

**NEW CASTLE COUNTY DEPARTMENT OF SPECIAL SERVICES PERMITS SECTION**

Mail in: Gilliam Building, 77 Reads Way, New Castle, DE 19720

Walk in: Gilliam Building, 67 Reads Way, New Castle, DE 19720 Phone: (302) 395-5606 Fax: (302) 395-5650



**BRANDYWINE TOWN CENTER APPLICATION**

(Please print)

Reservations are on a first-come, first-served basis and are not confirmed until permit issued.

**Applications must be submitted at least 30 days prior to the event.**

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

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

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

E Mail Address: \_\_\_\_\_

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

Please describe type of meeting or purpose for which requested: \_\_\_\_\_

**BTC NOT FOR SOCIAL GATHERINGS – STRICTLY FOR COMMUNITY MEETING HALL USE ONLY**

Circle BTC Room(s) Requested:	General Assembly Room	Large Meeting	Medium Meeting	Small Meeting
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- ✓ Usage of Brandywine Community Town Center is strictly for non-profit organizations (501c3)
- ✓ Copy of Internal Revenue Service non-profit status (501c3) must accompany this request
  - ✓ No vending permitted and no charges or fees may be levied while using the BTC
  - ✓ New Castle County Government reserves the *Right to Cancel* Usage of BTC at any time if needed for County usage.

**ADDITIONAL INFORMATION**

- No smoking in Building or on BTC premises ~ BTC is a Tobacco free campus.
- No pets (Service Animals permitted) in Building or on BTC premises.
- **Alcoholic beverages or illegal substances are prohibited on County premises.**
- No food or beverages permitted on premise without written permission from Parks Permits Office.
- Permitted organization / group responsible for all set-up/break-down and clean-up of facility, including trash removal and returning all furniture to its original location as posted diagram shows. Failure to do so may cause forfeiture of \$50 security deposit.
- Any literature and/or decorations must be properly disposed of prior to leaving facility.
- Facility is permitted on an "as is" basis. New Castle County provides no additional equipment or services other than what is already in the facility. 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.
- A "Hold Harmless Agreement" must be signed and returned with application.
- Building total attendance capacity limited to Fire Marshall Occupancy of 299 people.
- BTC facility usage hours ~ Monday – Sunday 8am - 9pm – unless written permission from Parks Permits Office.
- Access key required to enter facility. **\$50 (exact cash) refundable security deposit required for key exchange.** Key pick-up and return is at the Parks Permits Office located at 67 Reads Way, New Castle, DE 19720. Monday – Friday 8am – 4pm. Failure to return key will result in forfeiture of \$50 security deposit.

**Failure to adhere to terms of use/occupancy will result in revocation of Organization/Group facility privileges.**

**I have read the above and agree to these stipulations. Attached HOLD HARMLESS Agreement (page 2) must be signed and returned with this application with non-profit status document before a permit will be issued. ONLY the permittee may make any changes, cancellations, or additions to this permit.**

Signature of Permittee \_\_\_\_\_ Date \_\_\_\_\_

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**NEW CASTLE COUNTY  
DEPARTMENT OF SPECIAL 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.

Signature of Permittee: \_\_\_\_\_

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

Date: \_\_\_\_\_