

*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: _____

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 by policy).

Park Fee Schedule:

Security Deposit: \$100.00 (group of 100 or more attendees) \$50.00 (group of 50 to 99 attendees)
 \$35.00 (group of less than 50 attendees)

Usage fee: \$150.00 (group of 100 or more attendees) \$75.00 (group of 50 to 99 attendees)
 \$25.00 (group of less than 50 attendees) \$0.00 (Residents of the Town of Milton and current non-profit organization under IRS 501)

Will you require (check all that apply):

Vendor Permit Restrooms (in excess of 100 attendees, 1 additional portable toilet must be provided, by the Requestor, per every 100 additional attendees)
 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:

APPROVED

DISAPPROVED

Signature of Town Official

_____/_____
Amount Received – Check/Cash

Date

Copy forwarded to: Code Public Works Police