



Thomas P. Gordon
County Executive

Sophia Hanson
General Manager

Department of Community Services

Community Services Special Event Vendor Information and Guidelines

Thank you for your interest in being a vendor with the New Castle County Special Events. This packet provides information about New Castle County Special Events and the process for applying for vendor space.

The application included in this packet can be used for multiple events. Vendor fees (check or money order only) for each event are due at the time of registration. Additional information and confirmation of placement into the events will be emailed at least two weeks prior to the event. Vendor fees will be returned if we are unable to accommodate you in the event.

Please provide an email account with all registrations. Specific information for each event will be emailed to the vendor at least one week prior to the event.

Should you have any questions regarding vendor application process, please contact smcasey@nccde.org or call 302-395-5652.

Vendor Guidelines

- Please fill out the application completely and sign the waiver.
- Vendors are required to arrive during the set up period and remain set up throughout the entire event.
- Vehicle access is limited during events. Vehicles will be permitted to drive up and drop off, but then must be moved to the designated parking area. Please make sure your vendor passes are displayed. Vendors are limited to two parking spaces per event.
- New Castle County Park bid award vendors are welcome to participate in special events at the park in which they have the award, however, they must pre-register and there is no exclusivity. If you are the bid award vendor to the Park hosting the event you will not be charged a fee to participate. You will be charged the vending fee for events held at our other County Parks.
- Special Event information can be found at nccde.org/special events or by calling the special events hotline at 302-395-5659

Department of Community Services

77 Reads Way
New Castle, DE 19720

www.nccde.org

302-395-5600



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APPLICATION FOR SPECIAL EVENT VENDING

(Please print)

Name Applicant: _____

Business/ Organization _____

Address _____ City _____ State _____ Zip _____

E-Mail Address: _____

Home Phone: _____ Work Phone: _____ Cell/Fax: _____

Event Requested: _____ Date(s) _____ Times _____

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Event Requested: _____ Date(s) _____ Times _____

Vending Description (what are you selling?):

	Initial
I understand that this application doesn't guarantee me a spot at the event.	
I understand that I am responsible to provide my own generator (if needed)	
I understand that no tobacco, alcohol or illegal substances are permitted in or to be sold on New Castle County Parkland.	
I understand that I must provide a copy of insurance information (naming NCC as additional insured), business license, and Board of Health paperwork along with this paperwork for consideration.	

Payment Amount Enclosed: _____ **Check #:** _____

Signature: _____ **Date:** _____

This application is used to vend Food, Ice Cream or Novelties in an individual park for a special event. The following is a list of categories to choose from:



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NO ALCOHOLIC BEVERAGES, ILLEGAL SUBSTANCES ,OR TOBACCO PRODUCTS ARE PERMITTED IN OR TO BE SOLD ON NEW CASTLE COUNTY PARKLAND

FOOD PERMITS: Pizza, hot dogs, sandwiches, burgers, steaks, etc. along with snack items such as soft pretzels, chips, candy, drinks, etc. ****Proof of liability insurance naming New Castle County as an additional insured is required, Board of Health Inspection, and Business License.**

ICE CREAM PERMITS: Ice Cream, popsicles, water ice, frozen novelties along with drinks and snack items such as chips, pretzels, drinks (hot or cold), candy. **NO HOT ITEM MAY BE SOLD**** other than hot drink items: coffee, tea, hot chocolate. ****Proof of liability insurance naming New Castle County as an additional insured is required and Board of Health Inspection.**

FINE ART & HOMEMADE CRAFT: Art, pottery, jewelry, crafts, toys, etc.

COMMERCIAL INFORMATION: Any business, organization, or individual that would like to provide information or promote their business and does not have a 501 c 3 status.

NON-PROFIT INFORMATION: Any 501 c 3 organization or government entity that would like to provide resources or promote their organization.

FEES FOR EACH VENDOR CATEGORY

Commercial Food Vendors: \$250.00
Fine Art & Homemade Craft: \$75.00
Commercial Information: \$75.00
Non-Profit Information (proof of 501 c 3 status needed): \$30.00

MAKE CHECK PAYABLE TO NEW CASTLE COUNTY

ATTACHED HOLD HARMLESS AGREEMENT MUST BE SIGNED & RETURNED ALONG WITH THIS APPLICATION AND PAYMENT.

Department of Community Services

HOLD HARMLESS AGREEMENT

77 Reads Way
New Castle, DE 19720

www.nccde.org

302-395-5600



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In consideration of the receipt of this permit from New Castle County, the Permittee hereby releases New Castle County and agrees to indemnify and HOLD HARMLESS New Castle County, its agents, or servants from all damages, including, but not limited to, attorney fees and other costs resultant from any injury to Permittee or any agent or employee of Permittee, or to any person coming upon the premises in connection with the Permittee's use and occupancy of the premises.

In no event shall New Castle County be liable for any damage or injury to Permittee or any agent or employee or Permittee or to any person coming upon the premises in connection with the Permittee's use and occupancy of the premises.

Permittee acknowledges that it shall reimburse New Castle County for any and all damage to New Castle County property, its agents, and/or its servants, as a result of the use and occupancy of the premises (ordinary wear and tear excepted) by Permittee, its agents, or servants, or by any person coming upon the premises during the Permittee's use as an invitee or licensee of the Permittee.

Permittee agrees that the rights and obligations under the permit and this agreement shall inure to and be binding on its successors and assigns.

This HOLD HARMLESS agreement **MUST** be signed by Permittee in his or her individual or representative capacity as an authorized representative of the organization named below, which representative represents by so signing that he or she has the authority to bind such organization, and received and accepted by New Castle County before any permit will be issued.

Permittee Organization or Individual's Full Name: _____

Type of Organization [corporation, partnership, etc.] _____

Signature of Permittee: _____

Print Name: _____

Title: _____

Date: _____