



# Delaware Coastal Airport Special Event Permit Application

A permit is required prior to commencing any Special Event within Airport Property. The following must be read, the application completed, and applicable attachments submitted before a permit will be issued:

## Definition

An “Airport Special Event” is defined as a private, public, or non-profit activity, requiring the use of Airport property, which surpasses that which is common or usual for the Airport and which requires special arrangements, considerations and/or planning by County employees.

## Regulations

**1) Insurance** – As part of the consideration of issuing this Permit, Permittee agrees to purchase and maintain at its sole cost and expense during the life of this Permit, liability insurance satisfactory to Sussex County. Prior to commencing operations, Permittee shall file with the Airport Director a certificate of insurance evidencing insurance required by the County, that is satisfactory to the County, including but not limited to form of coverage and insurers. At a minimum, liability insurance of not less than \$1,000,000 combined single limit coverage each occurrence and aggregate is required, naming Sussex County, its elected and appointed officials and employees as additional insureds. Depending upon the nature of the special event, the County retains the right to impose additional insurance coverage requirements.

**2) Rules** - Permittee shall abide by all rules, ordinances and regulations of Sussex County and shall not interfere with any other business or Entity permitted to conduct business on Airport Property.

**3) Permit** - The event coordinator or person in charge must have an approved Special Event Permit issued by the Airport in his or her possession while on Airport property.

**4) Required Attachments** – All applicable site plans, other permits and schedules must be complete and approved prior to the commencement of any activity.

Event Site Plan – a description of where the event will take place, a timeline of what events will occur, area or room layout of activities (i.e. exhibit booths, bandstand), etc. Where applicable, include all fire extinguisher, exit and cooking area locations.

Security/Crowd Control Plan – a detailed description of where the attendees will be located, security measures, security personnel, etc.

Fire Department Permit (if applicable) - Contact the Fire Marshall's Office at 856-5600. A site inspection may be required.

Clean-up Schedule, (if applicable) - Permittee is responsible for leaving all areas in the same condition as found.

Aircraft Parking Plan (if applicable)

Vehicle Parking Plan/Transportation Plan (if applicable) - Include the expected number of vehicles on site.

Written verification from Airport tenant confirming the allowed use on their leasehold (if applicable).

Litter Control measures – a detailed description of what means will be utilized to handle trash.

Delaware Coastal Airport  
21553 Rudder Lane  
P.O. Box 589  
Georgetown, DE 19947



**SUSSEX COUNTY**

302-855-7774  
Fax 302-855-7773

## Special Event Permit Application

Application Date: \_\_\_\_\_

### EVENT COORDINATOR/CONTACT

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

Organization: \_\_\_\_\_ Email address: \_\_\_\_\_

Street address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

### EVENT SPONSOR (if applicable)

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

Organization: \_\_\_\_\_ Email address: \_\_\_\_\_

Street address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

### EVENT INFORMATION

Name of the Event and Description (in addition to Event Site Plan):

\_\_\_\_\_

Proposed Activities:

\_\_\_\_\_

Proposed Location:

\_\_\_\_\_

Purpose of Event:

\_\_\_\_\_

Who will be attending this event?

\_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Event Date(s) Event Time:

Utility Provisions (i.e. restrooms, lighting):

Signage/Signage Location(s):

**AIRPORT SERVICES REQUESTED**

Personnel (security, escorts, maintenance, etc):

Materials (lights, signs, etc):

**STATEMENT OF HOLD HARMLESS AND UNDERSTANDING**

Permittee agrees to investigate, defend, and hold harmless Sussex County, its elected and appointed officials and employees against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expense (including attorney’s fees) and causes of action of any character which the County may incur, sustain or be subjected to on account of loss or damage to property or the loss of use thereof and for bodily injury to or death of any persons (including but not limited to the property, employees, subcontractors, agents, and invitees of each party hereto) arising out of or in any way connected to this permit or occupancy, operation, maintenance, enjoyment and use of any Sussex County premises under this permit.

\_\_\_\_\_  
**Signature of Permittee**

\_\_\_\_\_  
**Date**

**Office Use Only**

Permit issued on \_\_\_\_\_  
Date

Effective through \_\_\_\_\_  
Date

\_\_\_\_\_  
Airport Manager or Designee

\_\_\_\_\_  
Date

Insurance Certificate(s)

Required Attachments

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## **SPECIAL EVENT PERMIT**

**ORIGINAL PERMIT MUST BE CARRIED WHILE ON AIRPORT PROPERTY**

### **PERMIT ISSUED TO:**

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

Organization: \_\_\_\_\_ Email address: \_\_\_\_\_

Street address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### **FOR THE FOLLOWING:**

Event Description Activities: \_\_\_\_\_

Location Event Date(s) Event Time: \_\_\_\_\_

Permit effective dates: \_\_\_\_\_

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

\_\_\_\_\_  
Airport Manager or  
Designee      Date

Fire Permit – Signature Required

\_\_\_\_\_  
Fire Marshal or Designee      Date