

*Town of Milton  
115 Federal Street  
Milton, DE 19968*



[www.milton.delaware.gov](http://www.milton.delaware.gov)  
*Phone: 302-684-4110  
Fax: 302-684-8999*

## **PARK REQUEST FORM**

Individuals and organizations are welcome to request use of Town parks for special events. Requests are reviewed on a first-come, first-served basis at the discretion of the Town.

Organization Name: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Park Requested:  Milton Memorial Park - Gazebo only  Mill Park  Other: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Rain Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Is the event open to the public?  Yes  No

Estimated Number of Attendees: \_\_\_\_\_

Per the fee schedule below, I agree to pay a \$ \_\_\_\_\_ security deposit, \$ \_\_\_\_\_ usage fee, and \$ \_\_\_\_\_ police staff fee (if required).

### **Park Fee Schedule:**

Security Deposit:  \$75.00 (group of 100 or more attendees)  \$50.00 (group of 50 or more attendees)  \$25.00 (group of less than 50 attendees)

Usage fee:  \$150.00 (group of 100 or more attendees)  \$75.00 (group of 50 or more attendees)  \$25.00 (group of less than 50 attendees)  \$0.00 (current non-profit organization under IRS 501)

Milton Police Department Staff Fee: \$50.00 per hour, if required by attached policy

Will you require (check all that apply):

Vendor Permit  Restrooms (in excess of 100 attendees, an additional portable toilet must be provided by the Requestor)

Parade Route  Electricity  Water  Other (specify): \_\_\_\_\_

- Vendor Permit (Peddler's License) is required in accordance with Chapter 93 of the Town Code and can be obtained at Town Hall. If you require a Parade Route, contact Delaware Department of Transportation for approval prior to submitting the Parade/Public Assembly Request Form. A map of the parade route must be attached to the request form. Please note that a separate Parade Permit is required, in addition to the Park Request Form.

Do you seek permission to fundraise or collect monies for your organization as part of the event  
 Yes  No

(If Yes, include purpose for request to collect monies):

\_\_\_\_\_

May we include contact information for this event on our website?  Yes  No

Insurance Carrier: \_\_\_\_\_ Insurance Policy Number: \_\_\_\_\_

Organization Telephone 1: \_\_\_\_\_ Telephone 2/Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Organization URL: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Preferred Contact:  Telephone  E-Mail

I, \_\_\_\_\_, certify that the above information is correct, and that I have received, read and agree to the Town of Milton Park Use Policies and that I am the authorized representative of the above-named organization, serving in the position of \_\_\_\_\_.

Liability and Responsibility of Applicant

By signing this Park or Gazebo Use Request Form, I, \_\_\_\_\_, accept the privilege of the use of the Town of Milton property on behalf of the above-named organization. I understand that permission to use the Town park and/or gazebo may be revoked at any time for violation of the Town of Milton Park Use Policies. I further acknowledge that the above-named organization shall be responsible for any damages, trash clean up, police costs, maintenance repair fees, etc., if so required by the Town. I further agree to indemnify and hold the Town harmless for any damages, injury or accident related to the use of the park during the event. Our organization accepts the premises in the condition that we found them in and we will leave the area in the same condition. We make no claim against the Town for defective condition of the premises or for any other matter.

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

OFFICAL USE:	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
_____ Signature of Town Official	_____/_____ Amount Received – Check/Cash
_____ Date	
Copy forwarded to: <input type="checkbox"/> Code <input type="checkbox"/> Public Works <input type="checkbox"/> Police	