

PARK RENTAL FORM

Park/Open Space Rental Rate: \$50.00 per day

The following parks/open spaces are eligible to be rented on a first come, first served basis. Groups, with the exception of sports tournaments, hosting two hundred (200) people or more will be required to fill out a Special Event Permit Application and pay the fees associated with that permit.

Payment in the form of **cash or check only** must be made in full when submitting the park rental form. *In the event of bad weather or emergency, the renter can reschedule within the same calendar year, but payments are nonrefundable.*

Contact Name: _____

Phone #: _____ Secondary Phone #: _____

Complete Address: _____

Affiliated Organization: _____

Contact in charge on day of event: _____

Contact Cell #: _____

Date of Event: _____ Expected Attendance: _____

Set-up: _____ Event Start Time: _____ Event End Time: _____ Breakdown: _____

*All events MUST end one hour before sunset

- Park Facilities to be Used:
- | | |
|--|--|
| <input type="checkbox"/> Sports Complex Open Field | <input type="checkbox"/> Spring Street Grass Lot |
| <input type="checkbox"/> Gateway Park | <input type="checkbox"/> Riverview Park |
| <input type="checkbox"/> Kiwanis Park | <input type="checkbox"/> Oyster House Park |
| <input type="checkbox"/> Market Street Grass Lot | <input type="checkbox"/> Other: _____ <i>(Requires Approval)</i> |

Description of Event: _____

Will you need Electric? Yes No Will you be using generators? Yes No

Bounce Houses – Must be used by a generator and the following information must be completed.

**Water-based inflatables are strictly prohibited.*

Entertainment Company: _____

Contact: _____ Phone #: _____

Address: _____ City: _____ Zip: _____

RULES & REGULATIONS FOR PARK RENTALS

1. Event must begin and end at the designated time written on the park rental form. The event must conclude and be cleaned up 1 hour prior to sunset.
2. No camping/overnight stay allowed at any city facility. If the rental is for a multi-day event, campers may be allowed with prior special approval.
3. The preparation of food **for sale** to the general public without proper permit (i.e., chicken BBQs, meal platters, etc.) is strictly prohibited on city property. *Food trucks require special approval and must be self-powered.*
4. Trash, food waste, and all other rubbish must be disposed of in provided receptacles. For larger events, the city may require renter to pay for additional trash receptacles & sanitary facilities. Disposal of household trash on city property is strictly prohibited.
5. Music, etc. is permitted but must not be loud enough to be heard outside the immediate vicinity, must not contain and vulgar and/or explicit language, and abide by the City’s Noise Ordinance. Events with DJs, bands, etc. will require special approval.
6. Pets must be leashed at all times and pet owners must pick up after their pets at all times.
7. Renter will be held accountable for any and all damages incurred during the event.
8. Vehicles are not permitted anywhere other than designated paved parking lots. Special approval prior to the event is required for certain vendor, drop-off, and/or set-up & breakdown parking.
9. Distribution of any educational or religious materials is restricted to event attendees only.
10. Alcoholic beverages and/or illegal substances are prohibited on city property. Smoking/vaping is allowed **ONLY** in designated areas.
11. The rental fee is due in full no later than the last business day prior to the event.

By signing this document, you acknowledge that you have read and agreed to the rules and regulations as outlined. If a violation of this agreement occurs, the City reserves the right to shut down the event and no refund will be issued.

Renter Signature: _____

Date: _____

Parks & Rec Approval: _____

Date: _____

If you need help the day of your event, please contact one of the following numbers:

Seaford Parks and Recreation – (302) 362-9525 – please leave a voicemail if there is no answer

Seaford Police Department – (302) 629-6645 – for emergencies, please dial 9-1-1
