



CITY MANAGER'S OFFICE
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7035 · www.newarkde.gov

Social Gathering Special Event Permit Application

In recognition of the COVID-19 pandemic and the risk that social gatherings present for the spread of COVID-19 throughout the Newark community, Council passed Emergency Ordinance No. 20-06 on August 24, 2020. Emergency Ordinance No. 20-06 limits the number of attendees at private residences. Specifically, all indoor social gatherings at private residences can have no more than 12 people in attendance, including those living at the residence; all outdoor social gatherings at private residences can have no more than 20 people in attendance, including those living at the residence. The total cap for a hybrid social gathering event (indoor and outdoor) without a permit is set at 20 people and only 12 of the event attendees can be indoor at a time. Persons aged 16 and younger shall not be included in the total number of attendees under this ordinance. Please note that those who have been in contact with someone with COVID-19 or have tested positive for COVID-19 should not attend any gathering until cleared by the State of Delaware Division of Public Health.

If you wish to apply to have additional attendees at your gathering, please read, complete, and submit this application to request a permit. This form is not a permit and the completion of this application does not constitute automatic approval. A permit will be provided to you via email once approved.

Events Requiring a Social Gathering Special Event Permit:

As outlined above, indoor social gatherings up to 12 people and outdoor social gatherings up to 20 people do not require a permit. All social gathering events at private residences above 12 people indoor and 20 people outdoor will require a permit. The total number of people requested for an event through this application will be reviewed holistically with other submitted documentation and information provided. Per the Governor's emergency order, a minimum of 30 square feet per event attendee is required. In addition to complying with the ordinance, all events must also comply with existing local and state laws. The City does not provide tables, chairs, or other supplies for special events. For additional State, County, and City COVID-19 requirements, please visit www.newarkde.gov/socialgatheringrequirements.

Required Notice & Property Owner/Lessee Authorization:

If you wish to apply to have additional attendees at your gathering, the person(s) organizing the event must submit a Social Gathering Special Event Permit Application at least seven (7) days before the event unless otherwise authorized by the City Manager or his designee. If the property owner/lessee is not the applicant, the property owner/lessee or their designee must sign on page 4 of this application to indicate that he or she has been apprised of the event and that they are supportive of the application.

Permit Application Questions:

If you have any questions regarding the permit application process or need additional assistance, please contact the City Manager's Office via email at socialgathering@newark.de.us.

Event Guidelines & Requirements

Floor Plan/Event Layout Sketch:

A sketched floor plan or written description of the event layout must accompany each Social Gathering Special Event Permit Application. This description/sketch should outline the general dimensions of the area(s) being used for the event. The sketched floor plan or written description of the event layout may be submitted with this application directly (space provided on page 5 of this application), emailed separately to socialgathering@newark.de.us, or delivered to City Hall at least seven (7) days before the event date. Thorough descriptions or drawings will streamline City staff's permit application review process. As noted above, in accordance with the Governor's emergency order, a minimum of 30 square feet per event attendee is required.

Face Covering Use, Social Distancing Guidelines, & Access to Sanitation Products:

Social distancing (maintaining at least six (6) feet between attendees, if attendees are not from the same household or are not wearing face coverings) should be observed at all times. If six (6) feet cannot be maintained between attendees, face coverings should be worn. Hand sanitizing or hand washing stations should also be easily accessible to all event participants from various locations and should be supplied at any entrance or exit. Hand sanitizer should be composed of at least 60% ethanol or 70% isopropanol.

Attached to this application are graphics indicating that face covering use, hand sanitization, and social distancing guidelines. Some combination of these graphics should be visible at each entryway to the event, as well as between indoor and outdoor areas (if applicable). For additional City, County, and State COVID-19 requirements, please visit www.newarkde.gov/socialgatheringrequirements.

Permitholder COVID-19 Contact Tracing Responsibilities:

Each permitholder must document the name and at least one phone number for a point of contact from each household attending the event. The permitholder shall retain this list for at least 14 days after the event. If it is determined at any point within 14 days after the event that a guest of the event contracted COVID-19, the permitholder shall submit the names collected from each household at the event to the City of Newark at socialgathering@newark.de.us and the State Division of Public Health (as required by State guidelines). The permitholder shall also contact all guests of the event immediately to inform them of the potential exposure.

Failure to produce an accurate contact list as outlined above will result in revocation of any subsequent event permits approved under this process and may impact the applicant's ability to receive subsequent permits. More information on the State's COVID-19 response and recommendations can be found [here](#).

Permit Violation Information:

If it is determined that the information submitted in this permit application is not accurate or if the City, County, and/or State's COVID-19 guidelines are not followed during an event authorized through this permit process, permits for future events shall be revoked and citations may be issued. Additional fines and penalties may apply. See [Emergency Ordinance 20-06](#) for additional details.



