

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

Special Event Permit Application

Terms & Conditions

This application must be complete by any entity seeking to have a special event within the city limits of Rehoboth Beach.

A **special event** is defined as any public assembly or gathering of people which may, because of the location, time or anticipated number of persons involved, be reasonably expected to have a significant effect upon the ordinary use of the public streets, rights-of-way, sidewalks, Boardwalk, beach or any other public areas. By way of example and not in limitation, "special event" includes fairs, festivals, parades, motorcades, bicycle rides/races, rallies, marches, processions, walking events, running events, and concerts. Private social gatherings on private property or funeral processions are not included. (C/O § 230-2). All musical, performance or entertainment requests must be a supplement to an approved event or activity and not the main focus of the special event itself. Events utilizing musical or performance entertainment portions will not be approved during the timeline of the City of Rehoboth Beach's annual Summer Concert Series, beginning on the Friday of Memorial Day Weekend and ending on the Monday of Labor Day Weekend.

Submission Requirements

- **Accuracy** - All applications must be complete and accurate. Applicants must provide **all** the details requested in the required Special Event Permit Application.
- **Deadline** - All applications must be submitted to the Communications Department at least eight weeks prior to the date of the event.
- **Fees** - The applicant must submit a \$50 non-refundable permit processing fee. In addition, the applicant will be responsible for all fees associated with city resources utilized in conjunction with the event. Fees such as, but not limited to;
 - Bandstand Usage Fee - \$200 for the first 3 hours of use and \$75 per hour for each additional hour.
 - Grove Park Pavilion Usage Fee - \$75 for use of the small pavilion, \$100 for use of the large pavilion, or \$150 for both.
 - Extra Duty Police Services – See detailed section below.All fees will be billed to the applicant upon completion of the event.
- **Insurance** – The approval of a Special Event Permit Application may be made contingent upon the applicant providing the City with a certificate of liability insurance covering the City of Rehoboth Beach as an additional insured, in a minimum amount of \$1,000,000. In determining whether or not to require insurance under this section, the City Manager shall consider, among other things, the availability of such insurance in the community, the size and nature of the event, the likelihood of harm to the participants and/or spectators and the financial ability of the applicant to pay for such insurance.

- **Cleanup** - Applicants shall be responsible for the removal of all debris, litter and equipment generated or caused by a special event within 24 hours of the event's conclusion. If the applicant fails to do so the City shall have the authority to remove it at the expense of the applicant. If, because of the proposed nature, size or duration of a special event, the City Manager reasonably concludes that the cost of the cleanup after the special event would exceed \$2,500, the City Manager may require, as a condition of issuing a special event permit, that the applicant deposit with the City the sum of \$2,500 in the form of cash, letter of credit, performance bond or other means acceptable to the City. Such deposit shall be returned to the applicant without interest no later than five working days after the conclusion of the special event, provided that the applicant has satisfied its cleanup obligations

Application Review

Within 30 days of receiving a complete and accurate Special Event Permit Application the City Manager will render a decision on whether or not the application is approved. The City Manager may also approve the application with conditions with respect to day, time, duration, location or other reasonable conditions, including payment of the City's incremental costs necessary to provide those public services necessitated by the special event.

The approval of an application will be based upon multiple criteria including, but not limited to;

- Will the event significantly disrupt traffic within the City to the extent that no practical solution to such disruption is reasonably available?
- Will the event significantly interfere with access to or egress from the fire station such that the ability of the Fire Department to promptly respond to emergencies would be jeopardized?
- Will the location of the special event will cause undue hardship to adjacent businesses, residents and/or property owners?
- Will the event require the diversion of City employees which would unreasonably deny service to the remainder of the City?
- Will the event interfere with a previously scheduled event?
- Has the applicant provided incomplete or false information during the application process?
- Do the event organizers have outstanding debts with the City for the same or similar events?

Revocation or Suspension of Approved Permits

The City Manager may revoke or suspend an approved Special Event Permit Application for any of the following causes;

- Submission of a fraudulent application containing misrepresentations or a

material and significant incorrect statement made in the application or in the course of promoting the special event.

