CITY HALL
106 DORMAN STREET
HARRINGTON, DE 19952

302-398-3530 PHONE
302-398-4477 FAX
HARRINGTONDELAWARE.GOV

Where Delaware Comes Together

Special Events Permit Application and Information Packet

The City of Harrington is pleased you have chosen our city for the location of your event and would like your event to be a success. We have designed the permit process to enable you to think through the elements needed for your event and to make the arrangements for all permits and approvals in a timely manner. This packet is intended to provide you with the information needed to complete the permit application and is required for any person or organization who intends to host a special event within the City of Harrington.

Please note, this application will not be processed unless all debts owed by the applicant and/or organizer to the City of Harrington have been paid in full.

Remember, you may also need other permits from other agencies, 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 Harrington Fire Company.

Please read all of the information packet and instructions before you begin completing the application form. Most common questions will be answered as you read through all the information. If after reading the packet you still have questions, contact the City Manager's Office at (302) 395-3530.

This application form and all pertinent documents may be submitted via email to or mailed/delivered to:
(Office Hours: Monday-Friday, 8:00 am – 4:00 pm)

Revised 07/2026

INSTRUCTIONS

These instructions are to assist the applicant/organizer in the scheduling and planning of the special event. We have designed the application form, the procedure for filing the application and the payment of fees to be as simple as possible. We are available to assist you if you need help in completing the permit application for the event.

Applicant/Organizer will need a special event permit if the event meets the following definition:
Any activity or gathering, other than regularly conducted church and school related activities, which occurs upon nonresidential property, may have direct or indirect impacts on the transportation system within the City of Harrington, requires a level of municipal services for its execution or conduct that is above the level provided under ordinary circumstances, invites and/or advertises general public participation and patronage (with or without charge), is not specifically permitted by the zoning ordinance, has potential to violate the noise ordinance, and/or requires City Council approval for alcohol consumption

The completed application must be submitted to the City Clerk at City Hall (106 Dorman 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 Harrington 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 Harrington Police Department, Parks & Recreation Department, Public Works Department, or City Manager's Office.

Additional Information:

The following information may provide answers to most commonly asked questions and aid in the completion of the Special Event Permit Application process:

- If applicant/organizer is planning to include Mobile Food Vendors, please refer to Delaware Division of Public Health (DPH) Office of Food Protection. Please call the Food Protection Office at 302-744-4546 as soon as possible to learn about the licensing procedure

- If applicant/organizer is planning to use temporary structures, electrical wiring, temporary generators, carnival rides or needs a variance for any building code, he/she must contact City Code Enforcement at (302) 398-3530 and the State Fire Marshal's Office (302) 739-5665.

- The State Fire Marshal requires permits for the following activities: Public Assembly (including special events), Amusement Rides, Haunted Houses, Tents, and Fireworks. Please visit the Fire Marshal's website for links to forms and instructions.

- If applicant/organizer is planning to use pyrotechnic displays (fireworks) or any cooking device that emits a flame, he/she must contact the State Fire Marshal's Office for required permits.

- If the event will have any impact on a State roadway, the applicant must contact DelDOT at (800) 652-5600. DelDOT can also help determine which streets and roads in Harrington are state maintained.

CITY DEPARTMENT APPROVALS

It is important to ensure compliance with all applicable City codes and regulations during your event. Accordingly, it may be necessary to discuss the event with any of the following departments to facilitate the final review and approval of your application.

City Manager's Office	(302) 398-3530	106 Dorman St
City Clerk's Office	(302) 398-3530	106 Dorman St
Harrington Police Department	(302) 398-4495	10 Mechanic St
Events Department	(302) 398-3530	106 Dorman St
Public Works Department	(302) 632-1283	102 Franklin St
Parks & Recreation Department	(302) 398-7975	114 E. Liberty St

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 refuse receptacle delivery/servicing, off duty Police Officer(s), Police vehicles(s), etc.

Other fees from outside agencies (State Fire Marshal, Public Health, Alcohol Beverage Control Commission, etc) are paid directly to the outside agency prior to the City issuing a permit. Outside agency attendance and any associated costs are determined by that agency.

DEFINITIONS

Athletic Event: Run/Walk/Marathon/ bicycle race (any distance); participants run, walk, ride or any combination thereof, from one location to another location along a defined pedestrian travel flow. Typically, these events are for charitable fund raising purposes.

Canopy: A small, lightweight, portable, pop-up overhead shelter covered with fabric supported by exterior side poles which provide tension to held the fabric tight and keep the canopy upright. Designed to withstand sun and rain, but not high winds or severe weather conditions. Smaller than 20' x 20'.

Carnival/Circus: An event where many people gather to celebrate something; a travelling amusement show having sideshows, rides, acrobats, animals and/or clowns.

Concessions/Vendors: A temporary location where patrons can purchase items for sale such as goods, food, or beverage items.

Crowd Manager: The crowd manager (or event staff) is 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.

Event or Gathering: A planned public or social festivity held for a specific purpose.

Exhibition: A public display of items of interest that are put out for people to look at.

Fair: A gathering of buyers and sellers at a particular place and time for trade; a competitive exhibition usually with accompanying entertainment and amusements; an exhibition designed to acquaint prospective buyers or the general public with a product; an exposition that promotes the availability of services or opportunities; a sale of assorted articles usually for a charitable purpose.

