

NEW CASTLE COUNTY DEPARTMENT OF COMMUNITY SERVICES PERMITS SECTION  
Mailing Address: Gilliam Building, 77 Read's Way, New Castle, DE 19720  
Walk in address: Garfield Park Activity Center, 26 Karlyn Drive, New Castle, DE 19720  
Phone # 571-4006

**APPLICATION FOR GENERAL PARK USE PERMIT**

(Please print)

Name of Applicant: \_\_\_\_\_ Organization: \_\_\_\_\_

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

Telephone Numbers: (home) \_\_\_\_\_ (work) \_\_\_\_\_

Fax # \_\_\_\_\_ E Mail Address: \_\_\_\_\_

**Telephone reservations are not accepted, reservations are on a First Come, First Served basis and are not confirmed until the application fee is received and permit issued. Applications will be accepted beginning January 2, 2009. Permits are issued from April 1-October 15.**

Please indicate planned use of parkland (check one)

Wedding \_\_\_\_\_ Picnic \_\_\_\_\_ Field Day \_\_\_\_\_ Religious Service \_\_\_\_\_ Road Race/Run \_\_\_\_\_

Walk-A-Thon \_\_\_\_\_ Easter Egg Hunt \_\_\_\_\_ Halloween Activity \_\_\_\_\_ Other \_\_\_\_\_

**(For Road Race/Run or Walk-A-Thon a route map is required)**

Fees per day:

\$55 (Attendance less than 125) \$80 (Attendance 126-300) \$155 (Attendance 301-599) \$210 (Attendance 600-999)

**Priority will be given to County residents. Non-County residents will be assessed an Out of County usage fee of \$25 per permit request.**

Tournament and Camps **ONLY** - \$60.00 per day \_\_\_\_\_ Basketball Courts \_\_\_\_\_ Volleyball Courts \_\_\_\_\_ : # of teams \_\_\_\_\_

Softball Fields: \_\_\_\_\_

**Note: Reservations made for usage after June 30, 2009 is subject to a 5% fee increase.**

**Refund Policy: 14 day notice required (unless weather related).**

**Penalties may apply. Contact Park Permit Office (571-4006) for additional details.**

**NO ELECTRICITY**

**NO ADMISSION Fee may be charged for events held in County Parks.**

**NO VENDING is allowed in any County Park without a permit from the Department of Community Services.**

**Police coverage is required for any event with over 200 people taking place in a NCCo Park.** In this case please contact the NCCo Police at 395-8145 for coverage and payment will be made directly to them.

Name of park & specific area requested: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Description or Name of Event: \_\_\_\_\_

**New Castle County must be informed of all activities taking place in its parks. Review the list on the back of this application and check every item that you are planning to have at your event. Any changes to the permit must be made 14 working days prior to the original date.**

**Please submit appropriate fee with application (check, money order, cash-exact). Permittee will be notified and billed for any extra costs where applicable. Attached Hold Harmless Agreement must be signed and returned with this application along with fee before a permit will be issued. Make check payable to NEW CASTLE COUNTY. Only the permittee may make any changes, cancellations, or additions to permit.**

**NO ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES PERMITTED ON COUNTY PARKLAND.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ /09

Please check those items you will be bringing:

\_\_\_\_\_ DJ/ live music - permittee must provide power (*Not permitted at Talley Day or Paper Mill Parks*).

- **Music must not contain abusive or offensive language**
- **Volume must be kept to within the area of the activity**

\_\_\_\_\_ Catering/concession (please describe below) **PROOF OF INSURANCE** for caterer must be received before a permit will be issued.

\_\_\_\_\_ tents/canopies: size\_\_\_\_\_

\_\_\_\_\_ Pony rides, moon walks, hayrides—**Contracted vendor or permittee must submit a copy of their insurance policy naming NEW CASTLE COUNTY as additional insured before a permit will be issued.**

**NOTE: The following are NOT ALLOWED in County Parks:** trains, carousel, helicopter, merry-go-round, dunk tanks and gas or radio propelled airplanes.

\_\_\_\_\_ rented games/booths- **NO FEES MAY BE CHARGED**

\_\_\_\_\_ Tables/ chairs

\_\_\_\_\_ Portable stage

\_\_\_\_\_ Decorations

\_\_\_\_\_ Power generator (provided by permittee)

\_\_\_\_\_ Distribution of educational or religious materials.

\_\_\_\_\_ Other (please describe)\_\_\_\_\_

\_\_\_\_\_ Ball field/Court (based on availability)-please state use time requested\_\_\_\_\_.

Fee is \$12 for a 2 hour time period- one time period maximum. A **separate** check must accompany this application for ball field/court usage. **Type of ball field/court:** \_\_\_\_\_.

**NO REFUNDS, NO RAINDATES, NO ELECTRICITY**

**NO ADMISSION Fee may be charged for events held in County Parks.**

**NO VENDING is allowed in any County Park without a permit from the Department of Community Services.**

NOTE: Facilities are permitted on an “as is” basis. New Castle County normally provides no additional equipment or services other than what is already in the park. Permittee will be held liable and billed accordingly for restoration charges if damage or losses occur to County property as a result of permitted use, especially if **undisclosed** activities are responsible.



**NEW CASTLE COUNTY  
DEPARTMENT OF COMMUNITY SERVICES**

**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.

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

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

By: \_\_\_\_\_

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

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

Seal Must be Affixed here if a corporation or other such entity:

Date \_\_\_\_\_