



## Special Events Permit RENEWAL Application and Information Packet

The City of Milford is pleased you have again chosen our city for the location of your event and would like your event to be a success. Please note, this application will not be processed unless all debts owed by the applicant and/or organizer to the City of Milford have been paid in full. Remember, you may also need other permits from other agencies and you are responsible for securing those permits, such as the [Delaware Department of Transportation](#), [State Fire Marshal's Office](#), [Delaware Division of Public Health \(Office of Food Protection\)](#), [Delaware Office of Alcoholic Beverage Control Commissioner](#), and [Carlisle Fire Company](#).

If you have questions, contact the City Clerk's Office at (302) 422-1111. This application form and all pertinent documents may be submitted via email to [THudson@milford-de.gov](mailto:THudson@milford-de.gov) or mailed/delivered to:

Terri Hudson, City Clerk  
City of Milford  
201 South Walnut Street  
Milford, DE 19963  
(Office Hours: Monday-Friday, 8:00 am – 4:30 pm)

### INSTRUCTIONS

Please locate last year's permit and refer to it when completing this renewal. If there are absolutely no changes to the event, other than date, please complete the "Event Information", "On Scene Contacts" and the Indemnification Agreement and submit the renewal with the updated Required Documents noted.

**The completed renewal application must be submitted to the City Clerk at City Hall (201 South Walnut Street) not less than sixty (60) calendar days before the event date, but no more than (12) months in advance.**

A permit will be issued and the contact person for the event must have the copy of the permit with them and must be available on the event site at all times.

If the applicant fails to adhere to the policies and procedures established by the City of Milford Codified Ordinances or any condition or restrictions imposed on the permit by City Administration or Departments, the permit may be revoked at any time by any supervisor of the Milford Police Department, Parks & Recreation Department, Public Works Department, or City Manager's Office.

### CITY EVENT FEES

Depending on the size and scope of the event, fees may be assessed by each department. A Deposit may be required following a review of this application. Other departments may charge additional fees for refuse receptacle delivery/servicing, off duty Police Officer(s), Police vehicles(s), etc.

# CITY OF MILFORD

## SPECIAL EVENTS PERMIT RENEWAL APPLICATION

### EVENT INFORMATION

Event Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date/Time:

Setup Date \_\_\_\_\_ Time \_\_\_\_\_

Event Starts Date \_\_\_\_\_ Time \_\_\_\_\_

Event Ends Date \_\_\_\_\_ Time \_\_\_\_\_

Dismantle Date \_\_\_\_\_ Time \_\_\_\_\_

Anticipated Attendance: Daily: \_\_\_\_\_ Total: \_\_\_\_\_

### ON SCENE CONTACTS

Name of On Scene Contact(s): \_\_\_\_\_

Cell: \_\_\_\_\_

The **On Scene Contact** is the individual in charge of the event and must be available via the phone number provided above at the event site during the setup, event times, dismantling and be in possession of the approved special event permit.

### REQUIRED DOCUMENTS

In addition to completing the application form(s), the applicant/organizer is required to furnish the following with their special event permit application:

- General Liability Insurance Listing the City of Milford as an Additional Insured:**  
Evidence of General Liability Insurance Coverage in an amount not less than one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence.

"The City of Milford, together with its selected and appointed officials in their individual and official capacities, its employees, volunteers, principals, agents, officers, directors, predecessors, successors and assigns are named as additional insured with respect to liability arising out of (name of event) to be held on (dates) of the event."

Additional endorsements that may be required:

- A. If food is sold or served at the event, the insurance policy must include an endorsement for product liability in an amount not less than one million dollars (\$1,000,000).
- B. If alcoholic beverages are served at the event, the policy must include an endorsement for liquor liability in an amount not less than one million dollars (\$1,000,000).
- C. If the event involves the use of vehicles, the policy must also include an endorsement for automobile liability in an amount not less than one million dollars (\$1,000,000).

- Clarification of Applicant's Status:**  
Applicants/Organizations claiming tax-exempt, non-profit status must include a copy of their IRS tax exempt, non-profit determination letter to the application.

**INDEMNIFICATION AGREEMENT**

- Yes      No      1. Applicant agrees, upon request, to submit a security plan setting forth the proposed security measures to be taken to protect the health, safety and welfare of the participant, spectators, bystanders and passersby. This plan may be reviewed by the Police Department who may accept, reject, alter or impose conditions upon the security plan. Security measures may include, but are not limited to, the hiring of private security or Milford Police officers at the applicant's expense. Milford Police Department has the sole discretion regarding approval of private security firms/organizations.
- Yes      No      2. Applicant agrees, upon request, to pay a refundable "Deposit," at least ten (10) days prior to the event as a condition of the issuance of the Special Event Permit. Applicant also agrees to pay cleanup costs, repair of damage to City property, installation and/or removal of no parking signs or barricades, unanticipated incurred personnel expenses, etc, in excess of the deposit, incurred by the City. Such cost shall be deducted from the Deposit. If there is no Deposit or if the amount of the Deposit is insufficient to cover the costs, the Applicant/ Organizer will be billed for such costs. Your deposit will be returned if the area used for the event has been cleaned and restored to the same condition as existed prior to the event. The deposit requirement may be waived if City Administration deems that such a deposit is not necessary.
- Yes      No      3. Applicant agrees, upon request, to notify all residents and businesses that will be affected by a street closure and/or amplified sound. If the event/closure will affect access to more than one business, the applicant agrees to notify the Chamber of Commerce for Greater Milford and Downtown Milford, Inc (for events in downtown).
- Yes      No      4. Applicant agrees, upon request, to ensure warning signs and barricades are provided and situated in such position that the road closure may be maintained in a safe and orderly manner. Such information can be found in the Manual on Uniform Traffic Control Devices.

Applicant agrees to submit, upon request of the City of Milford, any additional information required to evaluate this application and permit. Applicant certifies that all information contained herein and any other information submitted in support of this application and permit is true and correct to the best of their knowledge.

Applicant agrees that any false statement or material misrepresentation made in support of this application and permit is cause for denial of issuance of a Special Event Permit. Applicant also agrees that failure to adhere to the policies, procedures and ordinances established by the City of Milford or any conditions or restrictions imposed upon the permit by the Milford Police Department or any other City Department is cause for revocation of the Special Event Permit. Applicant further agrees the permit may be revoked at any time by any supervisor of the Milford Police Department, the Parks & Recreation Director, the Public Works Director or the City Manager (or designee).

Applicant agrees to protect, defend, indemnify and hold the City of Milford, its elected and appointed officials in their individual and official capacities, it's employees, volunteers, principals, agents, officers, directors, predecessors, successors and assigns (collectively, "City") harmless from any and all losses, damages, claims for damages, liability, suits, judgments, expense or cost arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, court costs and expert fees) of any nature whatsoever arising out of or attributed to issuance of the Special Event Permit herein identified or the authorization thereof regardless of where the injury, death, or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the City.

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Signature of Applicant

Printed Name

Date

**ROUTING FORM FOR DEPARTMENT APPROVAL**

**Police Department**

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**Streets Division**

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**Electric Division**

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**Public Works Department**

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**Planning Department**

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**Parks & Recreation Department**

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**City Manager**

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

City Council Approval Date, if alcohol is involved: \_\_\_\_\_