

# City of Rehoboth Beach

229 Rehoboth Avenue  
 P.O. Box 1163  
 Rehoboth Beach, Delaware 19971



Telephone 302-227-6181  
 Fax 302-227-4643  
[www.cityofrehoboth.com](http://www.cityofrehoboth.com)

## Special Event Permit Application

### EVENT DETAILS

Name of Event:		Date of Event:	Event Start Time:	Event End Time:
Requested Use of: Bandstand      Boardwalk      Beach      Park      Other			Set Up Start Time:	Clean Up End Time:
Location of the Event:		Number of People Attending the Event:	Number of Organizers and Volunteers:	
Purpose of the Event:				
Description of the Event (Type of event; i.e. parade, procession, foot race, walk, concert, block party, ect. Include detailed description of proposed route.):				
<p><b>** Applicants must provide plans (maps) illustrating location of the event and associated items such as tents, tables, portable bathrooms, and trailers. **</b></p>				
Requests for Parking and/or Street closures:				
<p><b>** A DeIDOT special event permit is required prior to the issuance of a City of Rehoboth Beach Special Event Permit for any event affecting any roadways open to traffic. See DeIDOT's policy on special events at: <a href="https://delDOT.gov/Business/planned_spec_events/index.shtml">https://delDOT.gov/Business/planned_spec_events/index.shtml</a> **</b></p>				
Requests for Placement/Use of Tents, Tables, Portable Bathrooms, and/or Other Moveable Structures (i.e Trailer):				
<p><b>** Applicants must provide plans (maps) illustrating location of the event and associated items such as tents, tables, portable bathrooms, and trailers. **</b></p>				
Types of Vehicles to be Used by Organizers and/or Participants:		Number of Vehicles Associated		

## ADDITIONAL REQUESTS

# of Extra Duty Police Officers Requested:	Proposed Rain Date:	Rain Date Start Time	Rain Date End Time:
Reason for Requested Police Officers:			
Additional Equipment Requests (i.e. Extra Trash Cans, Audio Equipment, etc.):			
Name of Person Making Request:	Signature of Person Making Request:		

## CONTACT INFORMATION

Name of Applicant:		Name of On-Site Contact:	
Address:		Address:	
Date of Birth:	Cell Phone #:	Date of Birth:	Cell Phone #:
Email Address:		Email Address:	
Name of Co-Applicant:		Name of Additional On-Site Contact:	
Address:		Address:	
Date of Birth:	Cell Phone #:	Date of Birth:	Cell Phone #:
Email Address:		Email Address:	

## BILLING INFORMATION

Name of Billing Contact:	Business Phone #:	Cell Phone #:
Name of Organization:	EIN#	
Billing Address:	Email Address:	

## ACKNOWLEDGEMENT

**The undersigned applicant agrees that the applicant and event participants will conform to applicable State laws, city ordinances, by-laws, and regulations, as well as, any special requirements that may be made a condition of the granting of a special event permit pursuant to this application. I/We agree to hold the City of Rehoboth Beach harmless from any and all liability and will defend the City of Rehoboth Beach in connection therewith.**

Signature of Applicant:	Date:
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## INTERNAL USE ONLY

<b>DeIDOT Special Event Permit Obtained (if required)</b>	<b>Yes</b>	<b>No</b>
Signature of City Manager:	Date:	
Signature of Chief of Police:	Date:	

