

# ARDEN FORESTS & INDIAN CIRCLE USE PERMIT page 1 of 2

Please fill out both sides of this form and submit *at least 5 days in advance* for approval to:  
Arden Forest Committee c/o Carol Larson, 1900 Sherwood Rd., Arden, DE 19810  
*Or you may scan the completed form and return it via email to: forest@arden.delaware.gov*

**Arden's woodlands are off-limits from dusk to dawn, and fires are not permitted at any time unless a Forest Use Permit is obtained from the Forest Committee of the Village of Arden.**

## **RULES OF COMMONS, Village of Arden, Ordinance #4**

Fires are not permitted except at Indian Circle (subject to county burning bans and permit issued by the Arden Forest Committee). Fires must be extinguished, trash and extra wood removed at the end of the activity.

***Please submit your request at least five (5) days prior to the desired start of the activity.***

Description of event or activities
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Additional information or detail may be requested.

Do you intend to have or start a fire? Yes / No

**Fire Permit Applicant is required to review and agree to the Fire Safety Permit Rules on p. 2.**

PERMIT APPLICANT/HOLDER NAME		
COMPLETE ADDRESS		
PHONE	EMAIL	
DATE REQUESTED	EVENT START TIME	EVENT END TIME
EVENT TIME: Please include time to set up, take down, and clean up after the event. If this is for a wedding, please include time for rehearsal		

### **FOREST USE RULES:**

- Temporary equipment may not be left erected overnight, except by special permit.
- Hazardous equipment, firearms, and fireworks are prohibited.
- No damage to trees, plants, or structures.
- Debris and all personal items must be cleaned up and removed at end of event.
- The Permit Holder must be present and carry a copy of the approved permit during the event.

Permit Holder is responsible for cost of any damage to forest and a fine up to \$150.00. Arden Ordinance #4: "Violations of this ordinance shall be punishable by a fine of not less than \$50 nor exceeding \$150. Each instance of violation shall be considered a separate offense." Section 10, Arden Ordinance #4: "Any party who violates this ordinance and/or refuses to remove litter or repair damage, including graffiti, in a timely manner shall be subject to a fine of \$100 and costs of the clean-up."

# FIRE SAFETY PERMIT RULES page 2 of 2

1. All fires must be laid within the confines of the established fire circle of Indian Circle.
2. Any and all trash must be removed from the fire circle prior to igniting a fire. Permit holder is responsible for the removal of all trash generated.
3. Combustible materials:
  - Only wood may be burned. No generated wastes may be disposed of by burning.
  - Wood may be brought from within Delaware, but not other states, due to the potential for invasive species, such as the Emerald Ash Borer. All imported wood should be carefully inspected for invasive species. Unused imported wood may not be distributed in the forest and must be removed.
  - No standing trees, dead or alive, may be use as firewood. Wood found on the forest floor may be used for firewood. Be advised quantities of large diameter wood are not readily available on the forest floor.
  - Length of fuel wood placed in the fire circle may not exceed the internal diameter of the fire circle.
4. No accelerants or fire starters, other than untreated paper, may be used.
5. Prior to igniting any fire, an adequate supply of water should be maintained nearby in buckets. Water may be obtained from Namaans Creek. No other materials or substances may be introduced into Naamans Creek.
6. Large bonfires not allowed. At no time may flames exceed four (4) ft in height above ground surface.
7. Any embers that escape the fire circle must be immediately extinguished. If strong winds cause excessive embers to escape from the fire circle, the fire should be immediately extinguished.
8. No fires shall be allowed at times the State Fire Marshal proclaims a ban on outdoor fires. The Forest Committee reserves the right to deny or suspend any fire permit due to weather.
9. Prior to igniting any fire, all combustible materials, such as leaves, should be removed from around the exterior of the fire circle.
10. An adult must directly monitor all fires until they are completely extinguished.
11. Extinguishing the fire
  - Spread burning wood and coals within fire circle.
  - Pour water from buckets onto fire and fire circle rocks.
  - Stir coals.
  - Repeat until all materials in the fire circle are wet and no hotter than ambient conditions.

In consideration of the receipt of this permit from the Village of Arden, the Permit Holder hereby releases the Village of Arden from all injury and any liability of any kind arising from the Permit Holder's use and occupancy of the Village of Arden property and agrees to indemnify and HOLD HARMLESS the Village of Arden, its agents, or servants. In no event shall the Village of Arden be liable for any damage or injury to Permit Holder or any agent or employee or Permit Holder or to any person coming upon the premises in connection with the Permit Holder's use and occupancy of the premises. Permit Holder acknowledges that it shall reimburse the Village of Arden for any and all damage to the Village of Arden property, its agents, and/or its servants, as a result of the use and occupancy of the premises (ordinary wear and tear excepted) by Permit Holder, its agents, or servants, or by any person coming upon the premises during the Permit Holder's use as an invitee or licensee of the Permit Holder. Permit Holder agrees that the rights and obligations under the permit and this agreement shall insure to and be binding on its successors and assigns.

I, the Permit Applicant, certify all information above is correct; that I am 18 years of age or older; and that I have read and agree to follow the Forest and Fire Safety Rules above.	<b>SIGNATURE OF PERMIT APPLICANT/HOLDER:</b>	<b>Date:</b>
FOREST/FIRE SAFETY USE PERMIT- official use only-  APPROVED  DISAPPROVED	<b>SIGNATURE OF FOREST COMMITTEE/VILLAGE OF ARDEN REPESENTATIVE</b>	<b>Date:</b>