

City of Rehoboth Beach

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Special Event Permit Application Terms & Conditions

A City of Rehoboth Beach [special event permit application](#) must be completed by any individual or entity seeking to host a special event within the city limits of Rehoboth Beach.

A **special event** is defined as *any public assembly* or gathering of people which may, because of location, time, or anticipated number of persons involved, be reasonably expected *to have a significant effect upon ordinary use of public streets, rights-of-way, sidewalks, boardwalk, beach, or any other public areas*. By way of example, and not in limitation, special events include fairs, festivals, parades, motorcades, bicycle rides/races, rallies, marches, processions, walking events, running events, and concerts. Private social gatherings on private property or funeral processions are not included in this definition. (C/O § 230-2)

Submission Requirements

Accuracy

All applications must be complete and accurate. Applicants must provide **all** details requested in the required special event permit application.

Deadline

All applications must be submitted to the City of Rehoboth Beach communications department at least eight weeks prior to the date of the event.

Fees

- Applicants must submit a \$50 application fee at time of application submission. This fee is non-refundable.
- If an event expects to attract more than 500 attendees, the city reserves the right to require a \$600 or more deposit to ensure appropriate cleanup and police staffing. Any fees incurred in excess of \$600 will be billed to the applicant. If charges are less than \$600, a refund will be issued.
- Fees also are charged for use of city facilities:
 - Bandstand - \$200 for the first 3 hours of use and \$75/hour for each additional hour.
 - [Grove Park Pavilions](#) - \$75 for use of the small pavilion, \$100 for use of the large pavilion, or \$150 for both.
 - Extra Duty Police Services – See information below and in [extra duty employer agreement](#).

Insurance

Approval of a Special Event Permit Application may be made contingent upon the applicant providing the city with a certificate of liability insurance covering the City of Rehoboth Beach as an additional insured, in a minimum amount of \$1 million. In determining whether or not to require insurance under this section, the city manager shall consider, among other things, the availability of such insurance in the community, size and nature of the event, the likelihood of harm to participants and/or spectators, and financial ability of the applicant to pay for such insurance.

No Alcohol

Alcohol generally is not allowed to be sold, served, or brought in at special events. Events wishing to include alcohol, must contact the city manager's office at 302-227-6181, ext. 104.

Cleanup

Applicants shall be responsible for removal within 24 hours of the event's conclusion of all equipment and materials as well as debris and litter generated or caused by a special event. If the applicant fails to do so, the city shall have authority to remove equipment and/or trash at the applicant's expense.

If, because of the proposed nature, size, or duration of a special event, the city manager reasonably concludes that cost of cleanup after the event will exceed \$2,500, the city manager may require, as a condition of issuing a special event permit, that the applicant deposit with the City the sum of \$2,500 in the form of cash, letter of credit, performance bond, or other means acceptable to the city. Such deposit shall be returned to the applicant without interest no later than five working days after conclusion of the special event, provided that the applicant has satisfied its cleanup obligations.

Application Review

Within 30 days of receiving a complete and accurate special event permit application, the city manager will render a decision on whether or not the application is approved. The city manager may also approve the application with conditions with respect to day, time, duration, location, or other reasonable conditions, including payment of the city's costs required to provide those public services necessitated by the special event.

Approval of an application will be based upon multiple criteria including, but not limited to:

- Will the event significantly disrupt traffic within the city to the extent that no practical solution to such disruption is reasonably available?
- Will the event significantly interfere with access to or egress from the fire station such that the ability of the Fire Department to promptly respond to emergencies would be jeopardized?
- Will location of the special event will cause undue hardship to adjacent businesses, residents, or property owners?
- Will the event require the diversion of city employees, which would unreasonably deny service to the remainder of the city?
- Will the event interfere with a previously scheduled event?

- Has the applicant provided incomplete or false information during the application process?
- Do event organizers have outstanding debts with the city for previous or similar events?

Revocation or Suspension of Approved Permits

The city manager may revoke or suspend an approved special event permit application for any of the following causes:

- Submission of a fraudulent application containing misrepresentations or a material and significant incorrect statement made in the application or in the course of promoting the special event.
- Failure to comply with [City Ordinance Chapter 230](#), which governs special events.
- An event conducted in an unlawful manner or in such a manner as to constitute a menace to the health, safety, or general welfare of the public.

Events Requiring Police Extra Duty Services

All special event permit applications will be reviewed by the police department prior to approval, and a determination will be made as to whether police personnel are required for the event. If the police department determines that the event, due to its size and/or nature, requires assignment of extra-duty officers, then associated costs shall be the responsibility of the applicant. The rate of pay for each extra-duty officer is \$90/hour with a minimum of three hours. A portion of this hourly rate is retained by the city to cover expenses associated with use of department equipment and administrative costs.

More information about terms related to assignment of extra duty officers is available in the [extra duty employer agreement](#).