

City of Rehoboth Beach

229 Rehoboth Avenue  
 P.O. Box 1163  
 Rehoboth Beach, Delaware 19971



Telephone 302-227-6181  
 Fax 302-227-4643  
 www.cityofrehoboth.com

## Special Event Permit Application

**This application must be submitted to the Communications Department six weeks prior to the date of the event.**

There is a **\$50.00 non-refundable fee for a Special Event Permit Application**. Please make checks payable to the City of Rehoboth Beach, Attention Communications Department, P.O. Box 1163, Rehoboth Beach, DE 19971. For Visa, MasterCard, American Express and Discover credit card payment please call the Communications Department at 302-227-2772. **Only non-profit organizations located within the City of Rehoboth Beach will have fees waived.**

**Please contact the Communications Department at 302-227-2772 or email [communications@cityofrehoboth.com](mailto:communications@cityofrehoboth.com) for questions and additional information.**

Applicant is: Private Individual \_\_\_\_ Business \_\_\_\_ Non-Profit Corp. EIN # \_\_\_\_\_

<b>Applicant Name</b>	
Phone	
Email	
Address	

<b>Onsite Contact</b>	
Cell Phone	
Email	
Address	

**Requested Location Use:** Bandstand \_\_\_\_ Beach \_\_\_\_ Boardwalk \_\_\_\_ Park \_\_\_\_

<b>Event Name &amp; Purpose</b>			
Fees collected?	Yes <input type="checkbox"/>		No <input type="checkbox"/>
Event Date		Rain Date Request	
Start Time		End Time	
Event Organizers - Total		Exhibitors/Vendors - Total	
Spectators - Total		Vehicles - Total	

The undersigned applicant agrees that the applicant and event participants will conform to applicable laws, by-laws, and regulations as well as special requirements that may be made a condition of the granting of an event permit pursuant to this application. I/we agree to hold the City of Rehoboth Beach harmless from any and all liability and will defend the City of Rehoboth Beach in connection therewith.

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Signature of Applicant

Date

### **Conditions and Requirements**

It is the obligation of applicants, organization(s) and responsible individuals to assure that their event(s) is (are) orderly. Unless specifically authorized, there will be no events held during the hours of darkness and no stopping of the event to advertise or perform.

Proof of insurance will be provided 30 calendar days prior to the event. The applicant(s) shall at their own cost and expense furnish a policy or policies for property damage or bodily injury in the amount specified by the City's Risk Management Division which is \$1m occurrence/\$2m aggregate. Also, the City of Rehoboth Beach must be named as additional insured. It is the applicant's responsibility to obtain the required certificate of insurance when it is required from a third party vendor.

All events will be assessed by the police department and a determination will be made if police personnel are necessary. If the police department deems necessary to assign officers to work the event then the cost of special duty officers will be the responsibility of the applicant.

All events will be assessed by the Bandstand Program Director and a determination will be made if sound equipment is necessary. Sound equipment rental is \$125/three hours and \$50/each additional hour thereafter.

Any violation of applicable laws, by-laws, regulations, the above requirements, and/or special requirements made a condition of the granting of a Special Event Permit will be grounds for immediate revocation of the permit, prosecution, and denial of future event permissions.

**A DeIDOT Special Event Permit is required prior to a City of Rehoboth Beach Special Event Permit affecting any roadways open to traffic. See DeIDOT's policy on special event permits at:**

[http://www.deldot.gov/information/community\\_programs\\_and\\_services/planned\\_spec\\_events/index.shtml](http://www.deldot.gov/information/community_programs_and_services/planned_spec_events/index.shtml)

Use the attached map, **highlight route and provide a description of your event in the space below** including assembly and disassembly locations, proposed porta pot locations, special features or events as well as stopping locations if any are requested:

**Internal Use Only**

DeIDOT Special Event Permit Obtained

Yes  No

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date

- c:  Bandstand  
 Beach Patrol  
 Building and Grounds  
 Building and Licensing  
 Parking  
 Streets and Transportation  
 Wastewater  
 Water

