

Office Use Only:
Date Rec'd: _____
Approved: **Y** **N** Date _____
Initials: _____

CITY OF SEAFORD FACILITY RENTAL INFORMATION FORM

Sponsoring Organization: _____

Address: _____

Contact Name: _____

Phone #: _____ Cell #: _____

Contact in charge on day of event: _____

Contact Cell #: _____

Date of Event: _____ Hours of Event: _____ Expected Attendance: _____

****all events must conclude by sunset****

Title/Name Affixed to Event: _____

Park Facilities to be Used: Soroptimist (Front Pavilion) Soroptimist (Back Pavilion)

Sports Complex Riverview Nutter Other _____

Event Description: _____

Method of Event Advertisement: _____

Additional concerns if applicable:

Parking Needs: _____

Medical Treatment: _____

Sanitary Facilities: _____

Municipal Law Enforcement: _____

Other: _____

Park Facilities will be rented on a first come, first served basis. For rentals requested within thirty days of the event date, all efforts will be made to grant approval. However, there is no guarantee that facilities will be available or that approval will be granted. In order to speed up the approval process, please make every effort to fill form out completely. Applications with missing information may not be approved.

CITY OF SEAFORD FACILITY USAGE RULES AND REGULATIONS

_____ Events must end by sunset unless prior approval is granted.

_____ No camping/overnight stay allowed at any city facility.

_____ Trash must be disposed of in provided receptacles. Please leave area as you found it.

_____ Music, etc. is permitted but must not be loud enough to be heard outside the immediate vicinity. **Any events with DJs, bands, etc. will require special approval.**

_____ Renter will be held accountable for any and all damages incurred during the event.

_____ The preparation of food **for sale** to the general public (i.e. chicken BBQs, crab bakes, etc.) is strictly prohibited on city property. Food trucks, etc. must be self-powered and will require special approval.

_____ Soroptimist Park Front Pavilion has light duty 110v electric and will not power electric-intense items such as bounce houses, large sound systems, etc. If overload occurs, renter will be held responsible for any costs incurred to reset the breaker. Generators may be used only with prior approval.

_____ For larger events, the city may require renter to pay for additional sanitary facilities.

By signing this document, you acknowledge that you have read and agreed to the rules and regulations as outlined.

Signature _____ Date _____

Parks Department _____ Date _____

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

Seaford Parks and Recreation - 629-6809 or 302-362-9525

Seaford Police Department - 629-6645

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