

**MATTHEW MEYER**  
COUNTY EXECUTIVE



**CARRIE CASEY**  
GENERAL MANAGER

77 READS WAY  
NEW CASTLE, DE 19720  
(302) 395-5600  
newcastlede.gov

**DEPARTMENT OF COMMUNITY SERVICES**

**2024 VENDOR APPLICATION PACKET**

Thank you for your interest in New Castle County Events. This packet provides information about how to apply to be a vendor for this event.

New Castle County Special Events uses a common application for all events. This application is used to create a permit to vend food, ice cream or novelties in an individual park for a single special event.

Applications do not guarantee placement at an event. All applications are reviewed, and vendors are notified at least one-week prior to the event.

Vendor fees are returned if vendor is not selected for an event.

Should you have any questions regarding vendor application process, please contact Suzy Casey at [Suzanne.Casey@newcastlede.gov](mailto:Suzanne.Casey@newcastlede.gov) or (302) 395-5652.

**APPLICATION REQUIREMENTS**

- For consideration, this application must be completed in full and submitted with all vendor fees and required documents, certifications, and signed hold harmless agreement. Only complete applications are considered.
- Commercial Food and Ice Cream vendors are required to provide proof of liability insurance naming New Castle County as an additional insured, Board of Health inspection documents. Commercial Food Vendors must also provide a business license.
- Vendor fees can be submitted by check or money order only. Fees for each event must be submitted using individual checks/money orders.
- New Castle County Park bid award vendors are welcome to participate in special events at the park in which they have the award. Bid award vendors must pre-register for events, and there is no exclusivity. Bid award vendors will not be charged a fee to participate in the park for which they hold bid awards. Fees will be charged for bid award vendors at parks other than the bid award park.

**PER EVENT FEES BY VENDOR CATEGORY**

- Commercial Food Vendors: \$100.00
- Ice Cream Vendors: \$100.00
- Fine Art & Homemade Items: \$50.00
- Non-Profit Information (proof of 501c3 status required): \$30.00
- Demonstration/Activity Provider: No Fee

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**VENDOR CATEGORIES AND DOCUMENT REQUIREMENTS**

**COMMERCIAL FOOD PERMIT:** Pizza, hot dogs, sandwiches, burgers, steaks, soft pretzels, chips, candy, drinks, etc. **Document requirements:** proof of liability insurance naming New Castle County as an additional insured, Board of Health inspection documentation, business license. **Permit fee:** \$100 per event.

**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 items may be sold other than hot drink items such as coffee, tea, and hot chocolate. **Document requirements:** proof of liability insurance naming New Castle County as an additional insured, Board of Health inspection documentation, business license. **Permit fee:** \$100 per event.

**FINE ART & HANDMADE ITEMS:** Art, pottery, jewelry, crafts, toys, etc. Must be handmade. No home sales items. **Document requirements:** None **Permit fee:** \$50 per event.

**NON-PROFIT INFORMATION:** Any 501c3 organization or government entity that would like to provide resources or promote their organization. **Document requirements:** Proof of 501c3 designation **Permit fee:** \$30 per event.

**DEMONSTRATION/ACTIVITY PROVIDER:** Individuals, groups, or organizations providing a demonstration or activity free of charge to event patrons. No sales permitted. **Document requirements:** upon request **Permit fee:** \$0.

**VENDOR EXPECTATIONS**

- Submission of this application does not guarantee selection for all requested events. If your application is not accepted for an event your vending fees will be returned in full.
- Vendors are required to arrive during the designated set up period and remain set up throughout the entire event. Vendors who leave early will not be considered for future events.
- No alcoholic beverages, illegal substances, or tobacco products are permitted in or to be sold in New Castle County Parkland.
- Vehicle access is limited during events. Vehicles are permitted to drive up and drop off at vending sites but must be moved to designated parking areas. A limited number of parking permits will be provided and must be displayed in vehicles. Vendors are limited to one-two parking spaces.
- On the day of the event, call the Special Events Hotline at (302) 395-5659 for updates regarding weather.

