NEW CASTLE COUNTY DEPARTMENT OF SPECIAL SERVICES PERMITS SECTION
Mail in: Conner Building, 187A Old Churchmans Road, New Castle, DE 19720
Walk in: 100 New Churchmans Road, New Castle, DE 19720 Phone: (302) 395-5362 Fax: (302) 395-5367

SPORTS FIELD PERMIT APPLICATION
for Games, Tournaments, and Leagues

Name of Applicant: ______________________ Team/Organization: ______________________

Address: ______________________ City: ______________ State: ________ Zip Code: __________

Telephone Numbers: (home) ______________ (work) ______________ (fax) ______________

E Mail Address: ______________________ Field Type ______________________

Estimated Participation: Teams __________ Participants ______________ Copy of insurance attached: __________

Briefly list any special requests: ____

****************************** *IMPORTANT MESSAGE PLEASE READ*****************************

ONLY (4) FIELDS ARE ALLOWED PER APPLICATION!!

ANY MORE FIELD THAN (4) FIELDS MUST USE SEPARATE APPLICATION

CODE: T=TOURNAMENT L=LEAGUE G=GAME I= INFORMAL PLAY

DATE FROM	DATE TO	FIELD SITE AND #	TIME FROM	TIME TO	DAY(S) OF WEEK	CODE

Field Use Codes: L= League G= Game I=Informal Play Please attach additional sheets if necessary

1-HOUR TIME SLOTS	**FEE SCHEDULE = Non-county residents add $100 per permit over 100+ hours.**
1hr to 100hrs	$2.50 per hour
100+ hrs	$1.00 per hour

Note: Non-profit (501 C-3) organizations / youth groups will receive a 20% discount with proper documentation

Payment Procedures: Full fee due for all permits under $100, otherwise, $100 deposit **(non-refundable)** is due with the application; *NON RESIDENTS- ADD $100 PER PERMIT.* **for league play, unused time slots and weather related postponements are not refundable.** Please submit appropriate fee with application by credit card, cash, or check/money order (payable to New Castle County). Permittee will be notified and billed for any extra costs where applicable. **PAYMENT DUE 14 WORKING DAYS PRIOR TO START OF EVENT.**

Refund Policy

Deposits are non-refundable, otherwise, refunds will be issued with a written request submitted at least 14 days prior to the start or the activity minus transactions fee of **(10% of permits $100 or less)(5% of permits over $100)**. Refunds received within 14 days of the activity will receive a credit to the customer's account which is valid for one year. **Exception: activities cancelled by New Castle County due to inclement weather will receive a full refund.**

LIGHTED FIELDS USAGE AND FEES: Lighted fields are operated by pre-set electric timers. Light fees will be billed in advance and must be paid before lights are scheduled; permittee will be billed for any additional use of lights. Notice of light cancellations must be given to the Permit Office no later than 3pm on a workday, if it is a weekend event then it is by 3pm on Thursdays. Cancellations are subject to the refund policy.

Light Fee is: $16.00 for the first hour (then pro-rated at $8.00 per half hour)

AVAILABLE FIELDS – Permits issued April through October only

I. SOFTBALL FIELDS

( ) INDICATES # OF FIELDS AT SITE * -INDICATES LIGHTED FIELD F -INDICATES FENCED FIELD

FULL SIZED FIELDS

*Greenbank (1)
*Banning (3)(2-F)
*Delcastle (4-F)
Brandywine Springs (2)
Powell Ford (3) (2-F)
Marbrook #1
Chelsea #1
Bonsall (2)

SMALLER YOUTH – SIZE FIELDS

Brookhaven
Chelsea #2
Marbrook # 2
Powell Ford (1)

II. SOCCER / FOOTBALL FIELDS – No practices permitted on Banning Soccer or Delcastle Football fields

SOCCER FIELDS

Banning #1
Banning #2
Bechtel
Bonsall
Chelsea (fall only)
Delcastle I (fenced)
Delcastle II
Hann
River Road
Rogers Manor
Talley Day (2)
Weiss

FOOTBALL FIELDS

Biden
Delcastle
Surratte

Permittee must supply their own goal post padding

III. BASEBALL / LITTLE LEAGUE FIELDS

BASEBALL FIELDS

Banning #1 (lighted)
Middleboro Road
Delcastle #6
McKennan's Church Road
Weiss #1 (Youth only)
Aspen Drive

FENCED LITTLE LEAGUE FIELDS

Banning #5
Bechtel
Bonsall #1
Breezewood
Castle Hills
Coventry
Delcastle #5
Kimberton
Rambleton Acres
River Road #1 & #2
Rogers Manor
Rutledge
Talley Day #3 & #4
Weiss #2 & #3

UNFENCED LITTLE LEAGUE FIELDS

Biden
Collins Park
Deacons Walk
Del Park Manor
Fairfax Park
Glendale
Hann
Harmony Hills
Jefferson Farms
Kingscroft
Milltown Park
Rutherford
Surratte #1
Swanwyck
Wilmington Manor Gardens 1&2
Windy Mill/Red Mill
Woodland Heights

IV. LACROSSE / FIELD HOCKEY / CRICKET FIELDS

Forbes Fields #1, 2 (Rt. 92 and Woodlawn Road) will be used for **Lacrosse** in the spring and **Field Hockey** in the fall. **New Castle County does not have permanent goals on these fields so it will be up to the permittee to provide them. NOTE:** The parking area at this location can accommodate approximately 10 cars and at no time may vehicles be parked on Woodlawn Road. Permittee should plan transportation to and from the fields accordingly and should also inform spectators of the limited parking facilities.

SIGNATURE:_____ DATE: _____

For Office Use	Date	Amount	Check Name	Check No. / Bank No.
( ) Visa	( ) Master card	( ) American Express		**CCV#**
Amount to Charge	Name on Card	Card Number		Exp. Date (mo/yr)

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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.] _____

Signature of Permittee: _____

Print Name: _____

Title: _____

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

Date_____