

Town of Dewey Beach
Temporary Expansion of Premise
Permission Request
(attach to permit if permission is granted)

APPLICANT INFORMATION	
Applicant Name Christopher Moody (DB Lions Club) & Carl Sylvester (Bike to the Beach)	Business Name Dewey Beach Lions Club
Business Address 115 McKinley Ave, Dewey Beach, DE 19971	
Phone Number 202-256-7887	Email Address csylvester@biketotheseach.org / moody379@gmail.com

EVENT INFORMATION	
Describe in detail any promotional signs, banners or displays you plan to utilize for the event: <div style="font-size: 2em; font-weight: bold; text-align: center;">Please see the attached doc.</div>	<div style="border: 1px solid black; padding: 2px; text-align: center; font-size: 0.8em;">Town Manager Approval</div>
Describe your plans for outdoor music: <div style="font-size: 2em; font-weight: bold; text-align: center;">Please see the attached doc.</div>	<div style="border: 1px solid black; padding: 2px; text-align: center; font-size: 0.8em;">Town Manager Approval</div>
Describe your plans for the use of any outdoor speakers, bull horns, or any type of sound amplification: <div style="font-size: 2em; font-weight: bold; text-align: center;">Please see the attached doc.</div>	<div style="border: 1px solid black; padding: 2px; text-align: center; font-size: 0.8em;">Town Manager Approval</div>
Upload copies of all supporting documents pertaining to this request: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid black; width: 30px; height: 30px; background-color: #ccc; display: flex; align-items: center; justify-content: center;">📎</div> <div style="border: 1px solid black; width: 30px; height: 30px; background-color: #ccc; display: flex; align-items: center; justify-content: center;">📎</div> </div>	

BILLING INFORMATION		
Name The Add Impact Newtork	Phone 202-256-7887	Email csylvester@biketotheseach.org
Billing Address, City, State, Zip 818 18th St. NW, Suite 810 #7224, Washington, DC 20006		
Temporary Expansion of Premise Request Fee \$500.00		
500 USD <small>dobe Acrobat Sign Transaction Number: CBJCHBCAABAA4VK3yz63DT4XRotzmc2f4f-T_P5SRyI</small>		

Initial each box after reading and ensuring you are in compliance with each of the following:

CS	Application/Request is being made to Town Hall/Town Manager's office at least 45 days in advance of the proposed event.
CS	Application/Request includes a full description of the event, dates, times, floor plan of premise with drawings of area to be extended (and/or tent location, not to exceed 2000 sq. ft. service area). It also describes any plans for outdoor music or speakers and includes a complete description of any promotional signs, banners, or other displays.
CS	All maintenance, trash removal, and adequate bathroom facilities for the event are being provided by the applicant (bathroom recommendations would be 10 portable toilets for 2000 sq. ft. area).
	There will be a fee of up to \$500 for each day of the proposed expansion of premise. This fee is due upon application.
CS	Expansion area must be secured for customers by either tent sidewalls, or temporary fencing (ABCC regulation).
CS	If approved, the following permits must be displayed on premise, 48 hours prior to start date of the event: Town of Dewey Beach Tent Permit (if applicable), Fire Marshal Permit (if applicable), ABCC License of Extension Certificate (if applicable).
CS	No use of expansion will be permitted beyond 3 consecutive days (72 hours). Expansion is allowed onto private property, parking lot, or yard area, not public street or right of way.
CS	Extension cannot be before 9:00am or after 8:00pm during summer season (May 15 – Sept 15). Times are to be approved by commissioners for off-season events (Sept 16 – May 14).
CS	If tent is used, tent may be erected up to 48 hours prior to the event and must be removed within 24 hours after the event, unless permission is otherwise granted by Town Manager beforehand.
CS	Portable toilets will be covered by separate tented area as to avoid eyesore to neighbors.
CS	Extra trash receptacles must be placed in tented area, and around perimeter of establishment. Other trash receptacles placed throughout town may be required based on the size, scope and duration of event.
CS	Establishments may be permitted upon approval by the Town Commissioners one extension request per summer season and two off-season requests up to a maximum of three per year. Off-season events may require different stipulations as in regard to security, trash, permits, and bathrooms, as determined by the Town Manager.

