

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



*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: _____

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: _____

I agree to pay a \$_____ security deposit based on an estimate of _____ attendees. Also, a usage fee of: \$150.00 (100 or more) \$75.00 (50 or more) \$25.00(Less than 50)

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: _____

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: _____

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PARK USE POLICIES

Individuals and organizations are welcome to request use of a Town park for special events. Requests are reviewed for approval on a first-come, first-served basis at the discretion of the Town. Park usage is subject to the following conditions:

1. A completed Park Request Form must be on file with the Town of Milton and shall be submitted at least ten (10) days prior to the event.
2. Normal park hours are dawn to dusk. Those seeking to use the park beyond must attach a written request to the Park Request Form.
3. Only the gazebo is available for exclusive use.
4. The use of Town parks for commercial purposes is prohibited. The organization requesting use of the park agrees not to practice, carry on, conduct, or solicit for any trade, occupation, business or profession.
5. Fundraising or collecting of monies for any reason in Town parks including, but not limited to, admission fees, donation requests, vendors, solicitation or self-promotion in any form requires approval of the Town, as identified on the Park Request Form.
6. The sale of food, beverages or other items requires a vendor's permit. Applications for vendor's permits are available at Town Hall.
7. Alcoholic beverages are prohibited.
8. Event participants will not engage in riotous, boisterous, threatening, indecent, abusive, profane language or behavior.
9. Event participants will not make or kindle fires unless permission to do so is given by the Town prior to the event.
10. If the event is a parade, the organization requesting use of the park shall indicate the end of the Parade Route on a map attached to the Park Request Form, and shall submit a separate application for a Parade or Public Assembly Permit.
11. All applicants should indicate whether use of Town water or electricity is necessary on the Park Request Form.
12. Milton Police Department staff, if required by the Town, must be provided by the organization requesting use of the Town parks at the requestor's expense of \$50.00 per hour. The fee is to be submitted with the Park Request.
13. Parking is permitted only in designated areas. Violators will be ticketed or towed at the car owner's expense. Applicants shall reasonably notify attendees via signs of the designated areas for parking and the risk of being ticketed or towed elsewhere.
14. The organization identified on the Park Request Form is responsible and accountable for any damage to Town property or facilities related to the event.

15. All portions of the park used by the event participants must be left free of trash, including bagged trash removal. If bagged trash is left behind, the deposit will not be refunded for its removal.
16. A refundable deposit is required to offset trash removal and other clean-up and/or damage costs. Deposits are payable to the "Town of Milton" unless otherwise noted below. Deposits are due with the submission of the Park Request Form. The deposit schedule is as follows:
 - a. \$75.00 for estimated groups of more than 100.
 - b. \$50.00 for estimated groups of more than 50.
 - c. \$25.00 for estimated groups of less than 50.
17. Amplified sounds must be inaudible in nearby buildings with the windows closed. If the amplified sound is determined to be excessive, a warning will be given. Failure to comply with the amplified sound requirement following the warning may result in the termination of the event.
18. The requesting party shall indemnify and hold the Town harmless for any damages, injury or accident related to the use of the park during the event.
19. Cancellation of a reservation for a reason other than a natural cause or at the discretion of the Town will result in the deposit not being refunded, if notification is provided less than seven (7) days in advance of the event.

The Town of Milton does not discriminate based on race, ethnicity, creed, color, national origin, gender, marital status, sexual orientation, age, religion, or the presence of any sensory, mental, or physical disability, or status as a disabled person or veteran of war, in accordance with the Americans with Disabilities Act of 1990, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.