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: __________