Outdoor Public Event Permit
New Application Packet
Effective 4/25/2023

The City of Dover strives to approve all permits in a timely fashion. In order to do so, all Permit Applications must be completed in full by the Applicant and submitted 30 days prior to the date of the event requested to the Office of Planning & Inspections. This will allow sufficient time for the City to plan staffing and equipment. Please note that an incomplete application will not be accepted.

The Permit Holder is responsible for compliance with requirements of the permit and the City regulations. Any problems encountered with the requirements of the permit application or the Special Event will cause a revocation of the current permit and discontinuance of future permits.

The Point of Contact for all Outdoor Public Event Permits is Kristen Mullaney. You can contact Kristen at 302-736-7010 or kmullaney@doverde.gov.

For City of Dover Parks and Recreation Permits contact Niki Arnold at 302-736-7051 or narnold@doverde.gov.

Please note, while this is a large packet it was created to cover all types of Outdoor Events. We have included a checklist on page 3 to determine which sections of the permit applies to your event.

All events are approved on a first come, first served basis and with some of the events being a long-standing part of the Dover community. We ask that you are conscientious of those events when scheduling. We can only approve as many events on any one given day that we have the resources to cover and allow. Permits may be denied simply based on manpower and resource allocation.

Wishing you much success with your event.

City of Dover

Outdoor Public Event Permit

Thank you for choosing the City of Dover for your special event. We want to make sure you have a fun and safe event. Please read the "Outdoor Public Event Requirements" section of the application carefully as this will guide you on what must be done to properly run your public event and also help you fill out the permit application. Start with page 3 to see which sections you will be required to fill out.

Once you have filled out the application, please return the completed signed application (completely filled out) to the Department of Inspections located at City Hall at 15 Loockerman Plaza, Dover DE 19901. You may also scan and submit the application by email at permitsandlicenses@doverde.gov or fill out electronically and click submit. ALL attachments must be submitted at the same time. A list of all vendors should be submitted with their appropriate licenses (Dept. of Public Health, Business License, etc..) within seven (7) business days of the event. All vendors will need to have a City of Dover business license unless they are operating under a registered nonprofit, which then the nonprofit's certificate should be attached. A Certificate of Insurance listing the City of Dover as the insured from the Non-Profit and All Vendors is to be submitted within seven (7) business days prior to the event.

The individual signing this permit understands that they are the primary point of contact and are authorized through the organization to do so. All questions by the interested individuals/vendors for your event should go through you and all questions for clarification the city has will be directed to you. The primary point of contact must be available for any required walk through of the event space as well. By Code, the City of Dover Fire Marshal or his or her designee has the authority to close down any event for violations and the Dover Police Department will aid in enforcement.

Completed applications MUST be turned in 30 days prior to the event. Payment is required when the event receives the appropriate approvals from the various City of Dover Departments. The Outdoor Public Event Permit Fee is currently $25.00 per event (Municipal Code Appendix F – Chapter 46). If you should have any questions, you can contact the City of Dover Inspections Department at (302) 736-7010. We have combined all of our event permits into packet in order to streamline the process. It may seem overwhelming but start on the next page and see which area(s) you need to fill out.

City of Dover properties are smoke free. Smoking is prohibited and fines may be placed on individuals who are caught smoking on any City of Dover property. This includes the parks, outside of city owned buildings, etc. As the individual filing the Outdoor Public Event permit, you understand that it is your responsibility to inform your guests that the areas are smoke free. This will make the event more family friendly and enjoyable for all.

Which sections apply to my public event?

_____ Parade/Public Assembly? Complete page 4, if additional information is necessary someone will contact you.

_____ Is the event being held on City property (ie: Park), if so please fill out Parks and Rec Permit on pages 18 -19.

_____ Is the event a public gathering/community event? (This includes events taking place at schools, churches, carnivals, circuses, 5k's or similar events, music festivals, back to school giveaway events, block party, etc.) Please proceed to pages 5 - 7.

_____ Is the event being held on City property? If so, you may be required to include a Certificate of Liability Insurance must be specific to the date of the event. Please refer to Appendix C on page 14 for the guidelines on Certificates of Liability Insurance. Is this a permit for multiple dates? Please make sure any necessary certificates are attached. (Specific to each date of the event). Example on pg. 30.

_____ Will there be alcohol available at the event? If yes, you must contact Dover Police Department and they will determine if you must request extra duty police on the forms located on pages 24 - 28. Dover Police Department determines the number of officers needed. This is not the correct form if your event is over 5000 people. If this is the situation, please contact Dover Police Department at 302-736-7100.

_____ If you are serving alcohol an ABC license must be obtained. Is an ABC license being obtained for multiple dates? If so, make sure the dates are specified if it's all on one license or submit for separate licenses and attach to your permit. If alcohol is being served outside of the normal scope in the vendor's ABC license, then a letter approving the event scope is to be provided for the event from the ABC. See Appendix B page 13 for contact information for your ABC license. ABC License will need to be off premise license if not being held at holder's location.

_____ Is there food being served at the event? This will require approval through the Department of Public Health for all food serving vendors. A copy of your approval from the Department of Health must be attached to the permit. Information to contact the Department of Public Health can be found in Appendix B page 13. If cooking on premises refer to Appendix I on page 28. You will need an off premise license if not being held at holders location.

_____ Property owner approval is necessary in the form of a letter submitted from the property owner that includes the date of the event stating that they approve the use of their property for the event.

_____ Are city services being requested for this event? If yes, please go to pages 6 – 7. (trash, electric etc.)

_____ Do you need an electrical inspection? Appendix A on page 12 has an up to date list of the approved electrical inspection agencies who are recognized by the State and City Fire Marshal. This is for large generators (not portable) if you are unsure if you need on contact the City Fire Marshal at 302-736-4457 for further clarification.

_____ Are you requesting a permit to have fireworks/pyrotechnics at your event? Please complete the Fireworks Permit application located on pages 16-17.

_____ Will there be camping or amusement rides? Please see additional information in Appendix E on page 22.

_____ ALL applicants must initial and sign pages 8, 9 and 10.

Parade and Assembly Permit

Submitted Date: _____

Applicants Name: _____ Signature of Applicant:_____

Address: _____

Phone Number: _____(Cell) _____

Email Address: _____

Organization: _____

Day and Date of Event : _____

Start and End Times: _____ ending at _____
Nature of Event: Parade? Yes ☐ Assembly/Public Gathering? Yes ☐

Describe: (List the entire route or location which will be impacted. Include additional pages if needed)

_____

_____

Number of persons participating: _____

State of DE Facilities Management Approval obtained? Yes ☐ No ☐ 302-739-5644
This is required prior to City Permit if using State property ie: Legislative Mall
** Provide approval letter with your packet submission*

State of DE Dept of Transportation Special Event Permit Obtained? Yes ☐ No ☐ 302-659-4080
This is required prior to City Permit if it will impact any roadways open to traffic
**Provide approval letter with your packet submission*

State of DE General Assembly Approval obtained if closing streets surrounding Legislative Mall? Yes ☐ No ☐
This is required prior to City Permit if event closes streets surrounding Legislative Mall
** Provide approval letter with your packet submission*

Police Use Only:
Special Instructions: (If more detail is needed, please use Form provided in Appendix F, page 24)

Street Closures Needed Yes ☐ No ☐ "No Parking" Restrictions No ☐

_____

Special Enforcement Unit Commander Approval: Yes No _____

Operations Unit Commander Approval: Yes No _____

Chief of Police Approval: Yes No _____Date _____

PUBLIC GATHERING AND COMMUNITY EVENT

- Please read the application form carefully before completing. It cannot be processed unless fully completed with all required documents attached. If you have any questions while completing the application, please contact the Inspections Department at (302) 736-7010.