- Failure to comply with City Ordinance Chapter 230 which governs Special Events.
- An event is conducted in an unlawful manner or in such a manner as to constitute a menace to the health, safety or general welfare of the public.

Events Requiring Police Extra Duty Services

All Special Event Permit Applications will be reviewed by the police department prior to approval and a determination will be made if police personnel are required for the event. If the police department determines that the event, due to its size and/or nature, requires the assignment of extra duty officers then the associated costs shall be the responsibility of the applicant. The following terms govern the assignment of extra duty officers to an event.

- Any person, business, organization, and/or entity paying for certified police officers to provide police services to enhance the safety of an event, to conduct traffic or pedestrian control, and/or to provide a service consistent with law enforcement duties shall be referred to as an extra duty employer.
- The Rehoboth Beach Police Department maintains exclusive rights in determining the number of officers required in order to maintain a safe environment for all and dictates placement and duties.
- All police officers working in an extra duty capacity are at all times required to adhere to the policies and procedures of the Rehoboth Beach Police Department. Officers will comply with and enforce, as necessary, all State and local laws and ordinances.
- An extra duty employer has no authority over police personnel at any time and is restricted to providing only a general assignment of duties to be performed by the officer. Those duties shall ***NEVER*** supersede the policies and procedures of the Rehoboth Beach Police Department. Extra duty officers remain under the exclusive control of the department and are accountable for strict adherence to departmental rules and regulations. Any conflicting rules of extra duty employers will be disregarded. The officer shall refuse to perform any duties deemed to be in conflict with the policies and procedures of the department or those which may constitute a threat to the status or dignity of law enforcement as a professional occupation. The Rehoboth Beach Police Department is ***NOT*** obligated to provide extra duty services.
- In the case of a departmental need or community emergency, the police department may cancel any extra duty assignment. The extra duty officers would then be immediately available for service to the department. If this occurs, extra duty employers will no longer be responsible for paying for the officers once they are recalled.
- Rehoboth Beach Police Department officers are ***NOT*** permitted to receive cash or direct payment from customers for any reason whatsoever.

- The extra duty employer agrees, individually and on behalf of the named applicant, to promptly pay for any extra duty services rendered upon receipt of an invoice. Furthermore, the undersigned agrees, individually and on behalf of the named applicant to pay all costs, expenses and attorney's fees incurred in the collection of any sums due hereunder.
- **The rate of pay for each extra duty officer is \$80.00 per hour. A portion of this hourly rate is retained by the city to cover expenses associated with use of department equipment and administrative costs. An officer working an extra duty assignment will be paid for a minimum of three (3) hours.**
- Cancellations by the extra duty employer should be made at least two (2) hours before the time the assignment is scheduled to begin. If the cancellation is made less than two (2) hours before the time the assignment is scheduled to begin (with the exception of a natural disaster), the customer will be charged and the assigned officer(s) will be paid for a minimum of three (3) hours.
- In the event that a scheduled extra duty officer does not show up for an approved event, the extra duty employer shall immediately notify the on-duty Shift Commander at (302)-227-2577.

The undersigned applicant agrees that the applicant and event participants will conform to all terms stated above, as well as, all applicable State laws, city ordinances, by-laws, and regulations. Additionally, the undersigned applicant agrees that the applicant and the event participants will conform to any special requirements that may be made as 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

Print Name

City of Rehoboth Beach

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



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 Fax 302-227-4643
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
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>** Applicants must provide plans (maps) illustrating location of the event and associated items such as tents, tables, portable bathrooms, and trailers. **</p>				
Requests for Parking and/or Street closures:				
<p>** 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: https://deldot.gov/Business/planned_spec_events/index.shtml **</p>				
Requests for Placement/Use of Tents, Tables, Portable Bathrooms, and/or Other Moveable Structures (i.e Trailer):				
<p>** Applicants must provide plans (maps) illustrating location of the event and associated items such as tents, tables, portable bathrooms, and trailers. **</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

