



# TOWN OF DEWEY

## BEACH

www.townofdeweybeach.com

105 Rodney Avenue  
Dewey Beach, DE 19971  
302-227-6363 (Voice or TDD)  
302-227-8319 (Fax)

### SPECIAL EVENT APPLICATION

DATE OF APPLICATION: 6/28/2021

#### SPECIAL EVENT DETAILS:

TITLE: 7th Annual Dewey Sip and Shop

EVENT TYPE: Outdoor Tented Holiday Shopping Vendor Event

11/26-11/29 Tent Will Be Up

DATE: 11/26-11/27-11/28 Event Days RAIN DATE REQUESTED: None

HOURS: 10:00am-4:00pm Daily EVENT LOCATION: Dagsworthy St.

APPLICANT NAME: Leah Beach

APPLICANT PHONE NUMBER: 302-212-9798 EMAIL: leah@developingarts.org

MAILING ADDRESS: 37401 Malloy St. Rehoboth Beach, DE 19971

BUSINESS OWNER NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

IS THE EVENT A FUNDRAISER?: Yes

IF YES, FOR WHAT CHARITY?: Developing Artist Collaboration

501©3:  501©4: \_\_\_\_\_

IS THIS AN ANNUAL EVENT?:  IF YES, WHAT WAS LAST YEAR'S ATTENDANCE?: 2000

WHAT IS THE ANTICIPATED ATTENDANCE?: 4000 WILL YOU PROVIDE SECURITY?: Yes

HOW WILL THE EVENT BE PULICIZED?: Social Media, Print Ad, Commercials, Delaware Tourism Office Partnership

DO YOU HAVE EVENT LIABILITY INSURANCE?: Yes (ATTACH BINDER)

WILL FOOD BE DISPENSED OR SOLD?: Yes WILL MERCHANDISE BE SOLD?: Yes



USE THIS SPACE TO PROVIDE A DIAGRAM OF HOW YOU PROPOSE TO SET UP THE EVENT VENUE SPACE:

See attached

**§93-4 Special events requiring police assistance.**

A fee not to exceed \$2,500 shall be charged to any private, charitable, nonprofit or profit organization or promoter which requires the assistance of the Dewey Beach Police Department. The fee shall be determined according to the estimated number of police man hours required to serve the special event. The Town Manager shall annually determine the hourly rate per man hour of police assistance and said rate shall be approved by the Commissioners at a regularly scheduled meeting. If no change of the rate is proposed by the Town Manager, the rate shall remain the same in subsequent years. For any special event requiring the assistance of the Dewey Beach Police Department, the organizer and/or promoter and the Town Manager shall determine the number of police man hours required and the organizer and/or promoter of the event shall pay the estimated fee for the special event. Any refund and/or additional charge for police man hours shall be paid within 30 days after the event. This fee may be waived by the Town Manager when approved by three Commissioners.

By my signature below, I acknowledge that I have read, understand, and agree to abide by the Town of Dewey Beach Code, and have provided all available information related to my event.

APPLICANT NAME: Leah Beach  
PLEASE PRINT

Leah Beach  
SIGNATURE

6/28/2021  
DATE

BUSINESS OWNER NAME: \_\_\_\_\_  
(IF APPLICABLE) PLEASE PRINT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

TOWN USE ONLY:

EVENT APPROVED:  YES  NO

SPECIAL CONDITIONS: Must Provide a copy of the  
ABC Permit and Fire Marshal if  
necessary

