the location of all event infrastructure elements, such as:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- Parking, accessible parking, drop-off and shuttle locations.
- 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.
- Parking areas for vehicles and/or trailers.
- 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.

If your event starts/ends at one or more locations and uses streets/trails elsewhere in Milford (for example, a 5K run/walk that starts in 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.

SECURITY PLAN

As the event applicant or organizer, you are required to provide a safe and secure environment for the event. This is accomplished through sound pre-planning by anticipating potential problems and concerns related to the event and the surrounding environment and by being prepared to react during the event to any unanticipated problems. The size, type, time of day and location of your event are all items that must be analyzed in depth and addressed in your security plan. The event may require the services of Milford Police Officers, Crossing Guards and or Public Works employees. Applicant/Organizer may also need the services of a Private Security provider for this event. Private Security must be properly licensed and bonded in the State of Delaware and must be approved by the Milford Police Department.

Since most events occur during warmer weather, the applicant/organizer must also have an emergency plan for crowd safety or event cancellation during severe weather conditions.

Crowd managers (event staff) must be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons.

- Yes No Do you have an adequate number of crowd managers? How many? _____

- Yes No Will your event be requesting off-duty Milford police officers?

Number of off-duty officers requested: _____

- Yes No Have you hired a licensed professional security company to develop and manage your event's security plan?

If yes, you are required to provide a copy of the security company's valid License issued by the State of Delaware.

Name of Security Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

GENERAL REQUIREMENTS

- Yes An approved, available method of notifying public safety agencies in the event of an emergency shall be provided prior to the start of any outdoor special event. On-site phones, or cellular phones, may fulfill this requirement. In Milford, the emergency number is 911.

- Yes Fire apparatus access shall be maintained throughout all areas of the event. Consideration shall be given to various event functions and Fire Department access to structures within the event area. Minimum fire department access dimensions are 24 feet wide, 14 feet high, with an outside turn radius of 55 feet and an inside turn radius of 35 feet.

- Yes All temporary electrical wiring shall be in accordance with the National Electric Code. Wire feeds and drops shall be run above pedestrian walks, buried, or so located as to not create a trip hazard. All trailer mounted generators must be grounded and have a 40BC fire extinguisher near each unit.

- Yes N/A Fueling or defueling vehicles, generators, or equipment is prohibited during event hours unless approved prior to the event.

PUBLIC ASSEMBLY PERMIT

All public assemblies of more than 49 people in buildings or areas that are not regularly classified for use as public assembly sites must be reviewed and approved by the State Fire Marshal's Office for compliance with the fire code. Examples include barricaded streets and other defined venues, fenced beer gardens, concerts, tent events, trade shows, or use of a warehouse or other building not classified for public assembly for a special event venue. As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

TENT PERMIT

- Yes N/A A floor plan shall be approved for interior setup of all tents. Location of chairs, tables, stages, aisles, exits, fire extinguishers, etc. shall be shown on the plan. Tents, multiple tents or membrane structures over 350 square feet require approval from the State Fire Marshal's Office and City Planning Department. Site inspection is required. Minimum separation from any property line, building line, other tent, canopy or other temporary membrane structure shall be 20 feet.

SPECIAL REQUIREMENTS

1. Amusement rides and buildings used for "haunted houses," "fun houses," or other special amusements require approval from the State Fire Marshal's Office and City Planning Department.

MEDICAL PLAN

Large capacity events (over 1,000 attendees) have the potential of quickly overwhelming emergency response (fire, ambulance) agencies that are not staffed for these emergencies. Calling '911' when an injury occurs is normal. Expecting emergency responders to handle an incident with multiple injured people can rapidly and unexpectedly exceed the capability of those services. The applicant/organizer must provide an approved emergency medical service on site during an event, as follows:

Emergency Medical Services Resource Matrix				
Event Type	Crowd Size	On-site access to 911 and CPR	On-site basic first aid station	On-site Basic Life Support ambulance
Concert, musical festival, block party, street fair	Less than 2,500	Required	Required	Optional
	2,501-15,000	Required	Required	Required
Athletic/sporting event	Less than 2,500	Required	Required	Optional
	2,501-15,000	Required	Required	Required
Parade	Less than 2,500	Required	Required	Optional
	2,501-15,000	Required	Required	Required

Yes No Based on the size and nature of your event, have you secured an Ambulance service to be onsite for the entire duration of the event?
Service Name: _____

Yes No Has applicant/organizer hired a professional emergency medical services provider to develop and manage the event's medical plan?

If yes, please complete the following:

Medical Service Provider: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

SANITATION AND CLEAN UP

Who will return the event location/route and surrounding areas to pre-event condition? _____

How will the event location/route and surrounding areas be cleaned up? _____

Business name of company responsible for cleanup and trash removal: _____

State of Delaware License Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

Event location and adjacent areas must be returned to "pre-event" conditions. Refer to the section regarding "Deposit" on Page 10 for further explanation.

STREETS / TRAFFIC

Is your event going to temporarily close or obstruct, delay or interfere with the normal flow of vehicular or pedestrian traffic to any of the following?

- Close Obstruct No Streets
- Close Obstruct No Sidewalks
- Close Obstruct No Parking lots
- Close Obstruct No Other facilities such as parks, schools, churches, or vacant lots

If a street will be closed, the applicant/organizer notify residences and businesses affected by the event. If more than one business is affected, it is also necessary to notify the Chamber of Commerce for Greater Milford and Downtown Milford, Inc (for events downtown). See Attachment F for notification letter.

