



NEW CASTLE COUNTY
DEPARTMENT OF PUBLIC WORKS: PARKS PERMITS SECTION

Located in the Gilliam Building
Mail in: 77 Reads Way, New Castle, DE 19720
Walk in: 67 Reads Way New Castle, DE 19720

PHONE: (302) 395 5606
FAX: (302) 395 5650
EMAIL: parkspermits@newcastlede.gov
WEBSITE: https://www.newcastlede.gov/420/permits

Make reservations Online • In Person • via Email/Fax

SPORTS FIELD RENTAL REQUEST

Name: Team/Organization:
Address: City: State: Zip:
Phone (home): (work/cell): (fax):
Email address: Sport/field type:
Estimated participation (# of teams): (# of participants):

Table with 5 columns: DATE(s), PARK, FIELD #, TIME(s), DAY(S) OF THE WEEK

RENTAL FEE SCHEDULE

Table with 2 columns: Rental Category, Fee
Single day - 1 to 4 hours: \$35
Single day - 5 to 8 hours: \$55
Single day - 8+ hours: \$75
League - 25+ hours: \$4 per hour
Lights: \$20 per hour per field
Fencing (200 feet): \$100 per field
Discount for non-profit organizations (with 501C3): 20%

INITIAL HERE: -> CANCELLATION POLICY

Deposits are nonrefundable and nontransferable. Monetary refunds (minus deposit and transaction fee) will be given only if cancellation request is submitted in writing a minimum of 14 calendar days prior to your reservation date.

INITIAL HERE: -> WEATHER POLICY

No monetary refund will be given. If an all-day weather condition occurs or if New Castle County closes the park, a credit will be added to your New Castle County Active Net Account.

FIELD LISTING

Large softball with lights		Large softball no lights	
Banning 1 Banning 2 Banning 3 Delcastle 1 Delcastle 2 Delcastle 3 Delcastle 4 Greenbank		Brandywine Springs Marbrook 1 Chelsea 1 Bonsall 1 Bonsall 2	
Small softball no lights (youth only) (no pitchers mound)			
Banning 5 Chelsea 2 Marbrook 2 Powell Ford 1			
Soccer with lights (no practices – games only)		Soccer no lights	
Banning 1 Banning 2		Bechtel Bonsall Chelsea (fall only) Delcastle Hann River Road Rogers Manor Talley Day 1 Talley Day 2 Weiss 1	
Football			
Surrate	Permittee must provide goal post padding, etc.		
Baseball with lights		Baseball no lights	
Banning 1		Aspen Drive Delcastle 6 McKennan's Church Road Middleboro Road Weiss 1 (youth only)	
Little league fenced		Little league unfenced	
Bechtel Bonsall 1 Breezewood Castle Hills Coventry Delcastle 5 Rambleton Acres River Road 1 River Road 2 Rogers Manor Rutledge Talley Day 3 Talley Day 4 Weiss 2 Weiss 3 Kimberton		Biden Collins Park Deacons Walk Del Park Manor Fairfax Park Glendale Hann Harmony Hills Jefferson Farms Kingscroft Milltown Park Rutherford Surrate 1 Swanwyk Wilmington Manor Gardens 1 Wilmington Manor Gardens 2 Woodland Heights	
Lacrosse • Field hockey • Cricket			
Forbes Field 1 Forbes Field 2	Located at Route 92 and Woodlawn Road. These fields will be used for Lacrosse in the spring and Field Hockey in the fall. Permittee must provide goal posts, etc. Parking at this location accommodates ten (10) cars. Vehicles are prohibited from parking on Woodlawn Road. Permittee should plan transportation and inform spectators of limited parking.		

GENERAL NOTICES

- There is a limit of **4 field requests per application**. Additional applications are **required** to request more than 4 fields.
- Reservations are made on a first-come, first-serve basis and are not confirmed until the application fee is received and approved permit is issued. **Attached Hold Harmless Agreement must be signed and returned** with this application and payment before a permit will be issued.
- The rental season is from April 1 to October 31.
- **Full payment must be submitted upon request** for any request that totals less than \$100 in rental fees. For requests that total more than \$100 in rental fees, a **\$100 nonrefundable, nontransferable deposit is required at the time of request**.
- Permittee will be notified and billed for any additional costs when applicable. If the Parks Permits office makes **five (5) consecutive, failed attempts to contact the permittee, any outstanding balance will be forwarded to a collections agency**.
- Please submit appropriate fees with application by credit card, cash, or check/money order. Payment is due at least fourteen (14) days prior to the first permitted date.
- Checks are made payable to New Castle County. Checks accepted only if received at least fourteen (14) days prior to event. Permittee will be notified and billed for any extra costs where applicable.
- Police coverage is required for events with attendance over two hundred (200) and/or at the discretion of the Parks Permits office. Permittee is responsible for paying additional costs associated with police coverage.
- A Special Event application is required for events with attendance over two hundred (200) and/or at the discretion of the Parks Permits office. Permittee is responsible for paying additional costs associated with Special Events.
- Only the permittee may make changes, cancellations, or additions to this permit. **Any changes, cancellations, and additions must be submitted to the Parks Permits Office in writing.**

READ AND INITIAL EACH LINE

**INITIAL
BELOW**

My initials indicate that I agree to the following regulations and understand that violations could result in cancellation of permit for my event including monies paid for permit and may jeopardize any future rentals:

	Alcoholic beverages or illegal substances are prohibited on County Parkland.
	Parking and/or driving on the grass and/or walking path(s) is prohibited.
	Vending is not permitted without written permission from the Permit Office (this includes team buffet tables, team snack bars, etc.).
	Admission fees may not be charged in County parks.
	Conflicts with field use and facility issues should be immediately reported to New Castle County Maintenance Dispatch line at (302) 395 5700.
	Safety concerns should be directed to the New Castle County Non-Emergency Police line at (302) 573 2800.
	Trash and event decorations must be properly disposed of prior to leaving facility.
	Facilities are permitted on an "as is" basis. New Castle County 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.
	Permit holder/park users must adhere to all rules and regulations contained within New Castle County, Delaware, Code of Ordinances Chapter 24 - PARKS AND RECREATION (Visit http://www.newcastlede.gov/417/Parks for complete copy)