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**VENDOR APPLICATION 2024**

(Please print)

Applicant Name: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address (required): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell/Fax: \_\_\_\_\_

What are you selling? \_\_\_\_\_

\_\_\_\_\_

Demonstrations/Activity. Providers (provide details): \_\_\_\_\_

\_\_\_\_\_

Will you need water access? (must provide your own food-grade hose). \_\_\_\_\_

Do you need electric: \_\_\_\_\_ Describe your needs here: \_\_\_\_\_

\_\_\_\_\_

	Initial
I understand that this application does not guarantee me placement at events.	
I understand that I am responsible to provide my own generator (if needed). Limited electric is available with notice. <b>Additional fees for electric may apply.</b>	
I understand that no tobacco, alcohol or illegal substances are permitted in or to be sold on New Castle County Parkland.	
Food and Ice Cream Vendors: I understand that I must provide a copy of insurance information naming New Castle County as an additional insured, business license, and Board of Health paperwork along with this fully completed application for consideration.	
I understand that if water is requested and available, I am responsible for providing my own food grade hose.	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Sleep Under the Stars at the Southern Park**

*Saturday, May 4, 12 p.m.- Sunday, May 5, 10 a.m.*

Sleep Under the Stars is an overnight camping adventure for families. This will be the first time having this event at this location. Campers will be encouraged to use all the amenities that the park has to offer, the state-of-the-art playground, tennis, pickleball, and basketball courts and more. Kids crafts, food vendors, movie under the stars and more!

**Summer Concert Series at Glasgow Park**

*Thursdays, June-August; 6:30-8 p.m.*

In our sixth year, this 8-week concert series features local musicians curated by Gable Music Ventures. Concerts happen in a relaxed park setting. All are encouraged to bring a blanket and picnic while they listen to music and to take advantage of the Glasgow Park Farmers Market happening simultaneously.

**Old-Fashioned Ice Cream Festival at Rockwood Park & Museum**

*Saturday, June 29, 1-9 p.m.; Rain date June 30*

The Old-Fashioned Ice Cream Festival is a celebration of the history of New Castle County. Featuring great local ice cream and food, as well as handmade crafts, historical demonstrations, museum tours, live local music, kids' activities, and fireworks. Over the years, the event has attracted 5,000-15,000, solidifying its place in Wilmington's festival season.

**Fairy Festival at Rockwood Park**

*Sunday, September 15, 12-4 p.m. Rain date Sunday, September 22*

The Fairy Festival is a magical celebration of childhood imagination! Children and adults enjoy live performances by the area's premiere dance and theater companies. The event features outdoor games, a tinker station, story time, and more.

**Sleep Under the Stars at Carousel Park**

*Saturday, October 19, 12 p.m.-10 a.m. Rain Date Saturday, October 26*

Sleep Under the Stars is a beloved overnight family camping event for the experienced camper and novice alike. Campers enjoy hayrides, crafts, bonfires, a costume dance party, movie, tent-to-tent trick or treating, and many other activities.

**Holiday Open House at Rockwood Park & Museum**

*Friday, December 6, and Saturday, December 7, 5-9 p.m.; Tree lighting at 6 p.m. on Friday*

This free holiday family event features spectacular holiday light displays, museum tours, free photos with Santa, marketplace, and performances by local choirs, dance companies, and more. In addition, New Castle County is proud to offer the Santa Shop in which high school students and groups make and sell crafts, jewelry, and other gift items.

**Holiday Celebration and Market at Glasgow Park**

*Friday, December 13, and Saturday, December 14, 5-8 p.m.; Tree lighting at 7 p.m. on Friday*

This free family holiday event features market vendors, live local performances, refreshments, visits with Santa, crafts, and much more.

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*Events of Interest*

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Payment Amount Enclosed: \_\_\_\_\_ Check #'s: \_\_\_\_\_

***A separate check for each event is required noting the event in the memo portion.***

**THE HOLD HARMLESS AGREEMENT BELOW MUST BE SIGNED & RETURNED ALONG WITH THIS APPLICATION AND PAYMENT TO: New Castle County, Att. Special Events, 77 Reads Way, New Castle, De, 19720**

**HOLD HARMLESS AGREEMENT**

*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.

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Permittee Organization or Individual's Full Name: \_\_\_\_\_

Type of Organization [corporation, partnership, etc.] \_\_\_\_\_

Signature of Permittee: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_