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

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Blank Maps For Illustration



Henlopen Acres

Beach

Rehoboth Beach

Rehoboth Beach

Starbucks

Funland

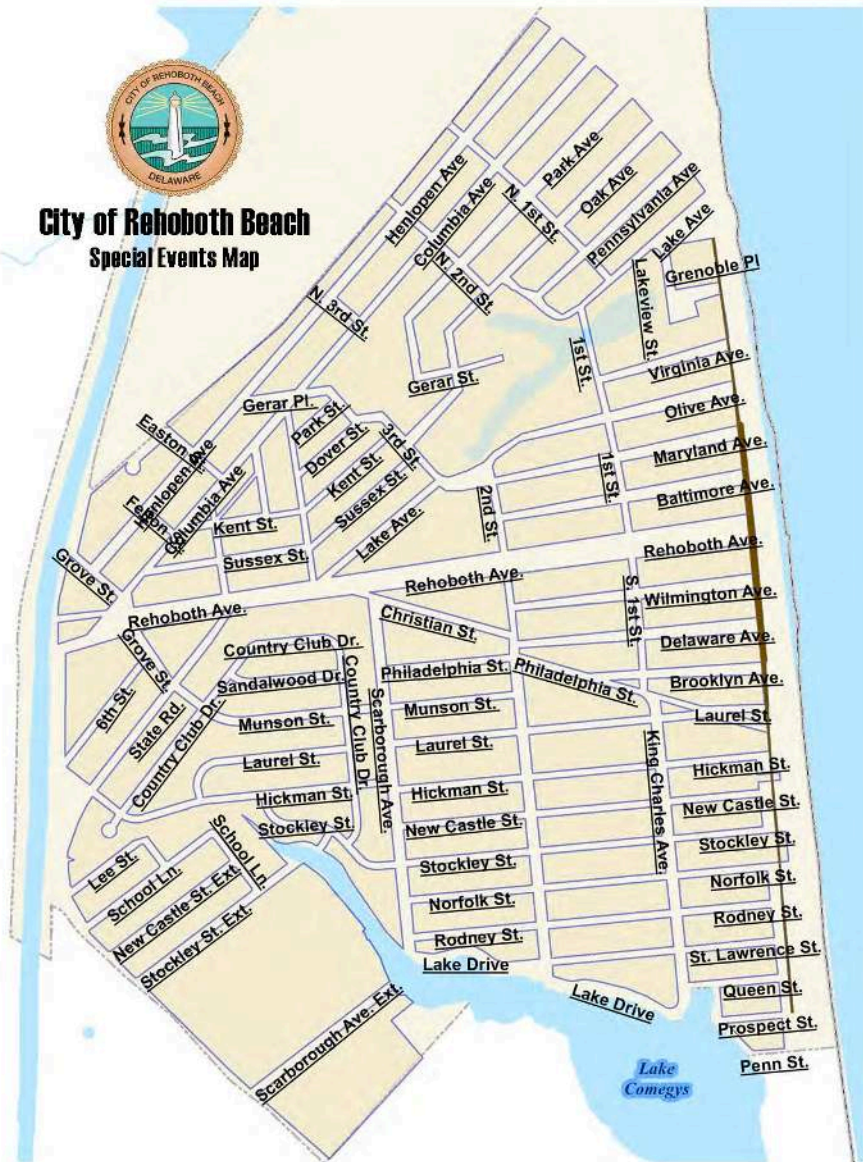
Rehoboth Elementary School

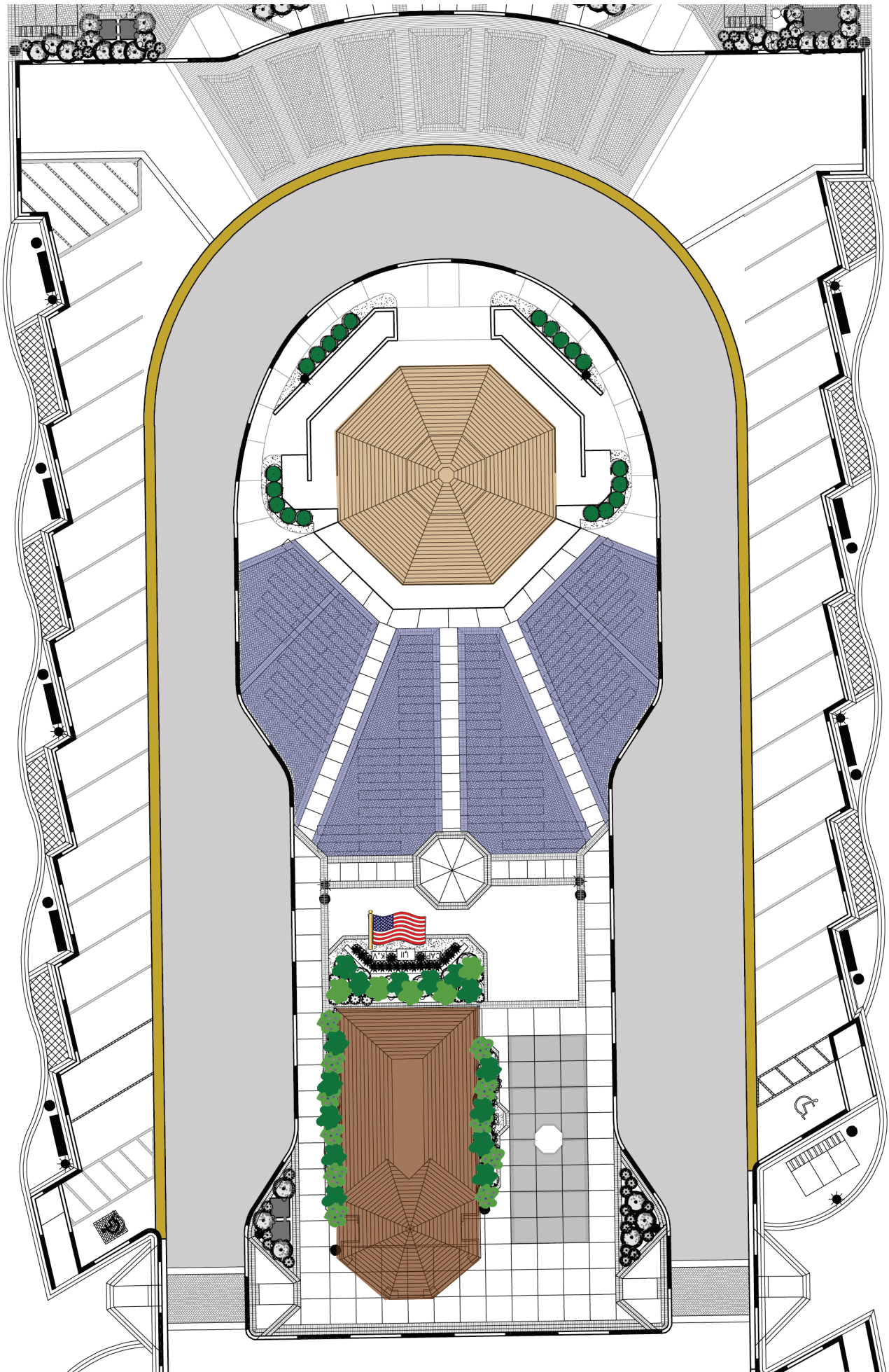
Rehoboth Rooms

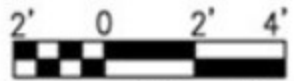
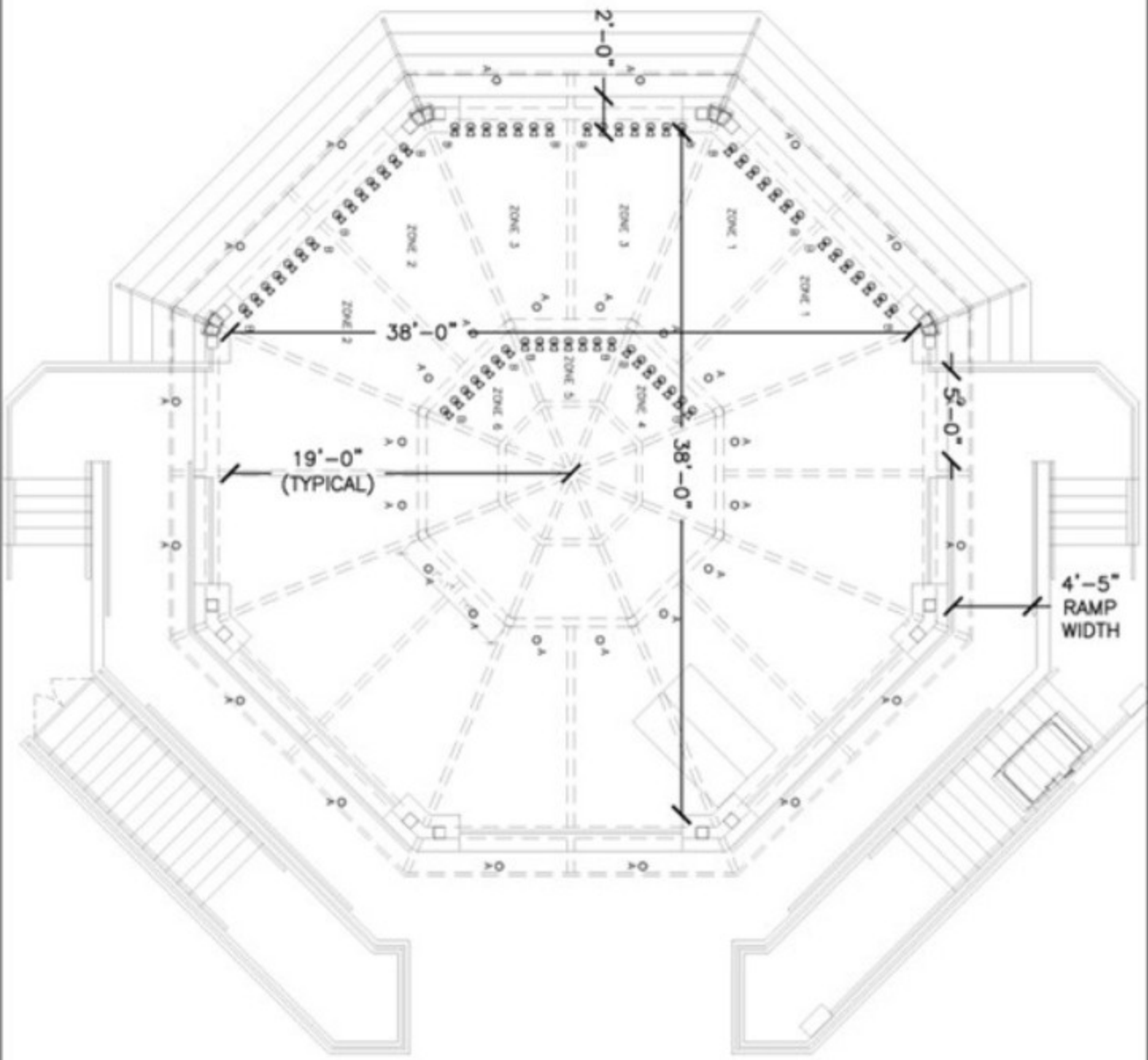


City of Rehoboth Beach

Special Events Map







SCALE: 1/4" = 1'-0"



PLAN NORTH



CITY OF REHOBOTH BEACH PAVILION DIMENSIONS

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Police Extra Duty Employment Forms



