

**New Castle Parade and Public Assembly
Permit Application
Ordinance No. 398**

A person seeking a permit for a parade, public assembly or private social gathering of more than 25 people that may interfere with the normal flow of pedestrian or vehicular traffic or occupies any space open to the general public (unless exempted pursuant to Chapter 171 of the New Castle Municipal Code) shall file an application with the City Office on forms provided by such office and the application shall be signed by the Applicant.

Date of Application: _____

Name of Applicant: _____ Organization: _____

Address of Event Sponsor: _____

Telephone Numbers: (home) _____ (work) _____ (cell) _____
(fax) _____ E-Mail Address: _____

Date of Event: _____ Time: _____ to _____ Rain Date: _____

Name of Park and/or Specific Area Requested: _____

Anticipated Attendance: _____

Please describe your event: _____

If a Parade, Run/Walk Event, Bicycle Event or other Event not isolated to a specific area, detail traveling route, note starting and ending points and include map: _____

Type and number of vehicles in parade: _____

Description of any music/DJ, equipment to be used

- Music must not contain abusive or offensive language
- Volume must be restricted to the area of the activity: _____

Does applicant need to utilize Police, Public Works employees, Public Facilities and/or equipment:
 Yes No

If yes, detail type of personnel, equipment and facilities required: _____

Proof of public liability insurance: ___ Yes _____No

(Comprehensive General Liability Insurance 2,000,000 Total/\$1,000,000 per occurrence naming City of New Castle as additional insured; Workman’s Compensation Insurance Part B Coverage (Employer’s Liability) and proof of Automobile Liability Insurance, if applicable.)

Is applicant applying for a permit to sell or consume alcoholic beverages, beer or wine on public parks or other lands? If so, check “Yes” below and complete the supplemental alcoholic beverage application attached hereto as Exhibit ‘A’.

Yes

No

Applicants comments: _____

APPLICANTS REQUESTING A PERMIT TO SELL OR CONSUME ALCOHOLIC BEVERAGES ON PUBLIC PROPERTY MUST COMPLETE EXHIBIT ‘A’, SUPPLEMENTAL APPLICATION FOR SALE OR CONSUMPTION OF ALCOHOLIC BEVERAGES ON PUBLIC LANDS AND PAY THE ADDITIONAL APPLICATION FEE.

Applicants signature: _____

Date: _____

City Office Use

1. Date application received: _____

2. Non-refundable fee included: _____ Yes No

- \$25 for residents, businesses licensed in New Castle and all nonprofits
- \$50 for all others
- No fee for City, State or Federal government sponsored/co-sponsored events

3. Payment or deposit for City services: _____ Yes No

4. Police Chief comments: _____

5. Public Services Supervisor comments: _____

6. Trustees Office comments (Battery Park Events only): _____

7. City Administrator/Finance Dept. comments _____

Received by City Finance Director: _____ Date: _____

Approved on City’s behalf _____ Date: _____

Disapproved on City’s behalf _____ Date: _____

C: Police Department, Public Services Department
Finance Department and the Battery Park Committee

EXHIBIT 'A'

SUPPLEMENTAL APPLICATION FOR SALE OR CONSUMPTION OF ALCOHOLIC BEVERAGES ON PUBLIC LANDS

Persons seeking authorization for the sale and/or consumption of alcoholic spirits, wine or beer on City property must first secure a permit from the City Administrator. Permits are available only for events sponsored or co-sponsored by the City of New Castle or a verified non-profit organization. City Code Chapter 90, Section 90-3.

Event Sponsor: _____
Address: _____
Phone: _____
Co-Sponsor: _____
Address: _____
Phone: _____
Date and Times (start and end) of Event: _____
Event Location: _____

Alcoholic Beverage Permit Application Fee
\$ _____ (non-refundable) Paid? _____ Yes or _____ No

Proof of public liability insurance provided _____ Yes or _____ No
(\$2,000,000 minimum coverage required naming City of New Castle as additional insured)

Proof of sponsor's IRS approved
non-profit status provided? _____ Yes or _____ No

Copy of DABCC Event Permit attached? _____ Yes or _____ No

Parade/Public Assembly Permit issued? _____ Yes or _____ No

Are minors likely to attend event? _____ Yes or _____ No

Total no. of People Expected at Event? _____

If minor will be present, what steps will be taken to prevent underage consumption?

Identify the public park or other public lands proposed for the sale or consumption of alcoholic beverages?

Describe your arrangements for sanitary facilities and trash receptacles.

Describe parking arrangements for Event participants: _____

Alcoholic Beverage Permit approved _____ or denied _____ By: _____

Date: _____ City Administrator

Special Conditions/Comments: _____

Applicants signature: _____ Date: _____

PUBLIC ASSEMBLY/ALCOHOL ACKNOWLEDGEMENT AND INDEMNITY

Applicant hereby certifies that he/she received and reviewed a copy of:

- a) Chapter 171 of the New Castle Municipal Code – New Castle Parade and Assembly Ordinance.
- b) Chapter 90 of the New Castle Municipal Code - Regulating consumption of alcoholic beverages.
- c) Resolution No. 2000-13 governing special overtime payment to City Employees.
- d) Chapter 166 of the New Castle Municipal Code – Noise Control.
- e) Battery Park Rules and Regulations.

The applicant agrees and acknowledges that a non-refundable fee is payable to the City of New Castle in the amount of \$25 for residents, businesses licensed in New Castle and all nonprofits, and \$50 for all others, for a parade/assembly permit; and, if applicable, an additional non-refundable fee of \$100.00 for an alcohol sale/consumption permit is due at the time the application(s) are submitted to cover administrative costs of processing the application(s).

If City property will be used or if any City services shall be required for the parade, public assembly or alcohol sale/consumption permit, the applicant shall pay, prior to the issuance of such permit(s), the charges for those services in accordance with a schedule of service costs approved by the City Council by resolution.

Hold Harmless Agreement (read carefully)

The undersigned hereby certifies that I am an authorized representative of, and have the authority to execute the attached parade/assembly permit application, including any supplemental application for sale/consumption of alcoholic beverages (the “Supplemental Application”), if applicable, on behalf of the above-named organization/person. All of statements contained the parade/assembly application and in the Supplemental Application, if applicable, and are true to the best of my knowledge, information and belief. All questions have been answered, and if any material change in fact or circumstances occurs subsequent to the date of this application, the Supplemental Application, or the issuance of any permit, I will notify the City of New Castle, in writing, within twenty four (24) hours after such change. In consideration of the agreement of the City of New Castle to issue the permit(s) herein applied for, I as well as the Event applicant and the sponsor organization listed above assume all risk and liability for, and do hereby agree to hold the City of New Castle its agents and employees harmless from, any and all claims, personal injuries, including death, property damages, suits or actions, including attorney’s fees associated with defending same (hereinafter “Claims”), sustained as a result of the permitted Event. I agree and acknowledge that it is the applicant’s and the Event sponsor’s responsibility to ensure all participants comply with all conditions of any permits issued by the City of New Castle and with all applicable laws, including those relating to alcoholic beverage sale and consumption, if applicable.

APPLICANT:

SPONSOR(S)

Print Name: _____
Print Title: _____
Date: _____

Print Name: _____
Print Title: _____
Date: _____

Print Name: _____
Print Title: _____
Date: _____

Print Name: _____
Print Title: _____
Date: _____