

Town of Dagsboro

33134 Main Street
P.O. Box 420
Dagsboro, Delaware 19939
Phone (302) 732-3777
Fax (302) 732-3907

Katie Helm Town Park Reservation Rules & Regulations

Katie Helm Town Park Gazebo/Pavilion may be reserved for special events. Reservations must be made by submitting a Reservation Request Form to Town Hall two (2) weeks prior to the event. Please be advised that you are **ONLY** reserving the Pavilion or Gazebo. The playground area will still be open to the public. Reservation cancellations must be made at least one (1) week prior to your reservation in order to receive a refund of your security deposit.

The Rules and Regulations of the park are listed on the sign and must be adhered to at all times. Katie Helm Park is a wonderful asset to our community and many enhancements have been made for the enjoyment of all that use it. Those in violation of any rules will be asked to leave without a refund of application fee and security deposit and may cause denial for future use.

Additional Rules pertaining to the Pavilion and Gazebo are below:

- The Town of Dagsboro has adopted an ordinance prohibiting smoking on all Town property, including Katie Helm Park
- Barbeque grills, cookers, or fires of any kind are prohibited
- Moon Bounces/Tents/Structures or anything similar are prohibited
- No decorations, signs, etc. may be tacked, nailed, stapled, or glued to the Pavilion or Gazebo. Tape may be used temporarily as long as **ALL** tape residue and decorations are removed
- Sound equipment is permitted so long as it cannot be heard 50 feet from reserved area
- Alcoholic beverages are prohibited
- Children must be under adult supervision at **ALL** times
- Trash **MUST** be properly disposed of in trash receptacles. Any excess trash must be removed from the premises
- No profane language or gestures
- No unauthorized vehicular access within the park/pavilion area

Town of Dagsboro
Gazebo/Pavilion Reservation Request Form

Applications must be received 1 week in advance for events
Pavilion - \$50 Non-Refundable Reservation Fee
Gazebo - \$25 Non-Refundable Reservation Fee
\$50 Deposit – To be refunded if area is cleaned after event
\$20 Fee if electricity is needed

Name of Applicant: _____ Date of Request _____

Mailing & Physical Address: _____

Home Phone # _____ Cell Phone # _____

Location of Request (circle one) PAVILION GAZEBO
Electricity Needed? (Additional \$20 fee) YES NO

Date of Event: _____ Time(3 hours max): _____ To _____

Approx. Number of People: _____

Describe the event to take place: _____

If accepted, this contract is issued with the understanding that I, _____

Print Name of Responsible Person

Of _____ am familiar with all polices regulating the use of the
Print Address of Responsible Person

facilities (attached). I accept full responsibility for the activity stated in the agreement. I further understand and will convey to the guests of the planned event that the Town of Dagsboro is not liable for any personal damages or injuries.

Applicant's Signature Date

SHOULD ANOTHER GROUP BE USING THE RESERVED LOCATION AT YOUR DESIGNATED TIME, PRESENT THIS AGREEMENT TO NOTIFY THEM OF YOUR RESERVATION. IF NECESSARY, THE POLICE DEPARTMENT HAS COPIES OF ALL RESERVATIONS AND CAN BE CONTACTED AT 33134 MAIN STREET OR BY CALLING 302-732-3777.

FOR OFFICE USE ONLY:

Date Received: _____ By: _____ Amount Pd _____ CK# _____
____ Approved ____ Denied Reason for denial _____

Copies Sent to: ____ Applicant ____ Police Dept.

Reservation Sign Posted: By: _____ Date: _____ Time: _____