



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

DATE RECEIVED: _____
 FEE: _____
 PERMIT NO: _____
 EVENT DATE: _____

HOA's DO NOT REQUIRE EVENT PERMITS
PUBLIC EVENT PERMIT APPLICATION

Public Event Permit is \$15.00 per day, per event.

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.”

APPLICANT(S) INFORMATION

Name(s): _____
 Address: _____
 Phone Number: _____
 Email: _____

EVENT DETAILS

Name of Event: _____
 Start Time: _____ End Time: _____
 Location/Address of Event: _____
 Description of Event: _____
 # of Expected Attendees: _____
 # of Organizers/Volunteers: _____

MOBILE FOOD VENDOR*

***No Permit required if doing business at an HOA event, must have a current Motor Vehicle License**

If any mobile food vendor is operating at the public event, each vendor is required to have a Mobile Food Vendor Business License and a Mobile Food Vendor Permit issued by the Town. These documents can be found on the Town's website under "Forms"

Name of Food Vendor: _____ Address of Vendor: _____

I/We hereby apply to the Town of Millville for Public Event Permit on the property described above and certify that all the information and attached documentation provided by me/us in the application is correct.

Applicant Signature: _____ **Date:** _____

TOWN USE ONLY

APPROVAL DATE: _____ **DENIED DATE:** _____

ADMINISTRATIVE OFFICIAL: _____