



APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant _____

Address _____

Phone _____ Organization _____

Email _____

I/we hereby request a special event permit for _____, _____ between the
(Day) (Date)
hours of _____ and _____ for the purpose of holding a special event.

I have enclosed the following information:

- a. A description of the event, its purpose, and the estimated number of persons expected to participate. (Is the event open to the public free of charge or are tickets required? Is alcohol or food being served and has the DABCC been contacted for required permits?)
- b. A sketch showing the location of the proposed event. The sketch will show the location of any temporary structures or equipment, the names and addresses of abutting residents, and the location of fire hydrants in the area to be closed off.
- c. A written statement from the property owner (if the event is on private property) or that of the owner's designated management agent granting permission for the event. The statement will indicate that the owner has been apprised of the nature of the event.
- d. The names and addresses of the persons responsible for the event, as well as the names of the participating organizations and the officers of the organizations.
- e. Statement of any support or equipment requested from the City of Newark. Copy of completed Delaware Department of Transportation Special Event Permit Application, if required.
- f. Proof of insurance in the amount of \$1,000,000 with the City of Newark named as co-insured.

Signature of Applicant

THIS FORM MUST BE RECEIVED BY THE POLICE DEPARTMENT AT LEAST THIRTY (30) DAYS PRIOR TO THE DATE OF THE SPECIAL EVENT. RETURN FORM TO:

Lt. Fred Nelson
Commander, Special Enforcement Division
Newark Police Department
220 South Main Street
Newark, DE 19711

302-366-7100 x 3119
frederick.nelson@cj.state.de.us