



*Town of Milton*

115 Federal Street, Milton, Delaware 19968

www.milton.delaware.gov

Phone: 302-684-4110 Fax: 302-684-8999

**EVENT PERMIT APPLICATION**

**(Check appropriate event below and complete the sections as indicated)**

- PARADE (Complete Sections 1&2)**  
 **ASSEMBLY (Complete Sections 1&3)**  
 **EXTENDED SERVICE (Complete Sections 1&3)**

<b>Section 1:</b> Contact information for person seeking to conduct the event.		
Name:		
Address:		
<b>Telephone#:</b>	<b>// E-MAIL:</b>	
NOTE: If the event is designed to be held by, or on behalf of, any person other than the applicant, the applicant shall file a letter from that person with the Town Manager or his/her designee authorizing the applicant to apply for the permit on his/her behalf.		
Organization for which the event is to be conducted		
Name:		
Address:		
<b>Telephone#:</b>	<b>// E-MAIL:</b>	
Is this a non-profit organization? (please circle one)		
	Yes	No

<b>Section 2: PARADE PERMIT INFORMATION</b>	
Date of <b>PARADE:</b>	
Start Time *of <b>PARADE:</b>	(*include assembly time)
Proposed Rain Date:	
Hours of <b>PARADE:</b>	
Route to be Traveled (include start point, termination point):	
Approximate # of persons participating in the <b>PARADE:</b>	
Approximate # and species of animals participating in the parade.	
Approximate # of vehicles (include the description of each):	

<b>Section 3: ASSEMBLY/EXTENSION OF PREMISES</b>
Date of <b>EVENT</b> :
Start Time of <b>EVENT</b> :
Hours of <b>EVENT</b> :
Location of assembly area(s):
Describe activities* planned during event: (music, alcohol service, market sales, etc.)
<b>*(Alcohol service requires OABCC approval)</b>
Describe sound amplification equipment, banners, signs, lighting:
Approximate # of spectators:
Request for any public facilities/equipment to be used: (barriers, streets, etc.)
Additional information:
Are there any temporary structures being placed for the <b>EVENT</b> ? Yes / No
If yes, refer to Town Code Chapter 220-60 entitled "Temporary Structures"

Upon the Town’s review of the completed Application, should Milton Police Department staff, Public Works Department staff, and/or use of Town-owned equipment and materials be required for said event, fees charged will be based on time and materials and due from the applicant prior to the approval of the Application.

The applicant shall indemnify and hold the Town harmless for any damages, injury or accident related to the event as applied.

By signing this application I am assuring the Town that I take full responsibility for cleaning up after the parade / public assembly, to include cleaning up after any and all animals, especially horses, used in the parade.

Special Note: Since the State of Delaware Department of Transportation controls the flow of traffic on state maintained roadways, it is my responsibility to contact the Department of Transportation and provide the Town of Milton with a letter of no objection for a parade / public assembly on the date specified.

\_\_\_\_\_  
Applicant Signature \_\_\_\_\_  
Date

Approved:      Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature \_\_\_\_\_  
Date