

BATTERY PARK PLANNING TIMELINE

Battery Park Committee

<i>Item</i>	<i>Submitted to:</i>	<i>Deadline</i>
Battery Park Event Request Form	PARK	Schools: 72 hours in advance*
Battery Park Event Request Form & Fees	PARK	Small event: 30 days prior **
Battery Park Event Request Form & Fees	PARK	Large event: 90 days prior
Parade & Assembly Permit & Fee(s)	CITY	30 days prior to event***
General Liability Certificate of Insurance	PARK/CITY	30 days prior to event
Workman's Compensation Insurance	PARK/CITY	30 days prior to event
Automobile Liability Insurance (if req'd)	PARK/CITY	30 days prior to event
Liquor Liability Insurance (if required)	PARK/CITY	30 days prior to event
DE ABC Gathering License (if required)	PARK/CITY	30 days prior to event
Completed Event Status Report	PARK	30 days prior to event
Complete Vendor list	PARK	30 days prior to event
Event layout	PARK	30 days prior to event
Security Deposit(s)	PARK/CITY	30 days prior to event
Park Use Fees/City Special Use Fees	PARK/CITY	14 days prior to event
Electrical access fee (if applicable)	CITY/MSC	14 days prior to event

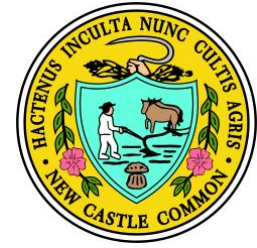
Failure to adhere to these deadlines may result in the City of New Castle or the Battery Park Committee exercising their right to terminate permit (s) and use of Battery Park.

Battery Park Event Request Form & Fees required for events involving 25 or more people. Payment of fees and/or issuance of permit do not guarantee exclusive use of Park.

*** School sponsored educational/recreational events require notification of Battery Park 72 hours in advance and supervision by proper school authorities. Bus drop-off location for unloading students to participate in activities in Battery Park is on W. 4th Street at corner of South Street across from Good Will Fire Company. Buses must park at Broad Dyke Parking Lot at Fourth and Chestnut Streets.**

****Small event: low impact events such as picnics, weddings, or commercial photography**

*****City Parade & Assembly Permit required for all events involving 25 or more participants on public lands. Permit not required for school-sponsored educational/recreational activities. The City Administrator may waive the minimum 30 day filing period requirement after due consideration of the nature of the event. For more information and to obtain a permit, please call 302-322-9801.**



BATTERY PARK EVENT REQUEST FORM

Battery Park Committee

Date of Request: _____

PLEASE PRINT

Contact Information

Name of Organization: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____

Cell Phone: _____ E-mail: _____

Non-Profit organization? YES NO Tax ID Number: _____

(Please provide a copy of your IRS Letter designating your organization as a 501(c)(3) non-profit)

Event Coordinator Contact Information: _____

Event Coordinator Cell Phone: _____

Event Information

Date of Event: _____ Event time: _____

Event Sponsors: _____

Description of Event: _____

Anticipated attendance: _____ # of Event Supervisors: _____

Will there be a charge? YES NO If YES, how much? _____

Is this a gated event? YES NO IF YES, describe: _____

Will you use tents? YES NO If YES, name of vendor: _____

Will you utilize electricity? YES NO If YES, please see guidelines and fees for usage.

Will you use staging? YES NO If YES, please see guidelines and fees for usage.

Will you supply additional trash receptacles? YES NO

Will portable toilets be used? YES NO If YES, name of vendor: _____

Additional equipment being used (e.g., Children's rides, vehicles, tables/chairs, etc.)_____

Will any of the following be sold at the event?

- Food YES NO If yes, vendors must obtain a State of Delaware Health permit.
- Alcohol YES NO If yes, by law, you will need proof of your organization's non-profit status and must provide a copy of your gathering license from the Alcohol Beverage Control Commission. You will also need a permit from the City.
- Other YES NO If yes, please specify:_____

See guidelines. Some items are prohibited from sale.

Do you have event liability insurance?

YES If YES, please attach a copy of the policy. Please see the insurance requirements on the event guidelines for organizations that must be listed as additional insured.

NO If NO, you **MUST** obtain this insurance **PRIOR TO** submitting this form. Events are **NOT** permitted without proof of insurance.

Sponsor/Organization Incorporated YES NO If YES, Date of Incorporation:_____

Corporate Officer Information:

Name: _____ Name: _____

Title: _____ Title: _____

Address: _____ Address: _____

City/State: _____ City/State: _____

Zip: _____ Zip: _____

Phone: _____ Phone: _____

I understand that Battery Park is a Carry-In/Carry Out Park, and agree that it is my responsibility to collect any trash produced by this event, and arrange for proper disposal. **Failure to do so will result in Park maintenance/trash pick up fees being deducted from deposit. I have read and accept Battery Park Guidelines and Rules.** I understand and agree that it is my responsibility to ensure all participants comply with all permit directions and conditions and with all applicable laws and ordinances. Both the organization listed above and I accept all risk and liability for, and **agree to hold The Trustees of the New Castle Common and City of New Castle harmless** from any and all claims, suits or actions, arising out of any claims for property damage or personal injury sustained as a result of the permitted event.

Signature of Applicant: _____ Date: _____

Print: _____

PLEASE COMPLETE FORM IN ITS ENTIRETY NOTING NOT APPLICABLE (N/A)
AND PROVIDE ATTACHMENTS AS APPLICABLE.

INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED TO SENDER.

RETURN FORM TO THE BATTERY PARK COMMITTEE:

BY EMAIL: trusteesnnc@comcast.net

BY FAX: 302-322-0301

BY MAIL: PO BOX 453 NEW CASTLE, DELAWARE 19720

IN PERSON: 201 DELAWARE STREET, NEW CASTLE, DELAWARE 19720

OFFICIAL USE ONLY:

DATE RECEIVED

Battery Park Event Request Form	PARK	
Event Request Fee	PARK	\$ _____
Parade & Assembly Permit & Fee	CITY	\$ _____
General Liability Certificate of Insurance	PARK/CITY	
Workman's Compensation Insurance	PARK/CITY	
Automobile Liability Insurance (if required)	PARK/CITY	
Liquor Liability Insurance (if required)	PARK/CITY	
Event layout	PARK	
Security Deposit (if required)	PARK	\$ _____
Grounds Repair Fee (if required)	PARK	\$ _____
Park/Facility Use Fee	PARK	\$ _____
Electrical access fee (if applicable)	CITY/MSC	\$ _____

APPROVED: _____

DATE: _____

BATTERY PARK COMMITTEE

APPLICANT NOTIFIED BY: _____

DATE: _____