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Event & Applicant Information

Location/Address of Event: _____

Event Name (if applicable): _____

Description of Event: _____

Date(s) of Event (including rain dates): _____

(Please note that if a permit is revoked due to a violation of the requirements outlined herein, all future permits previously authorized for a specific location and/or for a particular applicant will be revoked.)

Hours of Event (including set up/break down times): _____

Type of Event: Indoor _____ Outdoor _____ Hybrid _____

Calculated Maximum Number of Guests Allowed: _____

(Please use 30 square feet per attendee to determine guest count maximums.)

Total Number of Guests (an "up-to" amount is permissible): _____

Total Number of Hand Sanitizing or Washing Stations: _____

Serving Food or Drinks? Yes _____ No _____

(If yes, please follow all applicable COVID-19 guidelines for serving food from the State and CDC.)

Applicant Name: _____

Organization (if applicable): _____

Email Address: _____ Primary Phone Number: _____

Applicant Address (if different from event address): _____

Property Owner/Lessee Name (if different from applicant): _____

Contact Person/Individual in Charge on Day of Event: _____

Contact Person Cell Phone & Email Address (if different from above): _____

Submission Guidelines, Supplemental Documentation Checklist, & Signature

This application and any supplemental information must be received by the City Manager's Office at least seven (7) days ahead of the proposed date for the special event in one of the following methods:

1. Via email: socialgathering@newark.de.us
2. Via mail: City of Newark, City Manager's Office
220 South Main Street
Newark, DE 19711
3. In person: Please hand-deliver permit applications and supporting documents to the Code Enforcement Division at City Hall (address is the same as above). The Customer Service Representative taking your application will deliver it to the City Manager's Office for review.

The following are needed for any application to be considered complete and reviewable:

1. A completed copy of the Application form, with the applicant and property owner/lessee's signatures.
2. A written description of the event layout or a sketched floor plan of the event area.
3. Any additional written statements that do not fit in the areas provided herein.
4. Other documentation you believe will help in the review process of your application.

Please sign on the line below. Your signature indicates acknowledgement, understanding, and/or confirmation of the following:

- City, County, and State COVID-19 guidelines;
- Contact tracing responsibilities and requirements;
- All requirements outlined herein, and other City and State regulations, shall be followed;
- The information submitted in all sections of this application and supplemental documentation is accurate; and
- You agree to conduct this transaction by electronic means (if an electronic signature is used).

Applicant Name (Print): _____

Date: _____

Applicant Signature: _____

Date: _____

If the property owner/lessee or their designee is different than the applicant, please sign below acknowledging you have been apprised of the event and are supportive of the application:

