

## TOWN OF DEWEY BEACH, DE

### ***Temporary Expansion of ABCC Premise Permission Request***

(Special Event Permit is different from this)

#### Procedures to Apply

Application/Request Date: \_\_\_\_\_

Name of ABCC Licensed Business: \_\_\_\_\_

Contact of Owner/Manager for ABCC License Business: \_\_\_\_\_

- Application/Request must be made to Town Hall/Town Manager office 60 days in advance of event.
- Application/Request to include full description of event, dates, times, floor plan of premise w/ drawings of area to be extended (and/or tent location).  
[Not to exceed 2000 Sq. Feet service area]
- Application submitted to and reviewed by:
  - Town Manager \_\_\_\_\_
  - Building Official \_\_\_\_\_
  - Chief of Police \_\_\_\_\_
- Date application/request on Town Meeting Agenda: \_\_\_\_\_
- All Maintenance, trash removal, & adequate bathroom facilities for event are to be provided by applicant. [Bathroom recommendations would be 10 portable toilets for 2000 sq. ft area.]
- Security Personal approved by Chief of Police required. [Recommended 4 security officers.]  
(Chief can provide rate of payment per hour for off-duty Dewey police)
- Area must be secured for customers by either tent sidewalls, or temporary fencing (ABCC Regulation)
- If approved, 48 Hours prior to start date of event, following permits must be displayed on premise:
  - Town of Dewey Tent Permit (if tent used)
  - Fire Marshal Permit (if tent used)
  - ABCC License of Extension Certificate
- No Use of Expansion will be permitted beyond 3 consecutive days.
- Expansion is allowed onto private property, parking lot, or yard area, not public street.
- Extension cannot be before 9am or after 8pm during summer season (May 15-Sept 15)
- Extension cannot be before 9am or later than 1am during non-summer season
- If Tent used, Tent may be erected up to 48 hours prior to event, and must be removed within 24 hours after event, unless permission granted by Town Manager beforehand.
- Portable Toilets should be covered by separate tented area as to avoid eyesore to neighbors.
- Extra trash receptacles must be placed in tented area, and around perimeter of establishment.
- Establishments permitted 2 Extension requests per summer season; offseason requests will require same stipulations, requirements as in summer season in regards to security, trash, permits, and bathrooms.

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**Temporary Expansion of Premises**

**Up to 2,000 Square Feet**

Procedures for Application

1. Application for permit must be applied at the Town Hall Office 60 days in advance of the event
2. Application should include a full description of the event and a detailed description of expansion of premises, (square footage of tent, or square footage of premises/proposed floor plan for review by Fire Marshall, and Town of Dewey Beach)
3. The Building Official, Chief of Police and Town Manager will review application for municipal code requirements, adequate police protection for the health and safety of patrons and town residents and property owners. (There may be requirements for additional town services or applicant services that will be forwarded to commissioners for consideration, attached to the permit application). This recommendation(s) will go before the commissioners, along with application.
4. All maintenance, trash removal, and adequate bathroom facilities for the event is the responsibility of the applicant. Trash removal and litter pick up shall be done daily.
5. Security personnel required for the event shall be the responsibility of the applicant. A minimum of four security officers are required, in addition to existing security personnel working at the establishment. No direct payment of any Dewey Beach Police Department officers is permitted.
6. The application is then placed on the agenda for the next Town Meeting for approval of event.
7. If approved by the commissioners the applicant applies and pays for the Town Permit, then the Fire Marshall's permit, and ABCC permit, if appropriate.

8. All fees and permits must be paid no later than (1) week prior to the event and placement of tent, if included in the permit.
9. Permits must be placed in the enclosed area clearly marked for public view, prior to the event.

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10. No use of the expansion will be permitted beyond the three days, and before or after the 8 am – 8 pm as stated on the permit and pursuant to Dewey Beach Town Code, Chapter 185, Zoning 185-25.
11. Tent may be erected 48 hours in advance and removed no later than 24 hours after the event, unless approved by commissioners during the permit process.

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