

2020 - Riverfront Wilmington Event Facility Request Form

Today's Date: _____

Contact Information

Name of Organization: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Event Information

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

Event Title: _____

Request Event Date: _____ Event set-up time: _____

Event start time: _____ Event end time: _____

Event Sponsors: _____

Description of Event: _____

Anticipated attendance: _____ # of Event Supervisors: _____

Will there be an event participation fee 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

Name of portable toilet vendor to be used? _____

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 provide Board of Health certificate 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: _____

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 forms will be returned to sender.

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
Security Deposit	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
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.