

Town of Georgetown  
**Circle or Square** Permit Request

Application must be completed and forwarded to the Town Police no less than ten (10) days prior to the event taking place.

Date of Request: \_\_\_\_\_  
Requesting Organization: \_\_\_\_\_  
Organization Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Point of Contact Name: \_\_\_\_\_ (The point of Contact shall be in charge of the conduct of the event; compliance with permit conditions and applicable law; informing participants of permit conditions; and carrying the permit on his/her person during the event.)  
Point of Contact Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Cell#: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Number of Persons Expected at Event: \_\_\_\_\_ Any gathering of 100 or more persons will require the contact person to hire the Georgetown Police Department for crowd control and security.  
Will Traffic need to be detoured: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, see below  
Describe in detail, including road closures: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*This permit is not to be construed as authorizing any parade over such streets and highways as are under the jurisdiction of the State of Delaware, Department of Transportation, and that permission/approval must be obtained from DelDOT by completing the form at [www.delDOT.gov](http://www.delDOT.gov) under Community Programs and Services.

DelDOT Notification Date: \_\_\_\_\_ DelDOT Approval: Yes \_\_\_\_\_ No \_\_\_\_\_

Type of Event: \_\_\_Run/Walk \_\_\_Rally \_\_\_Fair \_\_\_Picnic  
\_\_\_Wedding Ceremony \_\_\_Other (specify): \_\_\_\_\_

Is the event open to the public? Yes \_\_\_\_\_ No \_\_\_\_\_

Is electric going to be needed: Yes \_\_\_\_\_ No \_\_\_\_\_

Brief description of event and what equipment will be used on the property: \_\_\_\_\_  
\_\_\_\_\_

- A Circle Permit covers from the fountain to inside of curb. A Square Permits covers from the fountain to and including the sidewalk.
- No structures, tents, or signage shall be erected on the Circle without approval of the Town Manager.
- The Town of Georgetown has the authority to determine the appropriateness of the site based on requested activity. User assumes all responsibility for any and all damages sustained to Circle/Square site and shall reimburse the Town of Georgetown for any and all damages.
- All event participants shall park a minimum of one (1) block out from the Circle.
- Public parking areas on the Circle will remain available for use by businesses located on the Circle between the hours of 8:00am and 4:30pm, Monday thru Friday. Failure to adhere may result in ticketing.
- Consumption or sale of alcohol shall not be permitted on the Circle or the Square, without the necessary permits from the ABCC (Alcohol Beverage Control Commission).
- Amplified music/sound systems shall be kept in accordance with the Town of Georgetown Municipal Code, Chapter 144, Noise.
- Distraction of motorists from within the curbed area of the Circle shall be prohibited.

Means by which the Point of Contact will advise participants of conditions as outlined in this permit: \_\_\_\_\_

Point of Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Additional fees for services (Police and Public Works) may be required depending on event request(s).*

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FOR OFFICIAL USE ONLY

Permit Approved/ Disapproved Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Police Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Town Hall Notified: \_\_\_\_\_ Date: \_\_\_\_\_

Copy of Approved Permit Issued to Requestor on this Date: \_\_\_\_\_

Notifications to concerned persons/businesses made on this Date: \_\_\_\_\_