Approved  
Chief Sam Macht  
07/20/2021

CLW  
TOWN MANAGER SIGNATURE

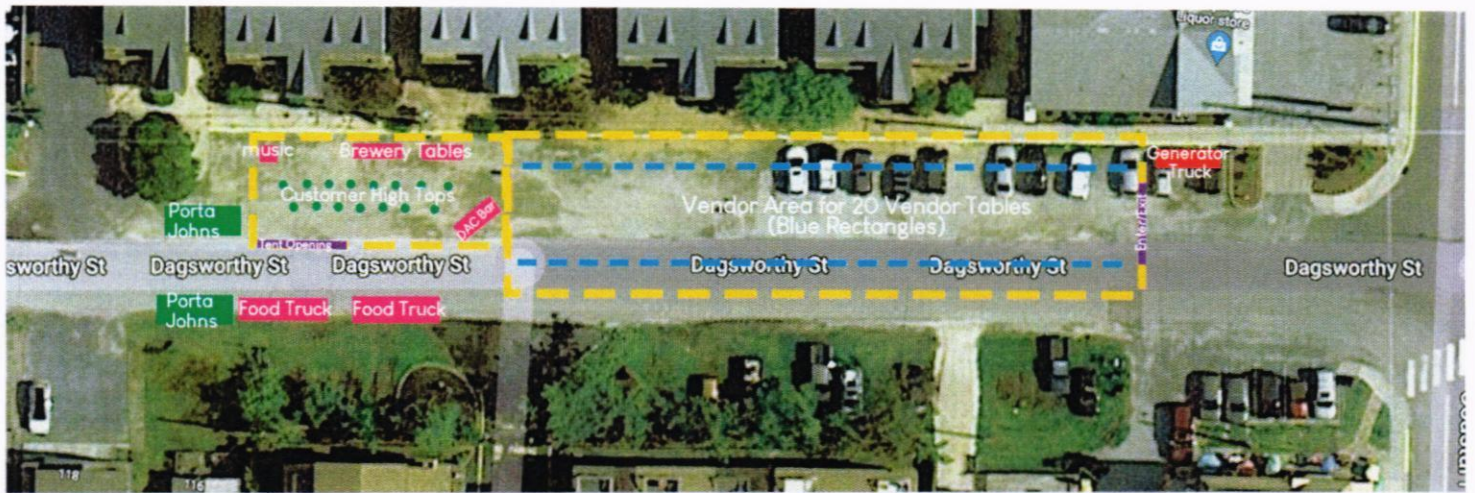
07/20/21  
DATE



Proposed Event Location: The event tent and all activities would take place within the red box. 10' of the street will be full open for emergency vehicles and will be open for traffic while the event is not in session.



Proposed Tent Size and Location: The main tent will be along side the Rainbow Cove condos on Dagsworthy St and will be 30' wide by 200' long. There will be an additional 20'x40' tent attached to the back of the tent which will be our "hospitality area".



**Main Tent Area:** The Tent will begin slightly down Dagsworthy not to block the driveways in the front and will allow folks to safely que at the front if we get a little backed up at the entrance. Our entrance and exit will be at the top of the tent (indicated in purple). All customers trying to enter through the back will be directed to the front for crowd control. There will be (20) vendors on each side of the tent (total 40 vendors per day) with empty space in the middle of the tent to allow plenty of room for customers. The generator truck will be parked at the top of the tent.

**Reception Area (Back Tent Attached):** There will be an opening from the main tent to the back tent for customers to enjoy the complimentary taste of beer or to purchase wine, beer, or a cocktail from our DAC bar which fundraises for our non-profit. There will be 15-20 hightops based on spacing for customers to enjoy. We will have 1-2 man acoustic music sets daily. We will have two food trucks parked outside along the side of the street for customers to purchase food. Porta Johns will be out in the back of the tent. The purple line indicates that is a tent opening. If the weather is nice we will open the side walls of that tent for it to feel more outside and if the weather is cold or rainy we will make it a small opening.



A Head for Insurance. A Heart for Nonprofits.

ALLIANCE OF NONPROFITS FOR INSURANCE  
RISK RETENTION GROUP (ANI)

www.insurancefornonprofits.org

**COMMERCIAL GENERAL LIABILITY  
EXTENSION OF DECLARATIONS**

Schedule G

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POLICY NUMBER: 2020-53314

NAME OF INSURED: Developing Artist Collaboration, Inc.: dba: Dirty Hands DIY

<u>PREMISES CODE/CLASS</u>	<u>*LOC</u>	<u>PREMIUM BASIS</u>	<u>RATE</u>	<u>*ADVANCED PREMIUM</u>
47366/Sales, Service or Consulting Organizations - NOC - includes products and/or completed operations	1	33,600	.561	\$19
48558/Social Gatherings and Meetings - on premises not owned or operated by the insured - NFP	1	12	20.844	\$250
61227/Buildings or Premises - office - NFP	1	3,600	144.760	\$521

ADDITIONAL COVERAGES

Activities/Field Trips:

Event #	# of people		Description	
1	500	September	Taco Mania	\$75
2	1,500	November	Dewey Beach Sip and Shop	\$200
3	N/A		Dirty Hands DIY - weekly event	\$50
Increased Aggregate				\$59

\*See Common Declarations for Total Advanced Premium and Schedule 'L' for locations.

9/17/2020

BY

(AUTHORIZED REPRESENTATIVE)

"NOTICE : This Policy is issued by your risk retention group. Your risk retention group may not be subject to all the insurance laws and regulations of your State. State insurance insolvency guaranty funds are not available for your risk retention group."

ANI - RRG - SCHEDULE G



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**DELAWARE DEPARTMENT OF INSURANCE**  
**SURPLUS LINES FORM SL-1917**  
**SURPLUS LINES BROKER NOTICE TO INSURED**

(References are to Title 18, *Delaware Insurance Code*)

Named Insured: Town of Dewey Beach

Surplus Lines  
Company Name: Professional Governmental Underwriters, LLC

Policy Number: TBD

Policy Effective Date:  Expiration Date:

I, Professional Governmental Underwriters, LLC (Print name), as surplus lines broker for the undersigned insured, hereby notify the insured that :

- a. The insurer with which the broker is placing the insurance is not licensed by this state and is not under the jurisdiction of the Delaware Insurance Department; and
- b. In the event of the insolvency of the surplus lines insurer, losses will not be paid by any state insurance guaranty fund.

