



PARKS & RECREATION CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7169 · www.newarkde.gov

Special Event Permit Application

Please read, complete and submit the application below to request a Special Event Permit along with a \$125 non-refundable application fee. Payment must be submitted at the time of the application. Check, cash or credit card is accepted form of payment to the City of Newark.

This form is not a permit. The completion of the application does not constitute automatic approval. A permit will be sent to you once approved. *No events will be held on consecutive weeks at any one location / venue.*

If your event is a parade, procession, or demonstration, please complete and submit the Parade Permit Application found on the City's website at www.newarkde.gov under the Police Department, Extra Duty Officers.

Events requiring Special Event Permits:

Any gathering of people for social, charitable, entertainment, sporting, religious, or commercial purposes that will affect the ordinary use of public street, rights-of-way, and/or sidewalks, regardless of whether the event will occur on private property or in public arenas, requires a Special Event Permit issued by the Department of Parks and Recreation. This definition includes, but is not limited to, fairs, festivals, concerts, foot races, bicycle races, and walking events. University sponsored events and private social gatherings are not included. "Private social gatherings" are those events which: are exclusively contained on private property, make no use of City streets, do not charge any fee or donation, involve 150 persons or less.

Required Notice

The person or persons organizing the event must submit a Special Event Application at least 45 days prior to the event.

Proof of Insurance

Proof of Insurance in the amount of at least \$1,000,000 with the City of Newark named as co-insured may be required for special events.

Delaware Department of Transportation Special Event Permit

A Delaware Department of Transportation (DelDot) Special Event Permit may be required if the event occurs on or adjacent to a State maintained roadway. DelDot permit applications can be found at the following link:

http://www.deldot.gov/information/community_programs_and_services/planned_spec_events/SpecialEventPermitv11.pdf

Events occurring on private property

Events occurring on private property require a written statement from the property owner or his/her designated management agent granting permission for the event. The statement will indicate that the owner has been apprised of the nature of the event.

If you have any questions regarding this process or need additional assistance, please contact Paula Martinson Ennis, Deputy Director, at 302-366-7000 Ext: 1042 or email pmartinson@newark.de.us.



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Today's Date: _____

Event Name: _____

Description of Event: _____

Specific Location Requested/Proposed Routing: (please attach map of route and/or sketch showing the location of any temporary structures or equipment).

Date(s) of Event: _____ Set up Date/Time: _____ Breakdown Date/Time: _____

Hours of Event (Please include set up time): _____

Alternate Date(s): _____

Are tickets or an entrance / participation fee required? Yes _____ No _____

Applicant Name: _____ Organization: _____

Email: _____ Phone Number: _____ Cell Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person (Individual in Charge on Day of Event): _____

Contact Person Cell Phone: _____

Number of Police Officers requested/needed and types of duties requested (e.g.: security, traffic, etc.):

(The Newark Police Department determines the number of officers required once additional Extra Duty Officer application is completed and accepted. Form can be found on the City's website at www.newarkde.gov under the Police Department, Extra Duty Officers.)

Serving Alcohol? Yes _____ No _____

(Note: No alcohol is permitted on City of Newark parkland or property. A separate permit from the Officer of Alcoholic Beverage Control Commissioner may be required if serving alcohol.)

Serving Food? Yes _____ No _____

If yes, please describe _____

(Note: If any selling or distribution of food or drink occurs at the event, all food vendors must have a temporary Food Handling Permit from the Delaware Health Department at 258 Chapman Road, Newark, DE 19702, (302) 283-7110.)



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Will sanitary facilities be available? Yes _____ No _____

If yes, please describe _____

(Note: Two portable toilets are required for the first 100 anticipated participants / attendants and one for each 100 after.)

If planning to erect tents or canopies, please describe: _____

(Single tents or canopies measuring over 400 square feet require a permit from the City of Newark Building Department.)

Quantity: _____ Sizes: _____

Will you be providing a generator? Yes _____ No _____

Specifications _____

(If yes, a City of Newark Building Department permit may be required.)

Will you be setting up a stage? Yes _____ No _____

Specifications _____

Will there be amplified sound? Yes _____ No _____

Please describe _____

(If yes, the City of Newark noise ordinance must be followed.)

Will there be outside vendors? Yes _____ No _____

(Please see food vendor requirements above under serving food.)

If yes, please list vendor's names and contact information:

The City of Newark does not provide any equipment or supplies (tables, chairs, stages, etc.) for events.

Additional Comments:

THIS FORM MUST BE RECEIVED BY THE PARKS AND RECREATION DEPARTMENT AT LEAST FORTY-FIVE (45) DAYS PRIOR TO THE DATE OF THE SPECIAL EVENT. ONCE FORM IS RECEIVED YOU WILL NEED TO CREATE AN ACCOUNT IN OUR ONLINE REGISTRATION SYSTEM AT WWW.NEWARKDE.GOV/PLAY. SEE ATTACHED STEP BY STEP INSTRUCTIONS:

RETURN FORM TO:

Paula Martinson Ennis
Parks and Recreation Department
220 South Main Street
Newark, DE 19711
302-366-7000 Ext: 1042
pmartinson@newark.de.us

Creating a new account with Civic Rec.

1. Go to www.newarkde.gov/play.
2. Click the blue register today button.
3. On **desktop**, select log in, create an account in the top left. On **mobile**, select account in the top right & sign up.
4. Follow the prompts & input your account holder's information. To receive text alerts (i.e. cancellations, program changes, etc.) please indicate your mobile carrier next to your cell phone number.
5. Select other account members at the bottom right & input their information.
6. Select save new user and repeat as needed.
7. Select save & close.

Register with Civic Rec

1. Go to www.newarkde.gov/play
2. Click the blue register today button.
3. Create or sign in to your account.
4. Select Catalog.
5. Select the teal sponsorship tab.
6. Select an event by clicking on the title.
7. To register, click on the appropriate participant's name located to the right of the activity information.
8. Once participants is checked, select Add to Cart.
9. Click Checkout.
10. Fill in any prompts or waivers.
11. Add a Payment option.
12. Fill in applicable Payment information & click Add Payment.
13. Click Complete Transaction. Do **NOT** leave the screen until you get confirmation.