



TOWN OF DEWEY BEACH, DELAWARE
Temporary Expansion of Premise Permission Request
(to be attached to permit if approval is granted)

Application Date: _____ **Name of ABCC:** _____

Name of applicant: _____ **Phone Number of applicant:** _____

Please initial each box after reading and ensuring you are complying with each of the following:

Town	Applicant	
		Application/Request is being made to Town Hall/Town Manager office at least 90 days in advance of the proposed event.
		Application/Request includes a full description of the event, dates, times, floor plan of premise w/ drawings of area to be extended (and/or tent location) [Not to exceed 2000 Sq. Feet service area]. It also describes any plans for outdoor music or speakers and includes a complete description of any promotional signs, banners, or other displays.
		All Maintenance, trash removal, & adequate bathroom facilities for the event are being provided by applicant. [Bathroom recommendations would be 10 portable toilets for 2000 sq. ft area.]
		Security Personnel approved by Chief of Police are required. [Recommended 4 security officers in addition to normal staff.] The Chief of Police and Town Manager will recommend specifics as to any additional security required based on the public hearing process. Dewey Beach police are only to be used for additional off-site security. All costs associated with the use of Dewey Beach Police shall be paid to the Town of Dewey Beach. No direct payment to police shall be made by the applicant. There will be a fee of up to \$500 for each day of the proposed expansion of premises. This fee is due upon application.
		Expansion area must be secured for customers by either tent sidewalls, or temporary fencing (ABCC Regulation)
		If approved, the following permits must be displayed on premise, 48 Hours prior to start date of event: Town of Dewey Tent permit (if tent used) Fire Marshal Permit (if required) ABCC License of Extension Certificate (if required)

		No use of expansion will be permitted beyond 3 consecutive days (72 hours) Expansion is allowed onto private property, parking lot, or yard area, not public street or right of way.
		Extension cannot be before 9 am or after 8 pm during summer season (May 15-Sept 15). Times are to be approved by commissioners for off-season events. (Sept 16-May 14).
		If Tent used, Tent may be erected up to 48 hours prior to event, and must be removed within 24 hours after event, unless permission is otherwise granted by Town Manager beforehand.
		Portable Toilets will be covered by separate tented area as to avoid eyesore to neighbors.
		Extra trash receptacles must be placed in tented area, and around perimeter of establishment. Other trash receptacles placed throughout Town may be required based on the size, scope and duration of event.
		Establishments may be permitted upon approval by the Town Commissioners 1 extension request per summer season and 2 offseason requests up to a maximum of three per year. Off season events may require different stipulations as in regards to security, trash, permits, and bathrooms, as determined by the Town Manager.
		Do you plan to have any promotional signs, banners, or displays? Please describe in detail:
		Do you plan to have outdoor music? Please describe in detail:
		Do you plan to use outdoor speakers, bull horns, or any type of amplification sound? Please describe in detail:

		<p>What is the anticipated occupant capacity of the expanded area? Please describe in detail:</p>
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I have read and agree to all of the requirements, and have supplied the Town of Dewey Beach with all event and temporary expansion request details. I understand a Public Hearing will be held before the Commissioners of the Town of Dewey Beach and my attendance at the Hearing is greatly encouraged.

Applicant Signature

Business Owner Signature

TOWN USE ONLY

Application submitted to and reviewed by:

- **Building Official:** _____ **Date:** _____

Comments: _____

- **Chief of Police:** _____ **Date:** _____

Comments: _____

Application approved by town commissioners? Yes ___ No ___ Date: _____

Approval granted for temporary expansion as requested with the following conditions:

Town Manager Signature

Mayor Signature