Name of Contact Person for the Event: _____

Contact #: _____ **Email:** _____ **Fax #:** _____

Name of the Sponsoring Business/Organization: _____

Address or Location of the proposed event: _____

Name of Business or Type of Existing use at event location: _____

_____

Describe the type of event proposed (i.e. Grand Opening, Tent Sale, Cookie Sale, Auction, etc.)

_____

_____

Dates of the Proposed Event: From _____ to _____

Time of Proposed Event: From _____ to _____

How many Special Event Permits have been approved for your location during this calendar year?

_____

Event Information

Are temporary buildings or site improvements or alterations (i.e. tents, booths, structure, merchandise, etc.) proposed with this request? Yes No

Number of Tents: _____ **Square Footage of proposed tent(s):** _____

(Please provide Flame Retardant Information for tents)

How many parking spaces are available for use on the site? (Site owner has this information) _____

Are any parking spaces being utilized for the event? Yes No Number of spaces: _____

Anticipated attendance: Persons: _____ Vehicles: _____

- Please describe in persons and vehicles per hour or day as appropriate to your specific event:

_____

_____

Will traffic peak at specific times or be dispersed throughout the event? Peak: Dispersed:

- Please describe any specific traffic concerns expected for your specific event:

- Will maintenance of traffic (MOT) be provided? Yes ☐ No ☐ If yes, please provide plan for approval.

Will off-site parking be necessary? Yes ☐ No ☐ If yes, explain the location: _____
_____

How many restrooms will be provided? _____

Use existing facilities: Yes ☐ No ☐ Adding facilities: ____

- If yes, please show existing facilities to be used or
- If no, please provide means of providing facilities and show locations on the sketch plan submitted including the type and amount.

Is <u>potable water required</u> for this event? **Yes** ☐ **No** ☐
If yes, will you use an existing metered supply of water? **Yes** ☐ **No** ☐

- If yes, show existing connection location on the sketch plan submitted.
- If no, provide means of supply and show location on the sketch plan submitted including type and amount.

(Please note connections to fire hydrants are not permitted.)

Is <u>wastewater discharge</u> required for this event? **Yes** ☐ **No** ☐
If yes, will you use an existing approved connection to the sanitary sewer system? Yes ☐ No ☐

- If yes, show existing connection location on the sketch plan submitted.
- If no, provide means of discharge and show location of the sketch plan submitted including type and amount.

(Please note that discharge to the storm sewer system is prohibited.)

***<u>Electric Service</u>**
Is electric service required for this event? Yes ☐ No ☐
If yes, will you use an existing metered supply? Yes No

- If yes, show connection locations of the sketch plan submitted including type and amount.
- If no, will you request the use of City facilities for this event? Yes No

If yes, provide connection locations on the sketch plan submitted including type and amount.
If no, provided planned means of electrical connection. Show facilities to be utilized on the sketch plan submitted including type and amount. If requesting electric on Loockerman Street form on pg 31 is required.

Trash Service

Is trash service required for the event? Yes No

If yes, will you request the use of City containers for this event? Yes No

- If yes, provide number of containers required, set up date & location, whether the size of the event requires the containers to be manned, and retrieval date & location. Show container locations on the sketch plan submitted including type and amount.
- If no, provide planned means of solid waste collection. Show facilities to be utilized on the sketch plan submitted including type and amount.

Are any signs or attention attracting devices proposed for this event? Yes No

If yes, explain: _____

_____

- Please provide documentation of signage/devices with dimensions. Please show location on the sketch plan.
- Are stages being erected on the grounds? If so, a third party stage inspection is required. (Not required if it is a single piece stage) Yes ☐ No ☐

Will there be temporary generators used for the event? Yes ☐ No ☐

Yes No If yes, all temporary generators require an electrical inspection prior to the event opening to the public.

Additional items associated with City Departments:

Please check each item needed below:

Yes No STAGE: (this includes setup, take down, and cleaning public cans located near stage. Additional time may be billed if staff is delayed due to necessary event clean up to remove the stage.

Yes No BARRELS/CONES

Yes No LARGE EVENT REQUIRING BARRELS AND CONES AT MORE THAN 4 LOCATIONS

Yes No AFTER EVENT STREET SWEEPING

Yes No FIREWORK FENCING

Yes No ELECTRICAL CONNECTION if on Loockerman Street - page 31 is REQUIRED

Yes No 90 Gallon Trash Can (unmanned) (includes drop off, pick up and waste removal)

Yes No Manning of trash cans

Yes No Fire Marshal Inspection (outside of Monday through Friday 8:30am – 4pm)

APPROVAL: Upon approval of a Special Event Permit the applicant must adhere to all applicable standards and requirements as described by the various City of Dover Departments. Please initial each item after reading to confirm you have read and understand the information provided. If you have any questions, please ask for clarification prior to signing. By signing you agree to enforce the regulations in each section of the Special Public Events Permit.

- SUPERVISION / CONTROL: Special events must be conducted in compliance with current codes as described by the City of Dover and the State of Delaware. Directly following the approved event period, temporary structures and other general amenities utilized for the event must be removed. The area must be cleaned of all trash and related debris and any damage to existing landscape must be properly repaired. _____

- ELECTRICAL: Electrical cords should not be located where they would be subject to pedestrian or vehicular traffic. If electrical cords are located where they are subject to pedestrian or vehicular traffic, precautions and protection for the electrical cords must be provided. Electrical work shall comply with the National Electrical Code requirements for outdoor events and performed by a licensed electrical contractor. All temporary generators must receive an electrical inspection prior to the event. See Appendix A on page 12 for approved list of agencies for electrical inspections. _____

- SIDEWALKS: Displays located on the sidewalk must be placed so there is adequate space (32-36") for pedestrian traffic on the sidewalk. Please ensure that the event is properly monitored to keep pedestrian traffic off the access drive or roadway adjacent to the sidewalk. _____

- PARKING: If parking spaces are utilized for the special event, the remaining number of parking spaces must meet the parking requirements for the uses on the property as specified in the Zoning Ordinance. No drives or maneuvering areas may be utilized unless drives or maneuvering areas are directly adjacent to the approved display or demonstration area, not required for emergency access and not needed to provide proper circulation through the lot. _____

- SIGNS: Signs for special events must comply with the Temporary Sign section of the Zoning Ordinance (Article 5 Section 4, 9, D). A permit is required for temporary signs including banners and inflatable signs. No signs may be located in the public right-of-way. The events sign permit is located on page 28. _____

