

**TOWN OF FENWICK ISLAND
SPECIAL EVENTS APPLICATION**

Applicant's Name	Primary Contact Telephone #	
Address	Emergency Name & Telephone	
City, State, Zip	E-Mail	
Fenwick Island Address (if applicable)	Fenwick Island Telephone # (if applicable)	
Requested Date of Event	Beginning Time	Ending Time
Rain Date (Approval Required)	Location (Street/Address)	
Insurance Provider (if applicable)	Policy #	Agent Telephone
Event Description		
Number of People Attending	Number of Personal Vehicles	
Police Coverage Required of ALL Special Events - Events less than 75 persons (2 hour minimum, \$100 per hour) Events exceeding 75 persons (4 hour minimum, \$100 per hour)		
Parking Arrangements		
The signature below acknowledges receipt of the attached "Special Events Rules & Regulations" to which the permit holder has read and understands Town rules and regulations for this special event. Signature affirms that the recipient meets all necessary requirements. (This permit is issued with the understanding that the area of said special event shall be clean and restored to pre-event condition after use or shall incur a fine of up to \$100.00.)		
SIGNATURE OF APPLICANT		DATE
For official use only	Fee (non-refundable) \$150.00	Deposit (refundable) \$250.00
Special Events Permit #		
Police Coverage: Less than 75 persons (2 hrs. min., \$100 per hr.)	Police Coverage: Exceeding 75 persons (4 hrs. min., \$100 per hr.)	
Authorized Signature – Town of Fenwick Island	Inspected By – Fenwick Island Police Department	

3/28/2016

**Mail payment to: Town of Fenwick Island 800 Coastal Highway Fenwick Island, DE 19944
or call 302-539-3011 to pay with Visa / Mastercard / Amex**

Town of Fenwick Island "Special Event" Rules & Regulations

1. If a permit has been issued for a "Special Event" that includes a bonfire on the beach, no bonfires may be permitted when a state burning ban is in effect or when wind is in an easterly direction to protect houses and sand dunes (all other "Rules for Bonfire" also apply).
2. A "Special Event" permit is issued by approval of the Fenwick Island Chief of Police and may be issued only to a person 18 years of age or older. No event may begin prior to 8:00 a.m., nor end after 11:00 p.m. The person to whom the permit is issued shall be held responsible for the conduct of those in attendance and any activities in connection with the "Special Event" as well as for the satisfactory cleaning and restoration of the general area of the "Special Event."
3. The Chief of Police shall require a deposit *before issuing a permit* for a "Special Event" which shall be returned if the general area of the "Special Event" is satisfactorily cleaned and restored.
4. *Police coverage will be required for all "Special Events" and the permit holder will incur an hourly expense for such coverage. A "Special Events" permit may not be issued to parties larger than 75 without the approval of the Town Council.*
5. *"Special Event" permit fees are non-refundable.*
6. The Chief of Police will authorize *no more than six (6) temporary parking permits* for the date of the "Special Event." These may be used at the beach-end of the designated street the event is to be held and must be displayed hanging from the rear view mirror of a vehicle. Arrangements for additional parking are the responsibility of the permit holder.
7. No outdoor speakers, lighting or bathroom facilities are permitted without the approval of Town Council.
8. For a "Special Event" held on the beach, no glass containers are allowed. No alcoholic beverages are allowed from May 15 to September 15. A "Special Event" shall be permitted only during hours when lifeguards are not on duty.
9. The permit holder agrees to be responsible for any damage or injury to person or property and any violation of Town ordinances directly resulting from the issuance of this permit. Proof of insurance may be required as determined by the Chief of Police and/or Town Council.
10. Damages to rights-of-way, infrastructure, parking areas, dunes or any property owned by the Town of Fenwick Island shall be repaired by the Town of Fenwick Island Public Works Department at a cost determined by the Town and at the expense of the permit holder.
11. Any violation of the above "Rules & Regulations" or any Town ordinances will result in a one-year suspension of the permit holder to obtain a "Special Event" permit.