I have read and agree to all of the requirements and have supplied the Town of Dewey Beach with all event and temporary expansion request details. I understand a Public Hearing will be held before the Commissioners of the Town of Dewey Beach and my attendance at the Hearing is greatly encouraged.

Applicant Signature: Carl Sylvester Date: Apr 9, 2026
 Business Owner Signature: Christopher Moody Date: Apr 9, 2026

DEPARTMENTAL USE ONLY. DO NOT WRITE BELOW THIS LINE.

Town Manager Approval Signature

[Handwritten Signature]

Date

Apr 9, 2026

Town Manager Comments

ENSURE ALL SAFETY REQUIREMENTS ARE MET, CWF
[Handwritten Signature]

Building Official Approval Signature

[Handwritten Signature]

Date

Apr 9, 2026

Building Official Comments

Police Chief Approval Signature

[Handwritten Signature]

Date

Apr 9, 2026

Police Chief Comments

none

Town Clerk Signature

Date

Apr 9, 2026

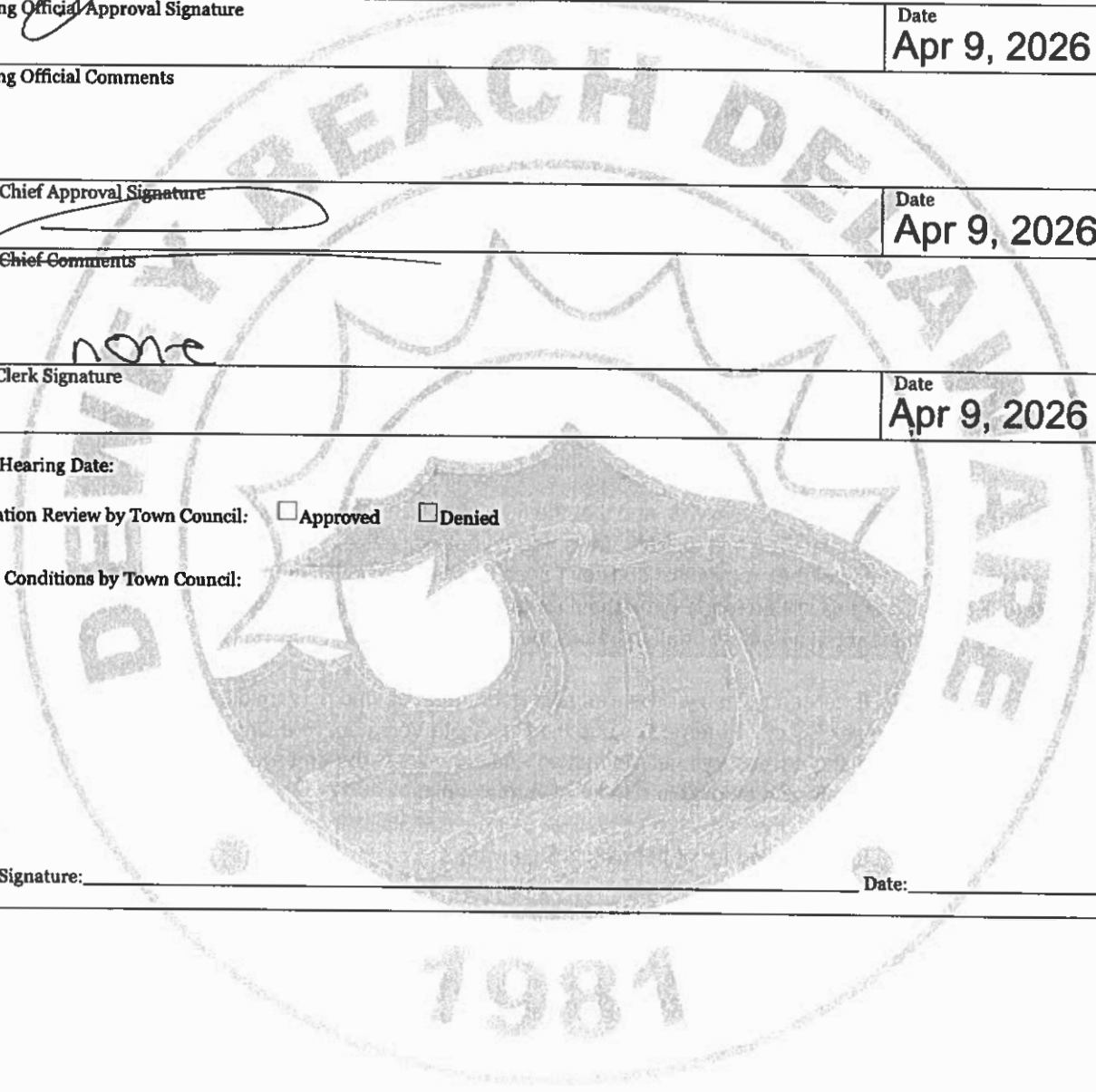
Public Hearing Date:

