



BATTERY PARK

PLANNING TIMELINE

Battery Park Committee

<i>Item</i>	<i>Submitted to:</i>	<i>Deadline</i>
Battery Park Event Request Form	PARK	Schools: 72 hours in advance*
Battery Park Event Request Form & Fees	PARK	Small event: 30 days prior **
Battery Park Event Request Form & Fees	PARK	Large event: 90 days prior
Parade & Assembly Permit & Fee(s)	CITY	30 days prior to event***
General Liability Certificate of Insurance	PARK/CITY	30 days prior to event
Workman's Compensation Insurance	PARK/CITY	30 days prior to event
Automobile Liability Insurance (if req'd)	PARK/CITY	30 days prior to event
Liquor Liability Insurance (if required)	PARK/CITY	30 days prior to event
DE ABC Gathering License (if required)	PARK/CITY	30 days prior to event
Completed Event Status Report	PARK	30 days prior to event
Complete Vendor list	PARK	30 days prior to event
Event layout	PARK	30 days prior to event
Security Deposit(s)	PARK/CITY	30 days prior to event
Park Use Fees/City Special Use Fees	PARK/CITY	14 days prior to event
Electrical access fee (if applicable)	CITY/MSC	14 days prior to event

Failure to adhere to these deadlines may result in the City of New Castle or the Battery Park Committee exercising their right to terminate permit (s) and use of Battery Park.

Battery Park Event Request Form & Fees required for events involving 25 or more people. Payment of fees and/or issuance of permit do not guarantee exclusive use of Park.

*** School sponsored educational/recreational events require notification of Battery Park 72 hours in advance and supervision by proper school authorities. Bus drop-off location for unloading students to participate in activities in Battery Park is on W. 4th Street at corner of South Street across from Good Will Fire Company. Buses must park at Broad Dyke Parking Lot at Fourth and Chestnut Streets.**

****Small event: low impact events such as picnics, weddings, or commercial photography**

*****City Parade & Assembly Permit required for all events involving 25 or more participants on public lands. Permit not required for school-sponsored educational/recreational activities. The City Administrator may waive the minimum 30 day filing period requirement after due consideration of the nature of the event. For more information and to obtain a permit, please call 302-322-9801.**