



**TOWN OF MILLVILLE**  
36404 Club House Road, Millville, DE 19967  
TEL (302) 539-0449 FAX (302) 539-0879  
[www.millville.delaware.gov](http://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: \_\_\_\_\_