If this event requires street closure(s), please include on the Site Plan the location of barricades and traffic control personnel. **You are required to make arrangements with the city to have large vehicles for public safety placed at intersections where there will be road closures.** You will be required to obtain traffic safety equipment for the safe closure of the venue and to ensure proper detour and parking information is posted. Depending upon the type of event, you may need barricades, traffic cones, directional signage, etc. It is the responsibility of the applicant/organizer to obtain and to properly place this equipment prior to the beginning of the event. The Police Department will assist you with your traffic plan, if needed.

- Yes No Are you seeking use of any City owned traffic safety equipment (i.e. large vehicles, barricades, safety cones, etc.)?
 If yes, please explain the type equipment and number requested. The City will drop off but not set up requested equipment.

Type of Equipment: _____ Number Requested: _____
 Type of Equipment: _____ Number Requested: _____
 Type of Equipment: _____ Number Requested: _____

If a street closing is approved, the applicant/organizer is responsible to ensure emergency vehicles may still access buildings in the area as necessary.

All traffic and pedestrian control devices on all streets and highways open to public travel in Delaware must conform to the Delaware Department of Transportation, Manual on Uniform Traffic Control Devices, part 6.

- Yes No Will the event involve the use of a parking and/or shuttle plan?
 If yes, attach a copy of the plan including anticipated parking spaces needed, path of shuttle and location of directional signage for guests.

- Yes No Are you seeking to restrict parking before, during or after the event?

If yes, explain: _____



TEMPORARY STREET CLOSURE OR AMPLIFIED SOUND

NOTICE OF TEMPORARY STREET CLOSURE OR AMPLIFIED SOUND

(You may mail or hand deliver this completed document to surrounding properties to notify them of a proposed street closure or amplified sound; it may be reproduced as needed.)

Notice to Occupant:

The City of Milford requires that all affected residents and/or businesses adjacent to a proposed street closure or amplified sound be notified of such.

- A temporary street closure has been requested adjacent to your property on the following dates and times.
- Amplified sound has been requested adjacent to your property on the following dates and times.

Date(s): _____

Time(s): _____ to _____

The purpose of the proposed street closure or amplified sound is the (Name of Event): _____

Applicant/Organization: _____

Name of Contact Person: _____

Means of Contacting via
Address/ Phone/ Email: _____



CONCESSIONS/VENDORS

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

Yes No Will food or beverages be provided, distributed or sold at the event?
If yes, applicant/organizer must contact the State of Delaware Division of Public Health for a permit at (302) 744-4556. Copies of Health Department inspection forms may be requested by the City of Milford prior to the event.

Event Organizers that will have vendors at the special event are required to submit a list of all vendors to the City Clerk's Office (below). Changes to this list may be made up to a week before the event and must be in writing. Vendors not included on the list submitted will not be permitted to operate at the Special Event. Please note Mobile Food Trucks will not be permitted to park near storm drains.

Vendors Working Event:

#	Name of Business	Owner(s) Name(s)	Phone
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Yes No Will the event be professionally catered?

If your event is being catered, please provide the following information:

Name of Licensed Caterer: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Cell: _____
 Email: _____

Yes No Will there be animals present (i.e. petting zoo, circus, pony rides, dogs, other)?
 If yes, please specify the type and number of each animal.
 Animal? _____ How many? _____
 Animal? _____ How many? _____
 Animal? _____ How many? _____

Add additional pages to list addition animals, if necessary.

The Milford Code, Chapter 78 regulates animals within the City limits.
 Applicant/Organizer must comply with all provisions.

As the event applicant/organizer, you are required to comply with all City, County, State and Federal Disability Access Requirements applicable to the event.

ALCOHOLIC BEVERAGES

If your 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?

ENTERTAINMENT

Yes No Is there any live entertainment, DJs, bands, or performers occurring during your event?
If yes, Attachment F must be completed and submitted with this application.
Please complete the following:

Number of stages: _____

Number of performers/bands: _____

Type of music: _____

Please describe the sound equipment that will be used for your event: _____

Yes No Will sound checks be conducted prior to the event?
Start time: _____ Finish time: _____

Yes No Will sound amplification be used?
Start time: _____ Finish time: _____

Yes No Will there be a contracted sound company on site?
If yes, who: _____

Yes No Does your event include any casino games, bingo games or drawing opportunities?
If yes, describe: _____

Yes No Will a temporary stage canopy be used?
If yes, please see "Tent Permit" on page 12.

PARADE QUESTIONNAIRE

Parade routes should not obstruct state highways or primary emergency response routes within the City.

1. Date of Parade: _____

2. Start time of Parade: _____

3. Location of proposed assembly area: _____

Assembly start time: _____

4. Have arrangements been made for traffic control (barricading and/or police officers) Yes No

If yes, please explain: _____

If no, will these arrangements be made? _____

5. Attach map of parade route.

6. Indicate starting point, proposed travel route, and termination point.

7. During the event, will you occupy all or a portion of the streets? _____

8. Approximate number of persons, animals and vehicles that will constitute the event.

Number of people: _____

Number of animals: _____ Type of animals: _____

Number of vehicles: _____ Type of vehicles: _____

9. Have arrangements been made for emergency medical personnel? Yes No

10. Other pertinent information: _____