- EVENT: Event must be set up per an attached sketch provided to and approved by the City of Dover. ____

- TRAFFIC SAFETY: Special events shall not cause undue traffic congestion or accident potential given anticipated attendance and the design of adjacent streets, intersections and traffic controls. All participants must obey pedestrian and vehicular traffic laws. An unobstructed width of no less than 24 feet wide shall be required for emergency access. This width may be reduced with approval from the Fire Marshal. An unobstructed vertical clearance of no less than 13 feet 6 inches must be maintained for emergency vehicle access at all times. Additional access requirements may be enforced based on the event. A Maintenance of Traffic (MOT) plan shall be submitted, reviewed and approved by the Department of Public Works when the event utilizes local roads. DelDOT approval is required when MOT occurs on state roads. _____

- TENTS: No parking is allowed within 20 feet of any tent. The area must be clearly identified to indicate no parking. Two exits must be provided within any tent being used to house the public. The exits must be remotely located. Fire extinguishers shall be provided at every exit and/or at a rate of one for every 500 square feet. Large tents require a design submittal showing approximate number of exits, travel paths, layout, fire extinguishers, emergency exit signs and emergency lighting. _____

    - Temporary membrane structures (i.e. tents, canopies, air supported or air inflated structures) shall comply with the principal building setbacks for the property and shall not be located within 20 feet of lot lines, buildings, other temporary membrane structures, other tents and canopies, parked vehicles or internal combustion engines (generators). For the purpose of determining required distances, support ropes and guide wires shall be considered as part of the temporary membrane structure, tent or canopy. _____

    - Hay, straw, shavings or similar combustible materials shall not be located within any structure containing an assembly occupancy, except the materials necessary for the daily feeding and caring of animals. Sawdust and shavings utilized for a public performance or exhibit shall be prohibited provided the sawdust and shavings are kept damp; however, Fire Marshal approval is required. The area within and adjacent to the tent or air supported structure shall be kept clear of all combustible materials or vegetation that could create a fire hazard within 20 feet from the structure. _____

    - Liquid and gas fueled vehicles and equipment used for display within tents, air supported, air inflated or tensioned membrane structures or temporary canopies shall be in accordance with the following 5 requirements; _____

        - Batteries shall be disconnected in an appropriate manner.
        - Fueling vehicles or equipment shall not be fueled or defueled within the structure.
        - Fuel in the fuel tank shall not exceed one-quarter of the tank capacity or 5 gallons; whichever is less.
        - Fuel tank openings shall be secured to prevent the escape of fuel vapors.
        - Location of vehicles or equipment shall not obstruct egress.

- When a compressed natural gas (CHG) or liquefied petroleum gas (LPG) powered vehicle is parked inside they shall be in accordance with the following 3 requirements; _____

    - The quarter-turn shutoff valve or other shutoff valve on the outlet of the CNG or LP gas container shall be closed and the engine shall be operated until it stops. Valves shall remain closed while the vehicle is in doors.
    - The hot lead of the battery shall be disconnected.
    - Dual-fuel vehicles equipped to operate on gasoline and CHG or LP gas shall comply with this section and the requirements for CHG or LP gas powered vehicles.

- GENERATORS: Generators and other internal combustion power sources shall be separated from tents, air supported, air inflated or tensioned membrane structure, temporary membrane structure or canopies by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosures or other approved means. _____

- COOKING: All cooking operations will require a minimum of one 5lb ABC Dry Chemical Fire Extinguisher and one 5lb Type K Fire Extinguisher. You may NOT discharge any cooking materials down the storm sewer system. All cooking materials must be properly disposed of, off premises. See Appendix I- Page 15. _____

- NO SMOKING: Smoking shall not be permitted in temporary membrane structures, tents and canopies or in adjacent areas where combustible materials are stored or used. No smoking signs shall be conspicuously posted. Smoking is prohibited on ALL City of Dover property. _____

- OPEN / EXPOSED FLAMES: Open flames or other devices emitting flame, fire, heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved device shall not be permitted inside or located within 20 feet of the tent, air supported, air inflated or tensioned membrane structures while open to the public unless approved by the Code Official. Any tanks used for cooking must be properly secured. Cooking tents need to be 20 feet from the event tent (a hallway may connect the two) _____

- FIREWORKS: Fireworks are not permitted under Delaware Law. In order to have a fireworks display, please fill out the Fireworks Display Permit section of this permit. _____

- STRUCTURES: The design and construction of the fabric envelope, the method of anchoring and inflation systems for air supported and air inflated structures shall be in accordance with the current edition of related Building Codes for the City of Dover. _____

- Inspections may be required prior to the event approval. _____

- The permitted event may be stopped at any time to include revoking the Outdoor Public Event Permit for any violation of the State, City or any other associated codes due to public safety, public nuisance or if the event is not being conducted in accordance with the issued permit. _____

- See Appendix B for contact information and requirements for other agencies on page 13.

- See Appendix C for City of Dover Insurance Liability Requirements on page 14.

- See Appendix D for Recreation Department Rental Rates on page 21.

- See Appendix F for Additional Details on Parade & Assembly Permits on page 26.

I have read and understand all of the Outdoor Public Event Requirements; I understand I am the responsible party:

_____ _____

Signature Print Name

Date: _____

This packet will circulate to each department who needs to approve it prior to the Planning Office issuing an approval. Please allow 30 days from the date of your event for the permit process.

City Staff Use Only

Date Received: _____ Received by: _____ Permit #: _____

Public Works Department Approval: _____Date: _____

Facilities Approval: _____ Date: _____

Parks and Recreation Department Approval: _____Date: _____

Certificate of Insurance Approval: _____Date: _____

Police Department Approval: _____ Date: _____

Emergency Management Approval: _____ Date: _____

Fire Marshal Approval: _____Date: _____

Planning Approval: _____Date: _____

City Manager Approval: _____Date: _____

Fee Paid: Yes☐ No☐ Total Amount Paid: _____

Schedule electric, trash or other services that have been requested. Yes☐ No ☐

Issued permit to requestor? Yes ☐ No ☐

Emailed each departmental contact with approved permit? Yes ☐ No ☐

Notification made for street closures to Dover Fire Department? Yes ☐ No ☐

Notification made to General Assembly for closures around Legislative Mall? Yes ☐ No ☐

Send via email – List date and who you sent it to:_____

Notification made for street closures to Downtown Dover Partnership for all downtown closures?
Yes No Send via email - List date and who it was sent to.