Property Owner/Lessee (Print): _____

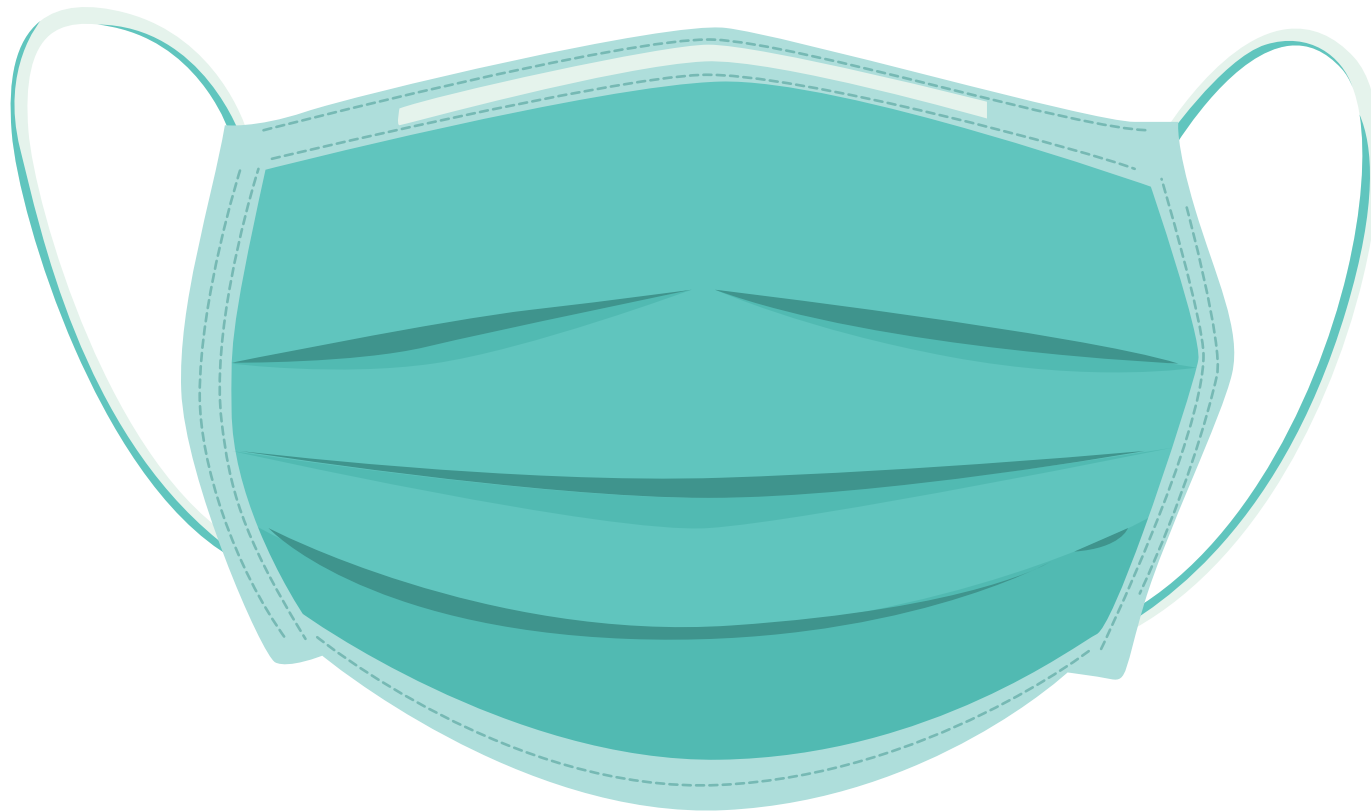
Date: _____

Property Owner/Lessee Signature: _____

Date: _____

**Additional Space for Floor Plan Sketch, Written Description of Event Layout,
& Other Information**

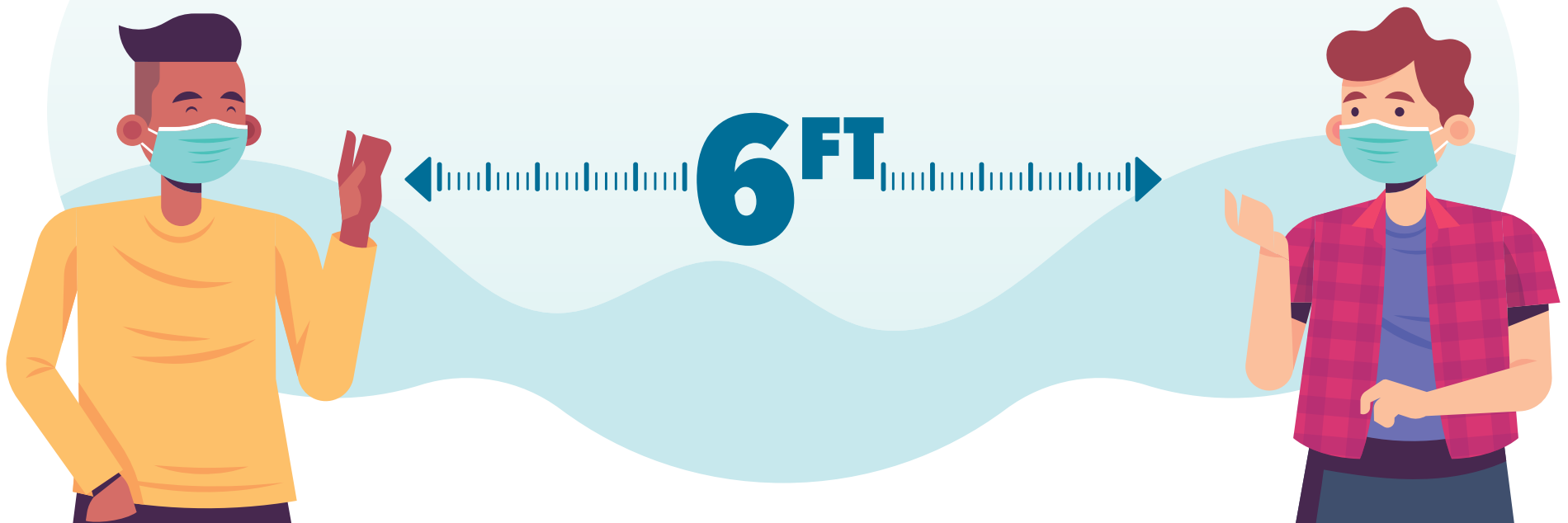
WE ASK THAT YOU PLEASE
WEAR A FACE COVER
WHEN ENTERING THIS RESIDENCE



THANKS FOR COMING!

FOR THE SAFETY OF OUR COMMUNITY...

PLEASE MAINTAIN SOCIAL DISTANCING



PLEASE

HELP STOP POTENTIAL VIRUS SPREAD



Before entering we ask that you

WASH YOUR HANDS OR

USE HAND SANITIZER

PLEASE STAND BEHIND HERE



THANK YOU FOR PRACTICING SOCIAL DISTANCING.