



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 is required at the time of application; the deposit is *non-refundable and non-transferable*. **Unused time slots and weather related postponements are non-refundable and non-transferable.** Permittee will be notified and billed for any extra costs where applicable. Please submit appropriate fees with application by credit card, cash, or check/ money order (payable to New Castle County). **PAYMENT DUE 14 CALENDAR DAYS PRIOR TO START OF EVENT.**

Refund Policy: Deposits are non-refundable and non-transferable. Refund, minus deposit and minus transaction fee (5% programs over \$100; 10% programs \$100 or less) will be issued with a written request received at least 14 calendar days prior to start of activity. Credit on New Castle County ActiveNet® Account, which is valid for one calendar year from original activity date, minus deposit and minus transaction fee (5% programs over \$100; 10% programs \$100 or less it) will be issued with a written request received 13 calendar days or less prior to the start of the activity. No credit on account will be issued when written request is received 6 calendar days or less prior to start of activity. Unless an activity is cancelled by New Castle County, all refunds and credits will incur a transaction fee of 10% (programs \$100 or less) or 5% (programs over \$100) of the activity fee.

Lighted Fields Usage and Fees: Lighted fields are operated by pre-set 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. Same day lights early shutdown may be telephoned into Parks Permits Office (302-395-5362) Monday-Friday 10am – 3pm or e-mailed to bhunter.nccde@icloud.com. Otherwise, notice of light cancellations must be given to the Permit Office no later than 3pm Monday thru Thursday or 3pm the last working day before a New Castle County holiday. Failure to follow early light shutdown procedure may result in original light fee charges applying. Cancellations are subject to the REFUND POLICY as stated below. *Light fee is \$16.00 per field for the first hour (then pro-rated at \$8.00 per half hour).*

**The Hold Harmless Agreement must be signed and returned with this application.
All payments must be received before a permit will be issued.**

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

SMALLER YOUTH – SIZE FIELDS

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

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

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

SOCCER FIELDS

FOOTBALL FIELDS

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

Biden
 Delcastle
 Surratte

Permittee must supply their own goal post padding

III. BASEBALL / LITTLE LEAGUE FIELDS

BASEBALL FIELDS

Delcastle #6
 McKennan’s Church Road

Weiss #1 (Youth only)
 Aspen Drive

FENCED LITTLE LEAGUE FIELDS

UNFENCED LITTLE LEAGUE FIELDS

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

Biden Jefferson Farms
 Collins Park Kingscroft
 Deacons Walk Milltown Park
 Del Park Manor Rutherford
 Fairfax Park Surratte #1
 Glendale Swanwyck
 Hann Wilmington Manor Gardens 1&2
 Harmony Hills 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)	



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 _____