_____

Permit Finalized – Notifications Made and Permit Issued – Date: _____ Time:_____

APPENDIX A

As of July 2017 the approved electrical inspection agencies which are recognized by the State and City Fire Marshal's include:

American Inspection Agency, Inc.
30305 Vines Creek Road Suite 101
Dagsboro, DE 19939
302-739-0600 (Kent County Inspections)

Building Inspection Underwriters, Inc.
Liberty Plaza Suite 1-C
Newark, DE 19711
302-266-9057

Code Inspections, Inc.
1896 Beechwood Drive
Wilmington, DE 19810
1-800-288-2633

Eagle Inspection Agency, LLC
57 Matthews Road
Newark, DE 19713
302-368-1312

First State Inspection Agency
811 N. Broad Street Bldg. #5 Suite 201
Middletown, DE 19709

1001 Mattling Way
Milford, DE 19963
302-422-3859

Middle Department Inspection Agency
2024 Duncan Road
Wilmington, DE 19808
302-999-0243

United Inspection Agency
3 Crestfield Road
Wilmington, DE 19810
267-718-8735

APPENDIX B

Below you will find contact information for some of the agencies you may be required to receive approval from prior to filling out this application or in conjunction with.

This Application form must be accompanied or contain the following items but not limited to:

1) Approval letter from owner of the property.

2) Sketch providing all pertinent information such as proposed structures, facilities (restrooms), trash container locations, parking locations, sales areas, signage, etc. Please provide dimensions of the proposed structures to include existing structures, property lines and note the name or type of adjoining land uses.

3) A Completed application for a Temporary Sign Permit (Can be found on page 28 in this packet) with drawings to include dimensions of any signage or attention attracting devices proposed as part of the event.

4) Any handouts or flyers used for the event.

5) State of Delaware Public Health Approval Documents
http://www.dhss.delaware.gov/dhss/
Thomas Colling Building
540 S. DuPont Hwy
Dover, DE 19901
Phone # (302) 744-1000

6) State of Delaware Office of Alcoholic Beverage Control Approval Documents
http://date.delaware.gov/OABCC
Carvel State Building
820 N. French Street, 3rd Floor
Wilmington, DE 19801
Phone # (302)-577-5222

7) Temporary Structure Information such as certificate of flame retardance for tents used for the public.

8) Business license approvals for business/organizations involved in the event.

APPENDIX C

Insurance Requirements

The City of Dover requires insurance for special events, tournaments, facility rentals, etc. prior to the approval of permit applications a certificate of Liability Insurance must be provided with the application or within the timeframe granted by the Director.

Insurance Limits must meet the following minimum amounts:

General Liability

Each Occurrence	**$1,000,000**
Damage to Rented Premises	**$100,000**
Med Exp (any one person)	**$5,000**
Personal & Adv Injury	**$1,000,000**
General Aggregate	**$3,000,000**
Products – Comp/Op AGG	**$3,000,000**

Automobile Liability

Any & Hired Autos	**$1,000,000**

Umbrella Liability

Each Occurrence	**$1,000,000**
Aggregate	**$1,000,000**

The following language must be included on the certificate: ***"City of Dover is an additional insured as respect to the liability arising out of the activities or operations of the named insured in relationship with the City of Dover, Waiver of Subrogation."***

The City of Dover may not recommend an insurance company; however pertinent information may be located online. For information on obtaining insurance such as providers, costs, etc. is available at these websites.

www.theeventhelper.com
www.esportinsurance.com
www.specialeventinsurance.com

Other websites and local insurance agencies may also be of assistance. Don't forget to check with you own insurance provider for auto/home/property, etc. as they may be able to provide event insurance also.

Can be mailed to:
City Manager's Office
c/o Jeff Dill
15 Loockerman Plaza
Dover, DE 19901

If you have been notified that you need insurance or have questions pertaining to this information, please feel free to contact Jeff Dill at 302-678-4858.

APPLICATION FOR PUBLIC FIREWORKS DISPLAY PERMIT

Date: _____

I (we) _____ hereby make application as required by Chapter 69 of Delaware Code,

for a firework display permit and certify that the information provided herein is true and accurate.

Fill in the information requested below. Please print legible:

1. Name of Applicant: _____

2. Organization: _____

Address: _____

Contact Information: _____ Email: _____

3. Address of Display: _____

Date of Display: _____ Hours of Display: _____

4. Fireworks Delivery;

Date: _____ Time: _____ Method of Delivery: _____

5. Fireworks Company Name: _____

Address: _____

Contact / Contact Information: _____ Email: _____

Fireworks Company City of Dover Business License # _____

Onsite Individual at time of display representing fireworks company (Person in Charge);

Name: _____ Contact Information: _____

6. Fireworks Shooter(s) Name; Copy of Identification Cards and Delaware Shooter Licenses needed.

Name: _____ Delaware Shooter License # _____

Name: _____ Delaware Shooter License # _____

(continued on next page)

APPLICATION FOR PUBLIC FIREWORKS DISPLAY PERMIT CONTINUED

Name: _____ Delaware Shooter License # _____

7. All other individuals to be in fireworks display areas assisting licensed Delaware Shooter(s). Copy of Identification Cards required. Individuals not on list will be asked to leave fireworks display area.

Name: _____ Name: _____

Name: _____ Name: _____

Name: _____ Name: _____

Additional Information needed at time of submission:

- Aerial of proposed firework display area outlining where the fireworks display is to be held to include drop zone, safe zone, area of where fireworks will be discharged, the location of nearby buildings, utilities and roadway/highways. The lines behind which the audience is to be restrained and the location of other possible obstructions. Please include location of fireworks storage prior to event.

- List of firework display inventory of material. If located in vehicle, provide vehicle description to include make, model and registration information.

- Certificate of Insurance issued by a bona fide insurance company licensed by the State Insurance Commissioner showing a minimum of $1,000,000 liability insurance "Per event".

APPLICATION IS HEREBY MADE FOR A PERMIT TO CONDUCT A PUBLIC FIREWORKS DISPLAY. ALL PROVISIONS OF THE FIRE PREVENTION RULES AND REGULATIONS OF THE STATE OF DELAWARE, ADOPTED CODES AND ORDINANCES SHALL BE COMPLIED WITH REGARDING THE TRANSPORTATION, STORAGE AND USE OF THE MATERIALS INVOLVED.

_____

Signature of Applicant / Title

_____

Date

Application and Permit Fields, Park Areas & Pavilions

Applicant (Permittee) Information Submission Date: _____

Contact Person: _____

Organization: _____

Mailing Address: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

Event Information All information must be answered prior to consideration by the City of Dover.

Date of Event: _____

Purpose: _____

Circle one: Park Area Park Pavilion Multipurpose / Softball Field

*****************Parks and Recreation Department to complete this information*****************

Security Deposit: _____ Rental Payment Due Date & Invoice #: _____

Insurance Required: Yes ☐ No ☐ Provided: Yes ☐ No ☐

Field Lights Fee: $40 First Hour / $20 1/2 hr. x _____ = _____

Fields Request	**Pavilion Request**	**Park Area Request**
Field(s) Requested:	Park Pavilion Requested:	Park Area Requested:
_____	_____	_____
Start Time: _____ End Time: _____	Start Time_____ End Time_____	Start Time_____ End Time_____
Number of attendees: _____	Number of attendees: _____	Number attendees: _____
Field Lights Requested Hours: _____	Comments: _____	Comments _____
Comments: _____	_____	_____

General Rules & Regulations for all City of Dover Parks facilities and property.