Farmer's Market: A food market at which local farmers sell agricultural products and often meat, cheese and bakery products directly to customers; consists of booths, tables or stands, outdoors or indoors.

Festival: A program of activities, cultural events which may include entertainment; an organized series of music concerts, plays or movies; typically held annually.

Inflatables: A rubber type object filled with air before and during use in order to be used, i.e. bounce house, hot air balloon.

Mobile Food Vendor: A food establishment that is located upon a vehicle including motorcycles and bicycles, or which is pulled by a vehicle, where food or beverage is cooked, prepared, or served for individual portion service. This definition includes, but is not limited to: mobile food kitchens, pushcart vendors, bicycle cart vendors, mobile food trucks, canteen trucks, and coffee trucks. This definition does not apply to "meals on wheels" program vehicles or food home delivery services.

Parade/March: A public celebration of a special day or event that usually includes many people and groups moving down a street by walking, marching or riding in cars or on special vehicles (floats); an event which many people walk through a public place to express their support or disapproval of something.

Pyrotechnics: Controlled exothermic chemical reactions timed to create the effects of heat, hot gas, sound, dispersion of aerosols, emission of visible light, or a combination of such effects to achieve the maximum effect from the least volume of pyrotechnic composition; includes fireworks.

Street Fair/Block Party/Neighborhood Event: A party that celebrates the character of the neighborhood whereby residents of the area attend; usually held on the main street of a neighborhood which is closed off for the event.

Street Market: A temporary public market, normally set up outdoors, organized to promote trade, where buyers and sellers gather to transact business; held only on a particular day of the week, often but not always in a street.

Temporary Structure: Any structure that is not attached to a permanent foundation and is removed when the designation activity has ceased.

Tent/Membrane Structure: A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

CITY OF HARRINGTON SPECIAL EVENTS PERMIT APPLICATION

EVENT INFORMATION

Event Name: _____

Address: _____

Date/Time:

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

Event Type: (see DEFINITIONS)

□ Athletic Event □ Carnival / Circus □ Exhibition □ Fair
□ Farmer's Market □ Festival □ Parade/March □ Street Market
□ Street Fair/Block Party/Neighborhood Event

Anticipated Attendance: Daily: _____ Total: _____

□Yes □No Is this an annual event?

□Yes □No Has this event ever been held at another location? If yes, please provide references:

Location	Date	Contact Name	Phone Number

APPLICANT INFORMATION

Organization Name: _____
Chief Authorizing Official, if not you: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Cell: _____
Email: _____

The **Applicant** must be able to answer questions regarding the entire event and event application. He/She must be available for any planning meetings scheduled prior 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.

EVENT COMPONENTS

If the event includes <u>any</u> 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 <u>or restrict access</u> 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 Harrington 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

Before submitting your application, make sure you review the following checklist to ensure your application is complete.

Completed	N/A	
□		Attachment A –Security Plan (REQUIRED OF ALL APPLICANTS)
□		Attachment B –Fire and Life Safety Plan (REQUIRED OF ALL APPLICANTS)
□		Attachment C –Medical Plan (REQUIRED OF ALL APPLICANTS)
□		Attachment D –Sanitation (REQUIRED OF ALL APPLICANTS)
□	□	Attachment E –Streets / Traffic
□	□	Attachment F –Temporary Street Closure
□	□	Attachment G –Concessionaires / Vendors
□	□	Attachment H –Liquor License
□	□	Attachment I –Entertainment
□	□	Attachment J –Parade

Additional Requirements:

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 Harrington 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 Harrington, together with it selected and appointed officials in their individual and official capacities, it's 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).

☐ Applicant hereby requests waiver of insurance under the prohibitive cost exemption (Block Party/Neighborhood Event ONLY) or under the Freedom of Speech Exemption.

Please provide explanation: _____

_____

_____

_____

☐ **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.

APPLICATION CHECKLIST-CONT'D

- **Site Plan:**
  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 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 Harrington (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.

APPLICANT AGREEMENT / IDEMNIFICATION AGREEMENT

□Yes 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 Harrington Police officers at the applicant's expense. Harrington Police Department has the sole discretion regarding approval of private security firms/organizations.

□Yes 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 3. Applicant agrees, upon request, to notify all residents and businesses that will be affected by a street closure and/or amplified sound.

□Yes 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 Harrington, 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 Harrington or any conditions or restrictions imposed upon the permit by the Harrington 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 Harrington 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 Harrington, 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

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 Harrington 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 Harrington 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 Harrington 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 Harrington, 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 must notify residences and businesses affected by the event. 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 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. 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: _____

_____

_____

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 Harrington 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 Harrington 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.

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#
Name of contact at Organization	Phone

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: _____

_____

_____

ROUTING FORM FOR DEPARTMENT APPROVAL

Police Department Approved By: _____ Date: _____

Comments: _____

_____

Event Coordinator Division Approved By: _____ Date: _____

Comments: _____

_____

Code Division Approved By: _____ Date: _____

Comments: _____

_____

Public Works Department Approved By: _____ Date: _____

Comments: _____

_____

Planning Department Approved By: _____ Date: _____

Comments: _____

_____

Parks & Recreation Department Approved By: _____ Date: _____

Comments: _____

_____

City Manager Approved By: _____ Date: _____

Comments: _____

_____

City Council Approval Date, if alcohol is involved: _____