

Special Event Permit Application

Terms & Conditions

A City of Rehoboth Beach special event permit application must be completed by an individual or entity seeking to host a special event within the city limits of Rehoboth Beach.

A special event is defined as *any public assembly* or gathering of people which may, because of location, time, or anticipated number of persons involved, be reasonably expected *to have a significant effect upon ordinary use of public streets, rights-of-way, sidewalks, boardwalk, beach, or any other public areas*. By way of example, and not in limitation, special events include fairs, festivals, parades, motorcades, bicycle rides/races, rallies, marches, processions, walking events, running events, and concerts. Private social gatherings on private property or funeral processions are not included in this definition.

(C/O § 230-2)

Please note that the City of Rehoboth Beach does not approve stand-alone concerts at the Bandstand or other outdoor locations; such events are better suited for the [Convention Center](#). All musical, performance, and entertainment components must supplement an approved event or activity and not be the main focus of the special event. Events that do utilize musical or performance entertainment of any kind generally will not be approved during the City of Rehoboth Beach's annual Summer Concert Series, which begins the second Friday in June and continues through the Sunday before Labor Day weekend.

Submission Requirements

Accuracy

All applications must be complete and accurate. Applicants must provide **all** details requested in the required special event permit application.

Deadline

All applications must be submitted to the City of Rehoboth Beach communications department at least eight weeks prior to the date of the event.

Fees

- Applicants must submit a \$50 application fee at the time of submission. This fee is non-refundable.

Fees are also charged for use of city facilities:

Bandstand –

Tier 1: \$200 for brief uses such as race kickoffs, short ceremonies, or minimal city involvement.

Tier 2: \$500 for up to five hours of use, accommodating setup, event time, and breakdown. This timeframe would also allow scheduling flexibility for multiple events in one day if needed.

Tier 3: \$1,200 for full-day use, covering large-scale events that require the venue for extended periods.

Insurance

Approval of a Special Event Permit Application may be made contingent upon the applicant providing the city with a certificate of liability insurance covering the City of Rehoboth Beach as additional insured, in a minimum amount of \$1 million.

No Alcohol

Alcohol is generally not allowed to be sold, served, or brought in at special events.

Cleanup

Applicants shall be responsible for removal immediately following the event's conclusion of all equipment and materials as well as debris and litter generated or caused by a special event. If the applicant fails to do so, the city shall have authority to remove equipment and/or trash at the applicant's expense.

Each group is responsible for removing their own trash and any leftover materials. The City does not provide a cleanup crew following their use of the space, as this is not a rental. Therefore, in order to use the facility, they must ensure it is left clean and in proper condition after their event. All rental equipment must be broken down and prepared for pick-up by the group. Breaking the event down is not the responsibility of city employees.

If a cleanup crew must be assigned afterwards, a flat fee of \$500 will be billed to the event organizers, along with \$75 per hour.

Application Review

Within 30 days of receiving a complete and accurate special event permit application, the city manager will render a decision on whether or not the application is approved. The city manager may also approve the application with conditions with respect to: day, time,

duration, location, or other reasonable conditions, including payment of the city's cost required to provide those public services necessitated by the special event.

Approval of an application will be based upon multiple criteria including, but not limited to:

- Will the event interfere with a previously scheduled event?
- Will the event significantly disrupt traffic within the city to the extent that no practical solution to such disruption is reasonably available?
- Will location of the special event block adjacent businesses, residents, or city or privately owned property?
- Will the event require the diversion of city employees, which would unreasonably deny service to the remainder of the city?
- Has the applicant provided incomplete or false information during the application process?
- Do event organizers have outstanding debts with the city for previous or similar events?

Revocation of Suspension of Approved Permits

The city manager may revoke or suspend an approved special event permit application for any of the following causes:

- Submission of a fraudulent application containing misrepresentations or a material and significant incorrect statement made in the application or in the course of promoting the special event.
- Failure to comply with [City Ordinance Chapter 230](#), which governs special events.
- An event conducted in an unlawful manner or in such a manner as to constitute a menace to the health, safety, or general welfare of the public.

Events Requiring Police Extra Duty Services

All special event permits applications will be reviewed by the police department prior to approval. If the applicant requests extra police personnel, the police department reserves the right to determine if the event, due to its size and/or nature, requires an additional assignment of extra-duty officers. If so, associated costs shall be the responsibility of the applicant. The rate of pay for each extra-duty officer is \$105/hour with a minimum of three hours. A portion of this hourly rate is retained by the city to cover expenses associated with use of department equipment and administrative costs.

More information about terms related to assignment of extra duty officers is available in the [extra duty employer agreement](#).