



**TOWN OF MILLVILLE**  
 36404 Club House Road, Millville, DE 19967  
 TEL (302) 539-0449 FAX (302) 539-0879  
 www.millville.delaware.gov

**PUBLIC EVENT PERMIT APPLICATION**

**INSTRUCTIONS:**

1. A Public Event Permit is required for the following events per the Town Code at Chapter 90: “[a]ny event, not otherwise against any provision of this Code or Town ordinances, which is offered to attract members of the public, including, but is not limited to, any performance, exhibition, exposition, circus, fair, festival, food festival, pageant, regatta, sports event, dance, and lecture, but excluding any yard sale.” Operating a public event without the required permit is a violation of the Town Code and subject to penalty.
2. Please review Chapter 90, entitled “Licenses,” on the Town’s website for complete information.
3. Submit the completed signed application along with a copy of your DE State Business License and Fee. The public event permit is \$15.00 per day, per event.
4. **NOTE:** If any mobile food vendor is operating at the public event, each vendor must have a mobile food vendor business license and a mobile food vendor permit with the Town. See the Town’s website for more information.

PERSON/BUSINESS /ORGANIZATION SPONSORING OR HOSTING EVENT			
PERSON/BUSINESS/ORGANIZATION NAME		BUSI LIC# (IF APPLICABLE)	
MAILING ADDRESS			
CONTACT PERSON (IF BUSINESS/ORG.)			
PHONE		EMAIL	
NAME & LOCATION OF EVENT			
DATE(S) OF EVENT	TIME OF EVENT		

I/We will comply with the provision of Chapter 90 of the Town of Millville Code entitled “Licenses”. I/We swear or affirm under penalty of perjury that all of the information provided on this license application is true and correct.

Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2<sup>ND</sup> Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWN OFFICIAL USE ONLY**

TOTAL COST OF PERMIT: \$ _____	Received by: _____	Date: _____
Authorized Town of Millville Signature _____		Date _____