

# 2019 - Riverfront Wilmington Event Facility Request Form

Date of Request: \_\_\_\_\_

## **Contact Information**

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Non-Profit organization? YES NO Tax ID Number: \_\_\_\_\_

*(Please provide a copy of your IRS Letter designating your organization as a 501(c)(3) non-profit)*

## **Event Information**

Event Facility Location Requested (*see Riverfront Wilmington Venue Information for descriptions*): \_\_\_\_\_

Event Title: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event set-up time: \_\_\_\_\_

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

Event Sponsors: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_ # of Event Supervisors: \_\_\_\_\_

Will there be a charge? YES NO If so, how much? \_\_\_\_\_

Is this a gated event? YES NO

Will you use tents? YES NO If YES, name of vendor: \_\_\_\_\_

### **( All Tents Must Be Stakeless )**

Will you utilize electricity? YES NO If YES, please see guidelines and fees for usage.

Will you use staging? YES NO If YES, please see guidelines and fees for usage.

Will you supply additional trash receptacles? YES NO

Will portable toilets be used? YES NO If YES, name of vendor: \_\_\_\_\_

Additional equipment being used (e.g., Children's rides, vehicles, tables/chairs, etc.) \_\_\_\_\_

*Please review attached guidelines governing all Riverfront Wilmington events for more specific information.*

Will any of the following be sold at the event?

- Food            YES    NO    If yes, vendors must be inspected by the Board of Health on the day of the event.
- Alcohol        YES    NO    If yes, by law, you will need proof of your organization's non-profit status and must provide a copy of your gathering license from the Alcohol Beverage Control Commission. **This is including alcohol that is donated and given away.**
- Other           YES    NO    If yes, please specify: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Do you have event liability insurance?

- YES            If YES, please attach a copy of the policy. The Riverfront Development Corporation of Delaware **MUST** be listed as additional insured on this policy for the date(s) of the event.
- NO             If NO, you **MUST** obtain this insurance **PRIOR TO** submitting this form. Events are **NOT** permitted without proof of insurance.

Sponsor/Organization Incorporated            YES    NO    If YES, Date of Incorporation: \_\_\_\_\_

Corporate Officer Information:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City/State: \_\_\_\_\_ City/State: \_\_\_\_\_

Zip: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

**COMPLETED FORM AND REQUIRED CERTIFICATES OF INSURANCE MUST BE SUBMITTED NO LATER THAN 90 DAYS PRIOR TO THE DATE OF THE EVENT.**

**RETURN TO YVETTE BUCKNER AT 302.425.4890 X 109 OR FAX (302) 425-4897 OR BY MAIL TO RIVERFRONT DEVELOPMENT CORPORATION, 815 JUSTISON STREET., WILMINGTON, DE 19801**

**Incomplete or illegible forms will be returned to sender and the event date released.**

# Riverfront Wilmington Event Facilities Deadlines

<i>Item</i>	<i>Deadline</i>
Completed Application	90 days prior to event
Signed License Agreement/Hold Harmless	90 days prior to event
Certificate of Insurance	60 days prior to event
Completed Event Status Report	30 days prior to event
Complete Vendor list	30 days prior to event
Event layout	30 days prior to event
Security Deposit	90 days prior to event
Facility Rental fee	30 days prior to event
Stage usage fee	30 days prior to event
Electrical access fee	30 days prior to event
Event Maintenance/Clean-up fee	30 days prior to event
Proof of Portable Toilet Rental	15 days prior to event

***Failure to adhere to these deadlines may result in the Riverfront Development Corporation of Delaware exercising its contractual right to terminate the License Agreement for use of the Riverfront Wilmington Event Facility.***