The insured is further notified that the policy forms, conditions, premiums and deductibles used by surplus lines insurers may be different from those found in policies used by admitted insurance companies.

\_\_\_\_\_  
Signature of Surplus Lines Broker \_\_\_\_\_  
Date

Receipt of the above notice, received prior to the placement of the above-referenced insurance coverage, is hereby acknowledged by the above-named insured.

\_\_\_\_\_  
Signature of Insured \_\_\_\_\_  
Date

**THIS SIGNED FORM MUST BE RETAINED BY THE SURPLUS LINES BROKER WITH THE RECORDS FOR THE POLICY TO WHICH IT PERTAINS.**  
The broker's records shall be open to examination by the Commissioner at all times within five years after issuance of the coverage to which it relates pursuant to § 1923 (b).



## **Developing Artist Collaboration**

37401 Malloy St  
Rehoboth Beach, DE 19971  
[info@developingarts.org](mailto:info@developingarts.org)  
302-604-2351  
[www.developingarts.org](http://www.developingarts.org)

### **7th Annual Dewey Sip and Shop**

#### Further Event Details

*Inspections:* The tent will be inspected by the Fire Marshall's Office Wednesday, November 24, 2021 after the tent goes up.

#### *Security:*

- We will be requesting (1) Dewey Beach Police Officer at the opening of Dagsworthy Street on Friday, November 26 10:00am until 4:00pm, Saturday November 27 10:00am until 4:00pm, and Sunday November 28 10:00am until 4:00pm.
- From 6:00pm until 6:00am Friday and Saturday evening we will have a security team on site in the tent to ensure safety of items in the tent. We will be hiring Resort Control to do the night time security.

*Parking & Traffic:* We are asking permission to utilize the Lion's Club and Ivy's parking lot for the event. We will be routing folks down McKinley Street to utilize the parking lots as well as side street parking for the event.

*Incorporation of Dewey Businesses:* This year we will have a catalog that has our sponsors along with vendor information and info about the current Dewey Beach Businesses in operation over the weekend as well as their current business hours to promote further dining and shopping in Dewey Beach. We will be looking to partner with hotels in Dewey to offer special rates for Sip and Shop customers to promote out of State shoppers to stay in Dewey Beach.

*Marketing:* We have been given a \$10,000 donation from the Delaware Tourism Office to work together with businesses in Dewey Beach to promote the Dewey Sip and Shop as the Premier Holiday Shopping event in Delaware. We will be utilizing video marketing through Social Media as well as running a commercial locally to grow our more local reach to customers and for the first year will be targeting marketing campaigns through Print Ads, radio, awareness campaigns to reach shoppers in neighboring States to make this a shopping destination.

*Alcohol Control:* We have been safely serving alcohol to the public at events for 7 years and have never had any issue with over serving. We will have (3) breweries on site each day pouring



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samples of beer for the public to enjoy while they shop. Shoppers will receive (1) beer tasting coupons per customer when they arrive. We will ask the customer "how many in your party are of legal drinking age?" and we will give them the appropriate amount of tasting tickets. When they brewery serves the customer, they must be ABC certified and would ID the customer in accordance with the law. We also will have a bar on site that we sell donated alcohol as a fundraiser for our non-profit. Our bar staff is fully ABC certified. They must have a ABC card on them as well as we supply the ABC Law Guide on site in accordance with all ABC laws that a bar would follow.

*Food Safety:* All food trucks on site must have full health department paperwork OR must give us a conditional food use application if they are a local restaurant coming to sell food on site. We are happy to supply any application/ permitting that Dewey Beach requires of food vendors.

*Crowd Control:* We will have customers enter at the front and will have a staff member posted at our back tent opening by the food truck to ensure all customers are arriving through our front entrance. Upon arrival, we count all adults and children (over 5), offer a complimentary tote bag, and supply tasting tickets. The max capacity of the tent will be set by the Fire Marshall and we will ensure we do not have overcrowding. Any "que" of customers outside will be directed down the sidewalk in front of the Bottle and Cork liquor store to ensure customers are not blocking our emergency vehicle area.

*Town of Dewey Beach Sponsorship:* We would like to request a financial donation contribution from the Town of Dewey Beach to help us cover the cost of potentially adding more rock to the low areas on Dagsworthy Street where water collects if there is rain as well as to help us cover the cost of the Porta Johns and additional security this year. In exchange for the financial contribution we will list the Town of Dewey Beach as one of our 2021 Sponsors. Our Sponsor amount is \$500 for Event Sponsor which includes logo placement on our Tote Bag and a ½ page Ad in our Catalog or \$2500 for the Key Sponsor which includes a Full page ad in our catalog along with logo and name included on all marketing materials, full banner inside the tent, and name included in our announcements.



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