



## **PARKS & RECREATION CITY OF NEWARK**

220 South Main Street · Newark, Delaware 19711  
302.366.7000 · Fax 302.366.7169 · [www.newarkde.gov](http://www.newarkde.gov)

### **Special Event Permit Application**

Please read, complete and submit the application below to request a Special Event Permit along with a \$100 non-refundable application fee. Payment must be submitted at the time of the application. Check, cash or credit card is accepted form of payment to the City of Newark.

This form is not a permit. The completion of the application does not constitute automatic approval. A permit will be sent to you once approved. *No events will be held on consecutive weeks at any one location / venue.*

**If your event is a parade, procession, or demonstration, please complete and submit the Parade Permit Application found on the City's website at [www.newarkde.gov](http://www.newarkde.gov) under the Police Department, Records Request and Permits, Forms and Applications.**

#### **Events requiring Special Event Permits:**

Any gathering of people for social, charitable, entertainment, sporting, religious, or commercial purposes that will affect the ordinary use of public street, rights-of-way, and/or sidewalks, regardless of whether the event will occur on private property or in public arenas, requires a Special Event Permit issued by the Department of Parks and Recreation. This definition includes, but is not limited to, fairs, festivals, concerts, foot races, bicycle races, and walking events. University sponsored events and private social gatherings are not included. "Private social gatherings" are those events which: are exclusively contained on private property, make no use of City streets, do not charge any fee or donation, involve 150 persons or less.

#### **Required Notice**

The person or persons organizing the event must submit a Special Event Application at least 45 days prior to the event.

#### **Proof of Insurance**

Proof of Insurance in the amount of at least \$1,000,000 with the City of Newark named as co-insured may be required for special events.

#### **Delaware Department of Transportation Special Event Permit**

A Delaware Department of Transportation (DelDot) Special Event Permit may be required if the event occurs on or adjacent to a State maintained roadway. DelDot permit applications can be found at the following link:

[http://www.deldot.gov/information/community\\_programs\\_and\\_services/planned\\_spec\\_events/SpecialEventPermitv11.pdf](http://www.deldot.gov/information/community_programs_and_services/planned_spec_events/SpecialEventPermitv11.pdf)

#### **Events occurring on private property**

Events occurring on private property require a written statement from the property owner or his/her designated management agent granting permission for the event. The statement will indicate that the owner has been apprised of the nature of the event.

**If you have any questions regarding this process or need additional assistance, please contact Paula Martinson Ennis, Recreation Superintendent, at 302-366-7000 Ext: 1042 or email [pmartinson@newark.de.us](mailto:pmartinson@newark.de.us).**



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Today's Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Specific Location Requested/Proposed Routing: (please attach map of route and/or sketch showing the location of any temporary structures or equipment).

Date(s) of Event: \_\_\_\_\_ Set up Date/Time: \_\_\_\_\_ Breakdown Date/Time: \_\_\_\_\_

Hours of Event (Please include set up time): \_\_\_\_\_

Alternate Date(s): \_\_\_\_\_

Are tickets or an entrance / participation fee required? Yes \_\_\_\_\_ No \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person (Individual in Charge on Day of Event): \_\_\_\_\_

Contact Person Cell Phone: \_\_\_\_\_

Number of Police Officers requested/needed and types of duties requested (e.g.: security, traffic, etc.):

\_\_\_\_\_  
*(The Newark Police Department determines the number of officers required once additional Extra Duty Officer application is completed and accepted. Form can be found on the City's website at [www.newarkde.gov](http://www.newarkde.gov) under the Police Department, Records Request and Permits, Forms and Applications.)*

Serving Alcohol? Yes \_\_\_\_\_ No \_\_\_\_\_

*(Note: No alcohol is permitted on City of Newark parkland or property. A separate permit from the Officer of Alcoholic Beverage Control Commissioner may be required if serving alcohol.)*

Serving Food? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe \_\_\_\_\_

*(Note: If any selling or distribution of food or drink occurs at the event, all food vendors must have a temporary Food Handling Permit from the Delaware Health Department at 258 Chapman Road, Newark, DE 19702, (302) 283-7110.)*



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Will sanitary facilities be available? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe \_\_\_\_\_  
*(Note: Two portable toilets are required for the first 100 anticipated participants / attendants and one for each 100 after.)*

If planning to erect tents or canopies, please describe: \_\_\_\_\_  
*(Single tents or canopies measuring over 400 square feet require a permit from the City of Newark Building Department.)*

Quantity: \_\_\_\_\_ Sizes: \_\_\_\_\_

Will you be providing a generator? Yes \_\_\_\_\_ No \_\_\_\_\_

Specifications \_\_\_\_\_  
*(If yes, a City of Newark Building Department permit may be required.)*

Will you be setting up a stage? Yes \_\_\_\_\_ No \_\_\_\_\_

Specifications \_\_\_\_\_

Will there be amplified sound? Yes \_\_\_\_\_ No \_\_\_\_\_

Please describe \_\_\_\_\_  
*(If yes, the City of Newark noise ordinance must be followed.)*

Will there be outside vendors? Yes \_\_\_\_\_ No \_\_\_\_\_

*(Please see food vendor requirements above under serving food.)*

If yes, please list vendor's names and contact information:

\_\_\_\_\_  
\_\_\_\_\_

**The City of Newark does not provide any equipment or supplies (tables, chairs, stages, etc.) for events.**

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_

**THIS FORM MUST BE RECEIVED ALONG WITH \$100 APPLICATION FEE BY THE PARKS AND RECREATION DEPARTMENT AT LEAST FORTY-FIVE (45) DAYS PRIOR TO THE DATE OF THE SPECIAL EVENT. RETURN FORM TO:**

**Paula Martinson Ennis**  
**Parks and Recreation Department**  
**220 South Main Street**  
**Newark, DE 19711**  
**302-366-7000 Ext: 1042**  
[pmartinson@newark.de.us](mailto:pmartinson@newark.de.us)

CASH	CHECK	CREDIT CARD	SECURITY NUMBER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
CARD NUMBER: _____			
EXP. DATE _____ / _____			
Name on Card (Print): _____			
Signature: _____			