1. To accept no admission fees, or to sell, or offer for sale, any merchandise, article or thing, whatsoever, without the consent of the Director of the Parks & Recreation Department.
2. Not to practice, carry on, conduct, or solicit for any trade, occupation, business or profession.
3. No collecting of monies for any reason without the consent of the Director of the Parks & Recreation Department.
4. Not to distribute any handbills or circulars, or to post, place, erect any bills, notices, paper or advertising device or matter of any kind, without consent of the Parks & Recreation Director.
5. No beer or other alcoholic beverages, loud music, bands, DJ's, etc. are permitted at any time.
6. A reservation/permit does not hold any rental (pavilion, field, or building) past the date and time stated on the issued permit.
7. Not to indulge in riotous, boisterous, threatening, indecent, abusive, profane language or behavior.
8. Not to make or kindle fires except in places provided therefore, and only upon consent of the Parks & Recreation Director.
9. Any additional services as determined by the City of Dover will be an additional costs to the applicant.
10. No vendor activity is permitted without prior approval.
11. A permit issued for all paid reservations and your copy should be available during your event, as it must be shown upon request.
12. You must dispose of all trash, fruit skins, and all other rubbish in the appropriate receptacles provided.
13. All permits are reviewed by the City of Dover Police Department and/or the Police Chief.
14. The Recreation Director reserves the right to cancel all permits with as much notice as practicable.
15. The party issued the City of Dover permit is solely responsible for any damage to City property caused by its use under this permit and further that it shall be responsible or liable for any and all injuries to persons sustained upon the premises or damage to personal property. The City of Dover shall not be liable or responsible in any manner whatsoever for any damage to property or injury to persons upon the premises.
16. The party issued the City of Dover permit accepts responsibility of leaving the premises in the condition they found it. The party will be charged the City of Dover must clean, replace, or repair property damaged caused by or during your rental.
17. Park hours are from dawn until dusk, daily.
18. Parking is permitted only in designated areas. Violators will be ticketed or towed at car owners expense.
19. Deposits are due with application, remainder of balance is due no less than 2 weeks prior to event start date.

Pavilions - Dover Park (2), Silver Lake Park (2), and Schutte Park (1)

1. Cancellation of a reservation for a reason other than a natural cause or at the discretion of the Parks & Recreation Director will carry a $25.00 service fee if the cancellation is less than seven (7) days in advance.
2. Full payment due with application when reserving a pavilion.
3. All of the General Rules & Regulations apply to these pavilions.

Multipurpose and Softball Field Rentals

1. Camp and tournament fees are refundable only when cancellations are made no less than two weeks prior to the first date scheduled.
2. Field lights are available for softball tournaments (only) at an additional fee. Field lights will not be permitted for camps or team practices.
3. The City of Dover reserves the right to require insurance for special events, tournaments, and facility rentals.
4. All of the General Rules & Regulations apply to these fields.

Parks & Recreation Rules & Regulations continued

Liability and Responsibility of Applicant

By signing this permit, I the permittee, accept the privilege of use of the City of Dover property on behalf of all persons in the group with me and I understand that this permit may be revoked at any time for violation of the rules and regulations and that I may be denied further permission to use City property if violation of any of the rules and regulations by me or any person in my group. I further acknowledge that the permittee shall be solely responsible for any damage, trash clean up, police costs, maintenance repair fees, etc. to the premises if so determined by the City of Dover Parks & Recreation Director. We accept the premises in the condition as found and we will leave the area in the same condition. We make no claim against the City for defective condition of the premises or for any other matter.

By signing I also agree that I have read through the regulations and rules in Appendix D.

Applicant Signature _____ **Date** _____

Be sure to read and sign above. If you are placing your deposit on a credit card please call into 736-7010 and initiate the request via the phone, or it can be paid in person by going to 15 Loockerman Plaza to the Inspections/Code Enforcement counter located directly inside City Hall on the left hand side.

Credit Card Information

Should your activity cause excess cleaning or repair to the Permitted area - as determined by the City of Dover – you will be responsible for all fees incurred for clean-up and repair. Such fees will be charged to you and the required deposit.

The City of Dover will notify you with the cost.

*For reference on prices and fees see Appendix D

APPENDIX D

Recreation Department
Fields, Parks & Pavilion Rental Rates Schutte Park

Multipurpose Field Rates

Description	Description	Fee	Non-Refundable Deposit
One Field*	1 field provided	$25.00 – 1/2 Day	$25.00
*Dover Park or Schutte Park		$50.00 - Full Day	
Camps			
Non-Profit Camp	Field Area (1, 2 or 3)	$150.00 - Week	$50.00
Profit Camp	Field Area (1, 2 or 3)	$200.00 - Week	$50.00
League Play			
Saturday OR Sunday	Field Area (1, 2 or 3)	$400.00 - 10 weeks	
Tournaments			
One Field Area		$150.00 - Day	$50.00 - Day
Two Field Areas		$200.00 - Day	$100.00 - Day
Three Field Areas		$250.00 – Day	$125.00 - Day

Lining of fields is available for an additional fee. If interested, please contact the Recreation Office at (302) 736-7050.

Softball Field Rates

Description	Fee	Non-Refundable Deposit
One Field	$ 25.00 - 2 hours	$ 25.00 Tournaments
Up to Five Fields	$300.00 - Day	$50.00 – Day

Field lights are available for tournaments (only) for an additional fee of $40 for the first hour of usage and $20 for each 1/2 hour after. (Not available for softball practices.)

Park Pavilion Rates

Description	Pavilion Fee
Available for rental daily: 7 a.m. - Dusk	$50.00 - Day Per Pavilion

Pavilion Locations

Dover Park - #1 Playground Pavilion	#2 Woods Pavilion
Silver Lake Park - #1 Beach Pavilion	#2 Woods Pavilion
Schutte Park - #1 Playground	

Please be sure to familiarize yourself with the rules outlined. Any violation of these rules may result in the City of Dover revoking your permit and cause loss of fees paid. For further information on the Parks and Recreation section of this permit please call 302-674-7541.

Once your costs are totaled, you will be issued an invoice via email to cover costs/deposits.

Please note that checks used for deposits will be deposited by the City of Dover and payment of any remaining funds due to you will be issued within one month after your event.