Application Review by Town Council: Approved Denied

Special Conditions by Town Council:

Mayor Signature: _____

Date: _____





EVENT DESCRIPTION

Location Address: Dewey Beach Lions Club - 115 McKinley Ave, Dewey Beach, DE 19971

Event Details:

Event Name: Bike to the Beach DC & MD

Event Date: Friday June 19, 2026

Event Time: 11:00 am to 4:00 pm (9:00 am to 6:00 pm including set-up/break-down)

Event Description - The finish line and celebration event for Bike to the Beach DC & MD at the Dewey Beach Lions club located at 115 McKinley Ave, Dewey Beach, DE 19971. Bike to the Beach is a 501c3 that organizes 100/50/25 mile charity bike rides to fundraise money for local Autism and Disability service providers.

Route – Cyclists will enter the Town of Dewey Beach on southbound Rte. 1 Coastal Hwy (accessing Rte. 1 from Airport Rd. in Rehoboth), and turn right on McKinley Ave proceeding to the entrance of the DB Lions Club parking lot.

In order to ensure the safety of all involved, and that the flow of traffic in the area is undisrupted, it is crucial to us that participants adhere to all traffic laws and do not cross Rte. 1 at any time while riding a bicycle (even with the use of the crosswalks on Rte. 1 such as the crosswalks located at Dagsworthy or McKinley). Emphasis of this will be made throughout route briefings given to cyclists leading up to the event, as well as at the morning safety briefing before the start of the ride.

Emergency Plan - An Emergency Plan will be available upon request, and paid medical staff will be on-site. We will review the event with the Sussex County Paramedics and the Rehoboth Volunteer Fire Department to ensure that Chief Snyder and Glenn Marshall have all the necessary ride information and can review the emergency plan. We are fully committed to ensuring a safe and enjoyable ride for all participants. Upon the event's review by Sussex County and the Rehoboth Fire Company, it is highly likely that we will have an ambulance or mobile unit on site to handle any medical issues (as well as a devoted Sussex County dispatcher).

Additional Permits – To be applied for or pending in Delaware:

Sussex County DE - Special Event Permit

DELDOT - Special Event Permit

DE Alcoholic Beverage Control - Nonprofit Gathering License

Delaware State Police – Event Notification

Rehoboth Beach Fire Department – Event Notification and Review with Chief Snyder

Layout - The event layout can be found attached. The event would use the entirety of the front parking lot at the Dewey Beach Lions Club, and other areas of the property to operate the event. The front parking



lot will be the main staging area for the event and will include two 10"x10" tents (including a water/shade/cooling tent for the riders to use in case of heat), a 20'x40' tent with tables and chairs, and bike racks. Other areas of the parking lot will be used for; participant check-in, and an equipment truck which will store the bikes of people that are returning to the DC area.

Food - A light lunch will be provided to all cyclists in the afternoon by a food vendor with a Dewey Beach business license.

