



# TOWN OF DEWEY

## BEACH

www.townofdeweybeach.com

105 Rodney Avenue  
Dewey Beach, DE 19971  
302-227-6363 (Voice or TDD)  
302-227-8319 (Fax)

### SPECIAL EVENT APPLICATION

DATE OF APPLICATION: \_\_\_\_\_

#### SPECIAL EVENT DETAILS:

TITLE: \_\_\_\_\_

EVENT TYPE: \_\_\_\_\_

DATE: \_\_\_\_\_ RAIN DATE REQUESTED: \_\_\_\_\_

HOURS: \_\_\_\_\_ EVENT LOCATION: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

APPLICANT PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

BUSINESS OWNER NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

IS THE EVENT A FUNDRAISER?: \_\_\_\_\_

IF YES, FOR WHAT CHARITY?: \_\_\_\_\_

501©3: \_\_\_\_\_ 501©4: \_\_\_\_\_

IS THIS AN ANNUAL EVENT?: \_\_\_\_\_ IF YES, WHAT WAS LAST YEAR'S ATTENDANCE?: \_\_\_\_\_

WHAT IS THE ANTICIPATED ATTENDANCE?: \_\_\_\_\_ WILL YOU PROVIDE SECURITY?: \_\_\_\_\_

HOW WILL THE EVENT BE PUBLICIZED?: \_\_\_\_\_

DO YOU HAVE EVENT LIABILITY INSURANCE?: \_\_\_\_\_ (ATTACH BINDER)

WILL FOOD BE DISPENSED OR SOLD?: \_\_\_\_\_ WILL MERCHANDISE BE SOLD?: \_\_\_\_\_



USE THIS SPACE TO PROVIDE A DIAGRAM OF HOW YOU PROPOSE TO SET UP THE EVENT VENUE SPACE:



**§93-4 Special events requiring police assistance.**

A fee not to exceed \$2,500 shall be charged to any private, charitable, nonprofit or profit organization or promoter which requires the assistance of the Dewey Beach Police Department. The fee shall be determined according to the estimated number of police man hours required to serve the special event. The Town Manager shall annually determine the hourly rate per man hour of police assistance and said rate shall be approved by the Commissioners at a regularly scheduled meeting. If no change of the rate is proposed by the Town Manager, the rate shall remain the same in subsequent years. For any special event requiring the assistance of the Dewey Beach Police Department, the organizer and/or promoter and the Town Manager shall determine the number of police man hours required and the organizer and/or promoter of the event shall pay the estimated fee for the special event. Any refund and/or additional charge for police man hours shall be paid within 30 days after the event. This fee may be waived by the Town Manager when approved by three Commissioners.

By my signature below, I acknowledge that I have read, understand, and agree to abide by the Town of Dewey Beach Code, and have provided all available information related to my event.

APPLICANT NAME: \_\_\_\_\_  
PLEASE PRINT SIGNATURE DATE

BUSINESS OWNER NAME: \_\_\_\_\_  
(IF APPLICABLE) PLEASE PRINT SIGNATURE DATE

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**TOWN USE ONLY:**

EVENT APPROVED: \_\_\_\_\_ YES \_\_\_\_\_ NO

SPECIAL CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
TOWN MANAGER SIGNATURE

\_\_\_\_\_  
DATE