APPENDIX E

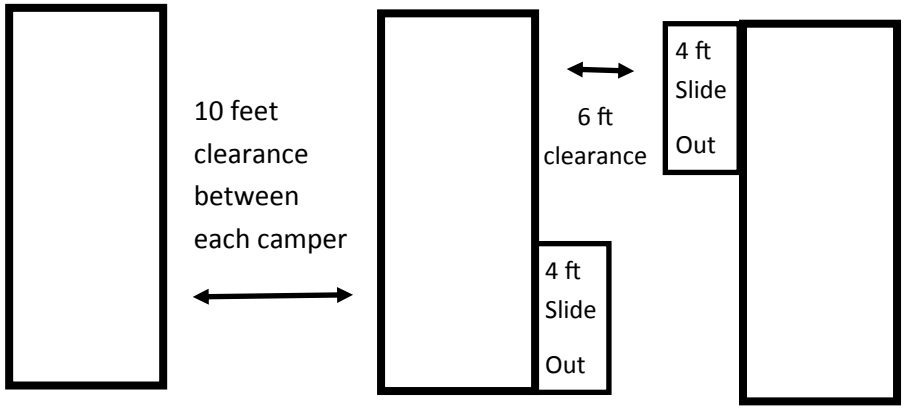
Additional Information for Events Regarding Camping and/or Amusement Park Style Rides

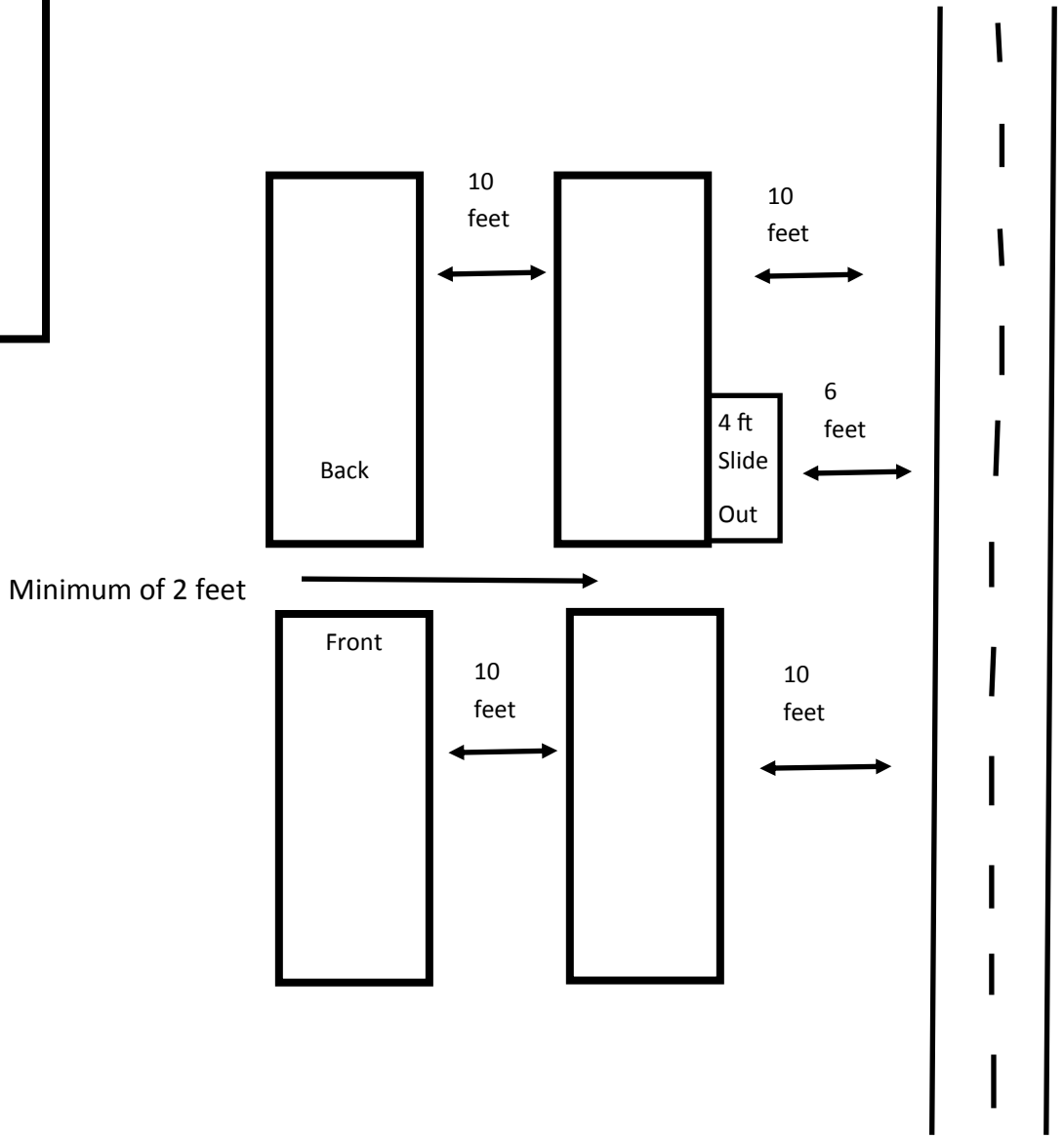
Camper parking

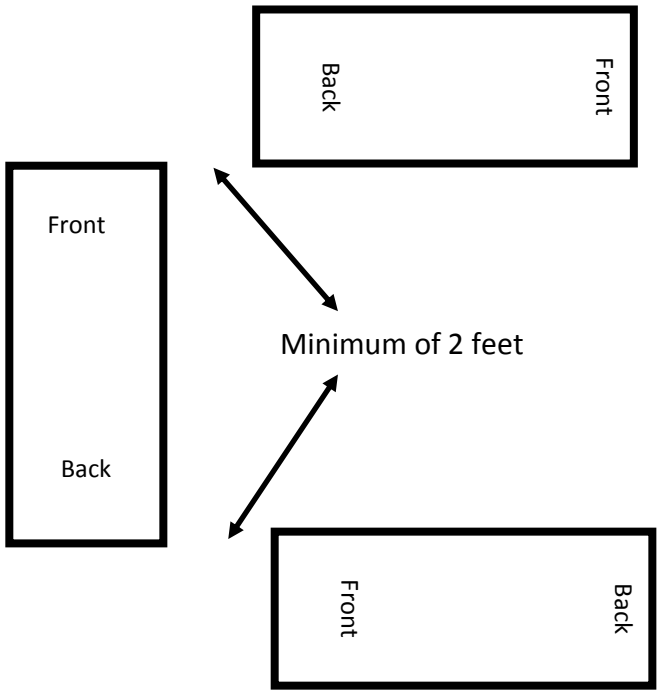
-Drivable surfaces engineered to hold the weight of recreational vehicles, fire equipment, and other emergency response equipment in all types of weather. This is required and these surfaces must be 24' wide and maintained.
-Recreational vehicles shall not be parked within 25 feet of power lines as measured from the center of the utility pole. Vertical extensions from recreational vehicles shall not be closer than 25 feet to power lines as measured from any point on the vertical extension.
-Recreational vehicles shall not be parked closer than 10 feet to other recreational vehicles, buildings, or other structures.
-Any changes to the layout of recreational vehicle parking areas shall be required to be submitted to the licensing and permitting division at least 30 days prior to the event.
-It shall be the permit holder's responsibility to ensure compliance with these requirements. Failure to comply with the provisions of this section shall result in a fine.
-Please complete and attach a diagram for camper parking which once approved must be adhered to. A sample template can be found on page 22.
-Failure to comply can result in the permit being revoked.
- Grass to be maintained at City Code not to exceed 8 inches

2012 Delaware Code
Title 16 - Health and Safety
CHAPTER 64. AMUSEMENT RIDES SAFETY INSPECTION AND INSURANCE ACT
§ 6404. Amusement ride operation requirements.

