



Town of Georgetown

Circle Square Permit Request

Application must be completed and forwarded to the Town Police and Town Administrative Offices no less than ten (10) days prior to the event taking place.

Date of Request: _____

Requesting Individual/Organization: _____

Requestor's Mailing Address: _____

Point of Contact Name: _____ (The point of Contact shall be in charge of the conduct of the event; compliance with permit conditions and applicable law; informing participants of permit conditions; and carrying the permit on his/her person during the event.)

Point of Contact Phone#: _____ Fax#: _____ Cell#: _____

Date(s) Requested: _____ Time: _____ to _____

Number of Persons Expected at Event: _____ (Any gathering of 100 or more persons will require the contact person to hire the Georgetown Police Department for crowd control and security.)

Will Traffic need to be detoured: Yes No If yes, see below

Describe in detail, including anticipated road closures:

This permit is not to be construed as authorizing any parade over such streets and highways as are under the jurisdiction of the State of Delaware, Department of Transportation, and that permission/approval must be obtained from DeDOT by completing the form at www.deldot.gov under Community Programs and Services.

DeDOT Notification Date: _____ DeDOT Approval: Yes No

Type of Event: Run/Walk Rally Fair Picnic
Wedding Ceremony Other (specify): _____

Is the event open to the public? Yes No

Is electric going to be needed: Yes No

Special Conditions: Alcohol Structures/Tents/Signage Sound System

Other (specify): _____

Brief description of event and what equipment will be used on the property:

- A Circle Permit covers from the fountain to inside of curb. A Square Permits covers from the fountain to and including the sidewalk.
- No structures, tents, or signage shall be erected on the Circle without approval of the Town Manager.
- The Town of Georgetown has the authority to determine the appropriateness of the site based on requested activity. User assumes all responsibility for any and all damages sustained to Circle/Square site and shall reimburse the Town of Georgetown for any and all damages.
- All event participants shall park a minimum of one (1) block out from the Circle.
- Public parking areas on the Circle will remain available for use by businesses located on the Circle between the hours of 8:00am and 4:30pm, Monday thru Friday. Failure to adhere may result in ticketing.
- Consumption or sale of alcohol shall not be permitted on the Circle or the Square, without the necessary permits from the ABCC (Alcohol Beverage Control Commission).
- Amplified music/sound systems shall be kept in accordance with the Town of Georgetown Municipal Code, Chapter 144, Noise.
- Distraction of motorists from within the curbed area of the Circle shall be prohibited.
- No one shall walk on the wall or go into the fountain for any reason. Requestor understands and agrees that the Town of Georgetown shall not be liable for any injuries, property damage or other claims resulting from use of, or conduct under, the Permit.

Means by which the Point of Contact will advise participants of conditions as outlined in this permit:

Point of Contact Signature: _____ Date: _____

Note: Additional fees for services (Police and Public Works) may be required depending on event request(s).

FOR OFFICIAL USE ONLY

Permit Approved/ Disapproved Signature: _____ Date: _____

Police Coordinator Signature: _____ Date: _____

Town Hall Notified: _____ Date: _____

Copy of Approved Permit Issued to Requestor on this Date: _____

Notifications to concerned persons/businesses made on this Date: _____