Food Truck Request – We are asking that the Town Council for permission to have a food truck provide service for our Event. The food truck "Woody's on Wheels" would be operating on a one-day temporary basis, and the owner, Haywood Key, will apply for a one-day Dewey Beach business license. The food truck owner/operator, as well as Bike to the Beach, understand that food trucks are not typically allowed to operate in town, and that the truck must be parked on the Dewey Lions Club property. It is understood that the truck's operation would be exclusive to the event, and that the town's approval in this specific case, is by no means approval to operate the truck on a Dewey public street or solicit customers within the town. We believe the food truck is our best option to be able to provide the highest quality meal and service to our participants in a timely manner given the circumstances. We plan to have a very limited menu, with a few hot options, cold wraps, as well as prepared items. The truck operates of a generator and includes three refrigerators and one freezer. Additional information regarding the specific operational details of the truck can be provided if requested.

Alcohol - We will be submitting a one-day license to serve one beer per rider upon their completion of the ride. Alcohol will be only allowed within the closed off parking lot area, and IDs will be checked when entering this area. Riders under 21 will receive red wristbands, while over 21 will receive yellow wristbands. We are looking into a partnership with Dewey Beer Company and understand the beer must be donated, as we are a nonprofit. Beer consumption will be limited to the front parking lot staging area and will be closed off with both temporary fencing and the current existing fencing. A Non-Profit Gathering License from the Office of the Delaware Alcoholic Beverage Control Commissioner (OABCC) has been applied for, and the event will follow all guidelines and regulations associated with the license.

Music – Music (DJ or Acoustic Band/Drum Band) will play at a reasonable volume, in accordance with town regulations, and will perform for only a few hours.

Bathrooms - The event will provide portable toilets and may have access to an inside bathroom during the event. The portable toilets will be located in the back parking lot area (as to not be visible or disrupt neighbors).

Staging/Setup - The event will begin set-up at 9:00 am on 6/19/26 and everything will be installed at that time. The official time of the event will be 11:00 am to 4:00 pm. The majority of the cycling participants will arrive between 11:00-2:00, and the expected total attendance over the course of the event is 385-400. The event will be broken down and cleaned up from 4:00-6:00 pm on 6/19/26. All vans/trucks providing equipment and supplies will park in the back lot of the Lion's Club. The event will use rented equipment from 227 Rent, including a 20'x40' tent (supported by ballasts). If an inspection of the tent is needed, it



can be set up the day prior to the event, otherwise it will be set up the morning of the event and removed the evening of the 19th.

Transportation – Two coach buses will be provided to take participants back to their respective start lines after the event. The buses will arrive at 4:00 pm and should depart by 4:30. One bus will load and depart from McKinley Ave, while the second bus idles in the back lot of the Lions Club until the first bus leaves, and which time it will move to McKinley Ave. to load and depart.

Describe in detail any promotional signs, banners or displays you plan to utilize for the event:

The event will also include signs, banners, and an inflatable arch. The inflatable arch will be located in the front entrance of the parking. The signs are 3'x4' pop-up signs that can be secured to the ground, and the banners are 2'x6' and can be secured/removed with zip ties. Additionally, 3-5 directional signs (2'x2' secured with zip ties) will be placed along Rte. 1 and McKinley Ave.

Describe your plans for outdoor music:

Music will be designated to an area of the front parking lot. Music will be played no longer than 12:00-4:00 pm. Amplified sound will not exceed the Town regulations' maximum allowance throughout the event.

Describe your plans for the use of any outdoor speakers, bull horns, or any type of sound amplification:

The Music will used amplified sound with speakers, which will be able to connect on-site as a power source. A small portable speaker will also be used to make announcements. No bullhorns or personal amplified sound will be used except for specific announcements.

Upload copies of all supporting documents pertaining to this request:

Copies if all other required permits listed above will be provided when they approved and finalized. Any additional requests for information can be made to Carl Sylvester (Operations Manager, Add Impact Network) at csylvester@biketotheseach.org and we will happy to meet any requests.