Universal Citation: 16 DE Code § 6404 (2012 through 146th Gen Ass)
A person may not operate an amusement ride unless the person:
(1) Has the amusement ride inspected at least once annually for safety by an insurer or a person with whom the insurer has contracted and obtains from that insurer or person a written certificate that the inspection has been made and that the amusement ride meets the standards for coverage and is covered by the insurance required by subdivision (2) of this section;
(2) Has an insurance policy currently in force written by an insurance company authorized to do business in this State, a surplus lines insurer, as defined by Chapter 19 of Title 18, or an independently procured policy in an amount of not less than $1,000,000 per occurrence insuring the owner or operator against liability for injury to persons arising out of the use of the amusement ride; and
(3) Files with the Fire Marshal in the manner required by this chapter, the inspection certificate and the insurance policy required by this section or a photocopy of such a certificate or policy authorized by the Fire Marshal.
64 Del. Laws, c. 409, § 1; 70 Del. Laws, c. 186, § 1.;







PARKING FORMAT FOR CAMPERS

POLICE DEPARTMENT NOTICE TO CUSTOMERS

The officers are at all times subject to the policies and procedures of the City of Dover and the rules and regulations governing employees of the Dover Police Department (DPD). A customer has no authority over police personnel and is restricted to providing only a general assignment of duties to be performed by the officer. Those duties never supersede DPD policy or procedures and employers of the extra duty officers should so be advised. Extra duty officers remain under the exclusive control of the department and accountable for strict adherence to departmental rules and regulations. Any conflicting rules of employers of extra duty officers will be disregarded. The officer shall refuse to perform any duties deemed to be in conflict with the guidelines established by the Dover Police Department. As determined by the Department, officers may be recalled from extra duty to on-duty status.

This permit is for Law Enforcement work only and does not exempt customers from obtaining other necessary permits for this event.

The City of Dover Police Department is NOT obligated to provide extra duty services. A permit will not be issued to any person, firm, or organization whose offices, members, business, or operations are questionable or for any event of a potentially compromising nature. All billing for police extra duty will be done by Extra Duty Solutions.

Dover Police Department officers are NOT permitted to receive cash from customers for any reason whatsoever. The undersigned customer agrees, individually and on behalf of the named applicant, to promptly pay for extra duty services rendered. Further, the undersigned agrees, individually and on behalf of the named applicant to pay all costs, expenses and attorney's fees incurred in the collection of any sums due hereunder.

Thomas Johnson
Chief of Police

I have read and understand the "Extra Duty Conditions of Permit" and "Notice to Customers"

_____ _____
Customer-Individually and as Authorized Representative Date

_____
Federal ID

Dover Police Department Extra Duty Request
Form (See Appendix H for information)

Type of Event: _____

Number of People Attending: _____ If higher than 5000 contact Dover PD at 302-736-7100

Location of Event: _____

Date and Times Requested: _____

Billing Information:

Name: _____

Address: _____

Phone Numbers: Cell: _____ Work: _____

Contact Person at the Event: _____

Contact Person Cell Number: _____

Person(s) requesting officer(s) _____

Signature of requesting person: _____

If the assignment is not canceled one hour before the assigned start time the responsible party listed above will be charged a 3-hour minimum per officer. If the officers are released from the assignment less than 3 hours from the start time, he/she will receive 3 hours of pay. To cancel an assignment, dial 302-736-7111.

** OFFICIAL USE ONLY ** Fill out Appendix I **

Number of officers assigned: _____

Times officers are assigned: _____ to _____

Approved: _____

Return this form or fax it to: Special Enforcement Unit Commander. (Fax: 302-672-1842) Questions? 302-736-7145

APPENDIX F

** To be used by Dover Police Department Only **

Street closure information. Items to include are dates and times, number of cones, barrels, which streets etc.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Officer making request: _____

Date: _____

APPENDIX G

Dover Police Department Billing Information Form

To: Department of Finance
From: Dover Police Department

Date: _____

_____

To be completed by the Finance Department:

Please bill as follows:

_____	_____	_____
Type of Account	Code	Account Number

To be completed by the Operating Department:

Vendor: _____

Location: As Requested

Description of work done: Police Services

Number of Hours: _____

Detail of Charges

Labor: _____

Overhead: _____

Vehicle: _____

Total Bill: _____

_____
AUTHORIZED SIGNATURE

FINANCE DEPARTMENT

Received By: _____ **Received On:** _____

Keyed By: _____ **Verified By:** _____

APPENDIX H

City of Dover Police Department Hourly Rates

The City of Dover signed an agreement with Extra Duty Solutions to manage all extra duty requests.

To request Extra Duty Solutions please go to the following link:

https://extradutysolutions.com/app/dover-de-extra-duty-detail-application/

There is a three (3) hour minimum for each Officer scheduled. Please provide at least a twenty four (24) hours' notice when canceling or each Officer scheduled will be paid for three (3) hours.

Extra duty details are filled on a voluntary basis and the potential for unfilled requests exist.

APPENDIX I

Mobile and Temporary Cooking Operations

State of Delaware Public Health license required and a City of Dover license required.

Open flames and other devices emitting flame, fire, heat, or any flammable or combustible liquids, gas, charcoal, or other cooking device are not permitted inside of or within 10 feet of a vehicle, tent, structures, and combustible materials and shall be isolated from contact with the public by fencing, enclosures, or other approved means. If a pop up style tent is requested to be utilized, it must be flame retardant and approved by the Fire Marshal. ALL cooking materials must be disposed of properly, you may not discharge any cooking materials down the storm sewer system.

Propane Systems: The main gas shutoff valves shall be readily accessible. Ensure that the portable containers are in the upright position and secured to prevent tipping over. Inspect gas systems prior to each use. Perform leak test on all connections affected by an exchangeable container. Close gas supply valves when equipment is not in use.

Solid Fuel: Is not to be stored above any heat producing appliance or vent. Is not to be stored closer than 3 feet to any cooking appliance. Is not to be stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. Fuel is not to be stored in the path of ash removal or near removed ashes. Removed ashes, cinders, and other fire debris shall be placed in a closed metal container at least 3 feet away from any cooking appliance. Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day.

Refueling should be conducted during non-business hours.

Must have at least one 5lb ABC Dry Chemical fire extinguisher and one 5lb Type K Fire Extinguisher.
Ensure workers have been trained to use portable fire extinguishers, proper method for shutting off fuel source, proper procedure to notify the local fire department, and the proper procedure for how to perform simple leak tests on gas containers.

Cooking equipment cannot be left unattended while it is still hot.

Keep all cooking equipment clean and regularly remove grease, grease cannot be dumped down any sewer or drain.

If there is a generator, it must be separated from vehicles, tents, structures, and combustible materials by 10 feet and shall be isolated from contact with the public by fencing, enclosures, or other approved means. Ensure that the engine driven source of power is shut down and is cool to the touch prior to refueling from a portable container. An electrical inspection may be required depending on the size of the generator. Ensure that the exhaust is 10 feet away in all directions from openings and air intakes, is 10 feet away from every means of egress, directed away from all buildings and other cooking vehicles and operations. All electrical appliances, fixtures, equipment, and wiring must comply with NFPA 70.