**City of
Rehoboth Beach
Police
Department**

**Extra Duty Employer Agreement
RB-55B**

1. Any person, business, organization, and/or entity requesting to pay for certified police officers to provide police services to enhance the safety of an event, to conduct traffic or pedestrian control, and/or to provide a service consistent with law enforcement duties shall be referred to as an extra duty employer.
2. An extra duty employer may request extra duty officers for work within the city limits of Rehoboth Beach. Requests must be received between the hours of 8:00 am and 4:00 pm Monday through Friday, except holidays, and can be mailed, emailed, faxed or brought in person to the Rehoboth Beach Police Department. Requests must be received seven (7) days prior to the event. Any requests made less than seven (7) days in advance are only processed with the understanding that the assignment may not be filled.
3. The final determination of whether a request is approved is made by the police department. While efforts will be made to comply with the assignment duties requested by the extra duty employer, the Rehoboth Beach Police Department maintains exclusive rights in determining the number of officers required in order to maintain a safe environment for all and dictate placement and duties.
4. All police officers working in an extra duty capacity are at all times required to adhere to the policies and procedures of the Rehoboth Beach Police Department. Officers will comply with and enforce as necessary all State and local laws and ordinances.
5. An extra duty employer has no authority over police personnel at any time and is restricted to providing only a general assignment of duties to be performed by the officer. Those duties shall **NEVER** supersede the policies and procedures of the Rehoboth Beach Police Department. Extra duty officers remain under the exclusive control of the department and are accountable for strict adherence to departmental rules and regulations. Any conflicting rules of extra duty employers will be disregarded. The officer shall refuse to perform any duties deemed to be in conflict with the policies and procedures of the department or those which may constitute a threat to the status or dignity of law enforcement as a professional occupation. The Rehoboth Beach Police Department is **NOT** obligated to provide extra duty services.
6. In the case of a departmental need or community emergency, the police department may cancel any extra duty assignment. The extra duty officers would then be immediately available for service to the department. If this occurs, extra duty employers will no longer be responsible for paying for the officer once they are recalled.
7. This authorization is for the acquisition of law enforcement services only and **DOES NOT** exempt customers from obtaining necessary city, county, and/or state permits for this event.
8. Authorization will not be issued to any person, firm, or organization whose offices, members, business, or operations are not in compliance with Chapter 230 of the municipal code which governs special events.
9. Rehoboth Beach Police Department officers are **NOT** permitted to receive cash or direct payment from customers for any reason whatsoever.
10. The undersigned customer agrees, individually and on behalf of the named applicant, to promptly pay for the extra duty services rendered upon receipt of an invoice. Furthermore, the undersigned agrees, individually and on behalf of the named applicant to pay all costs, expenses and attorney's fees incurred in the collection of any sums due hereunder.
11. The rate of pay for each extra duty officer is \$80.00 per hour. A portion of this hourly rate is retained by the city to cover expenses associated with use of department equipment and administrative costs. An officer working an extra duty assignment will be paid for a minimum of three (3) hours.
12. Cancellations by the extra duty employer should be made at least two (2) hours before the time the assignment is scheduled to begin. If the cancellation is made less than two (2) hours before the time the assignment is scheduled to begin (with the exception of a natural disaster), the customer will be charged and the assigned officer(s) will be paid for a minimum of three (3) hours.
13. In the event that a scheduled extra duty officer does not show up for an approved event, the extra duty employer shall immediately notify the on-duty Shift Commander at (302)-227-2577.

I have read and understand the "Extra Duty Employer Agreement" and agree to the above terms of employment.

Customer-Individually and as Authorized Representative

Date

Federal ID#



**City of
Rehoboth Beach
Police
Department**

**Extra Duty Employer Contact & Billing Form
RB-55C**

EVENT DETAILS

Name of Event:		Date of Event:	Event Start Time:	Event End Time:
Location of the Event:			Number of People Attending the Event:	
Description of the Event (Purpose/Design):				
# of Extra Duty Officers Requested:		Officer Start Time:	Officer End Time:	
Name of Person Making Request:		Signature of Person Making Request:		

EXTRA DUTY EMPLOYER CONTACT INFORMATION

Name of Extra Duty Employer:		Point of Contact at Event:		
Address:		Address:		
Date of Birth:	Cell Phone #:	Date of Birth:	Cell Phone #:	
Email Address:		Email Address:		

BILLING INFORMATION

Name of Point of Contact:	Business Phone #:	Cell Phone #:
Billing Address:	Email Address:	

Extra duty is \$ 80.00 per hour / per officer.

In the event of a cancelation, the responsible party will be charged a three (3) hour minimum (per officer) if the assignment is not canceled two (2) hours before the assigned start time. If the officer(s) are released from the assignment less than three (3) hours from the start time, the officer(s) will receive three (3) hours pay.

To cancel an assignment, call the Rehoboth Beach Police Department at (302) 227-2577.

Departmental use only. Do not write below this line.

Officer Assigned:	Date Assigned:	Assigned Start Time:	Assigned End Time:	Actual Start Time:	Actual End Time:
Signature of Officer Assigned:		Signature of Administrative Approval:			

Return this form to; Lt. Jaime B. Riddle via email at jaime.riddle@cj.state.de.us or fax to (302) 504-6207.