

Town of Milton

115 Federal St
Milton, DE 19968



www.milton.delaware.gov

Phone: 302-684-4110

Fax: 302-684-8999

Memorandum

December 8, 2014

TO: Mayor and Council

FROM: John R. Collier, Project Coordinator 

RE: Collections by Charitable Groups at Public Parades

Attached for your consideration is a Policy Document and an Application Document with recommended changes. These measures are prompted by a recent request made by Shannan Wilcutts representing the Milton Community Food Pantry to allow such at the annual Christmas Parade. Subsequently, Code Enforcement granted the request on a one time only basis. There appears to be nothing in the Milton's Town Code that precludes our ability to do so. I believe it to be prudent to establish a Policy and Procedure for any future requests. The attached documents are for consideration to allow staff to grant said requests and establish clear and concise measures for approval.

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COLLECTIONS BY CHARITABLE GROUPS AT PUBLIC PARADES POLICY/PROCEDURE

PURPOSE: To establish a policy for allowing the collection of goods and monies for charitable purposes by legitimate and responsible organizations during public parade events in the Town of Milton. This policy allows the Town to grant responsible said organizations the ability to seek donations during a public event yet not infringing on the rights of participants and spectators to have a safe and enjoyable experience.

POLICY: It shall be the policy of the Town of Milton at their discretion to grant responsible organizations the ability to seek charitable donations during public parade events. In order to grant such permission the following conditions must be met:

- Applications shall be submitted no less than 21 days in advance of the event.
- No goods shall be sold or exchanged for monies without obtaining a peddlers' license from the Town of Milton.
- Collection Points shall not impede pedestrian traffic on public sidewalks nor shall they be established within the curb lines of the parade route.
- Collection points shall not to be established on private property without prior written permission. A copy of said permission shall accompany application submitted to the Town. A map of the parade route noting proposed collection points shall be submitted to the Town of Milton prior to consideration for approval.
- Collection points shall be between Broad Street and Mill Street along the Parade route. The Town of Milton reserves the right to limit the number of collection points established. Collection points shall be stationary in nature. **Roving collections will shall not be tolerated.**

- Collection point shall be in place 2 hours prior to the commencement of the parade event and shall remain in place for the duration of the parade. Collection points shall be removed no later than 1 hour after the parade event ends.
- **Failure to abide by this policy shall result in suspension of the group or organizations ability to gain approval at future events.**

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CHARITABLE COLLECTION REQUEST FORM

Individuals and organizations are welcome to request the ability to collect donations of goods or monies for charity during parade events. Requests are reviewed on a first-come, first-served basis at the discretion of the Town.

Organization Name: _____
Contact Name(s): _____
Address: _____

Description of Beneficiary: _____

Estimated Number of collection points: _____

- A map of the parade route must shall be attached to the request form. Please note that it is the responsibility of the applicant to obtain permission from the property owner to occupy private property.

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):

(If No, what goods do you intend to collect)

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

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 Policies for soliciting charitable donations during a parade 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 Use Request Form, I, _____, accept the privilege to solicit charitable donations on behalf of the above-named organization. I understand that permission may be revoked at any time for violation of the Town of Milton Policies for soliciting charitable donations during a parade event. 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, elected officials or staff harmless for any damages, injury or accident 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, elected officials or staff for defective condition of the premises or for any other matter. Failure to abide by terms of this agreement shall result in the above named individuals or organization forfeiture of this privilege in the future.

Signed: _____ Date: _____

OFFICIAL USE:

APPROVED DISAPPROVED

Signature of Town Official

required documents received

Date

Copy forwarded to: Code Public Works Police