All Fire Lanes, Fire Department Connections, and Fire Hydrants must remain clear.

TEMPORARY SIGN PERMIT APPLICATION Permit # _____

Applicant's Name: _____

Project/Event Name: _____

Address:_____

Phone:_____ Dover Business License # _____

Email Address: _____

Property Owner: _____

Contractor Name: _____

Address: _____

Phone: _____ Dover Business License # _____

Email Address: _____

Sign Information

Type of Sign: (Banner, Inflatable, Ground, Etc) _____

Dimensions of Sign: _____ Square Footage of Sign: _____

Sign Location: _____

Method of Attachment: (Posts, string, rope, etc) _____

Setback from Right-Of-Way: _____ Sign Material (Wood, Plastic, etc) _____

Temporary signs may be permitted for up to 90 days per calendar year. The maximum total sign area for temporary signs is 100 square feet and the maximum number of temporary signs is 2.

Number of days requested _____ Installation Date: _____ Removal Date: _____

Please submit a picture of what the sign states, a photo, map or description of proposed sign and its location.

Is the above proper documentation submitted with this request? (__) YES (__) NO

Signature _____ Date _____

THIS IS AN EXAMPLE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
EXAMPLE ONLY

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER This is where the name of the company will show	CONTACT NAME: REQUIRED PHONE (A/C, No, Ext): REQUIRED FAX (A/C, No): E-MAIL ADDRESS:
INSURED Company/ Entity that is being insured	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : REQUIRED — REQUIRED INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR	X		REQUIRED	REQUIRED	REQUIRED	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
	X Liquor Liability *Must be added if alcohol is included*						PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:						Liquor	$ 1,000,000
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO			IF IT IS REQUIRED FOR YOUR PERMIT	REQUIRED	REQUIRED	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$ 1,000,000
	EXCESS LIAB CLAIMS-MADE			REQUIRED	REQUIRED	REQUIRED	AGGREGATE	$ 1,000,000
	DED X RETENTION $ 0							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N	N / A					PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Property			REQUIRED	REQUIRED	REQUIRED		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Additional Remarks Schedule, may be attached if more space is required)

Event - Name of Event and the Date the following must also be included

"City of Dover is an additional insured as respect to the liability arising out of the activities or operations of the named insured in relationship with the City of Dover, Waiver of Subrogation."

CERTIFICATE HOLDER

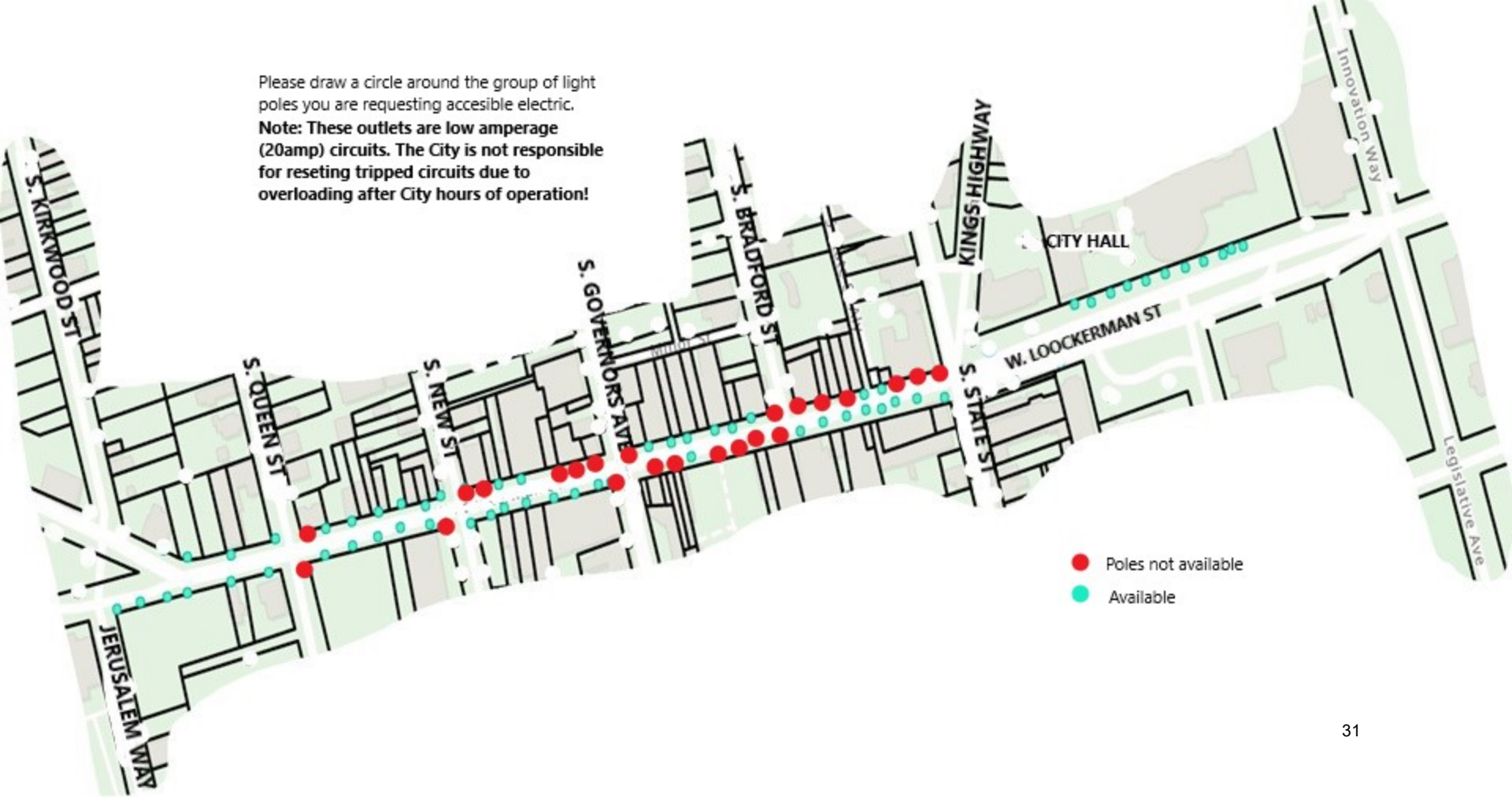
City of Dover
15 Loockerman Plaza
Dover, DE 19901

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

THIS IS AN EXAMPLE ONLY


Please draw a circle around the group of light poles you are requesting accesible electric.
Note: These outlets are low amperage (20amp) circuits. The City is not responsible for reseting tripped circuits due to overloading after City hours of operation!
S. KIRKWOOD ST
S. QUEEN ST
S. NEW ST
S. GOVERNORS AVE
S. BRADFORD ST
KINGS HIGHWAY
CITY HALL
W. LOOCKERMAN ST
S. STATE ST
Innovation Way
Legislative Ave
JERUSALEM WAY
Poles not available
Available