


Online Applications

1. From a desktop computer or laptop (not a mobile device)
2. Go to www.newcastlede.gov/420/permits
OR FROM www.newcastlede.gov: Select “Services” then select “Pavilion Rentals” under Parks and Recreation
3. Click **Apply For A Pavilion Online**

| | |
|--|---|
| <p>Home > Government > Departments > Community Services > Parks and Recreation > Parks > Permits</p> <h2>Permits</h2> <p>Now is the time to starting thinking about spending a day in a New Castle County park; thinking about having a picnic, want to use one of our athletic fields, or host a special event. To guarantee use of park facilities for your party, reunion, picnic, league game or special event, be sure to get a New Castle County facility permit.</p> <p>Call or email the Park Permits Office (395-5606/parkspemits@nccde.org) for assistance in choosing the perfect venue. The Permit Office also accepts walk in applications during our normal office hours.</p> <p>New Castle County allows organizations to have annual events if they get there applications in to the Parks Permits Office before January 31st. Starting February 1st all dates will be open first come/first serve.</p> <p>Permits for all functions / facilities are:</p> <ul style="list-style-type: none">◦ Issued on a first-come, first-served basis after the application and payment are received◦ Necessary for organized use of an athletic field◦ Required for groups of 15 or more | <p>Apply For a Pavilion Permit Online</p> <p>Contact Us</p> <p>Parks Permit Office Email Parks Permits</p> <p>Physical Address 67 Reads Way New Castle, DE 19720</p> <p>Phone: 302-395-5606 Fax: 302-395-5650</p> <p>Office Hours Monday thru Friday 8 a.m. - 4 p.m.</p> <p>Key Returns For Pavilions Monday thru Friday 8 a.m. - 4 p.m.</p> |
|--|---|

4. Follow the instructions on the next page


| | |
|---|---|
|  | <p>Click here to reserve a pavilion ></p> <p>To reserve a pavilion online you will need to obtain a username and password and then click on Reserve. There you will be asked to select an event type, a description, and maximum number of Guests. From here you simply search and select the facility you want to reserve.</p> |
|---|---|

5. Click **Reserve a Pavilion**

| | |
|---|---|
| <p>Reserve a Pavilion</p> | <p>NOTE: New users will be prompted to sign up for a secure account. Once this process is complete, you must then verify the account by clicking on the link in a confirmation email that you will receive.</p> <p>To use the Reserve a Pavilion program, login to your account, select the facility(s), desired times and review charges. Permits will not be issued until all payments and supporting documentation have been received by the Permits Office.</p> <p>< less</p> |
|---|---|

6. You will be prompted to **create an account or log in** to your own Active Communities account. After that, you will arrive at the page pictured below. Follow the instructions on the page to select your reservation date. Online reservations can only be made for the current season at least one week in advance. If your event is less than one week away, please contact the Parks Permits office.

Online Quick Reserve



To begin the online reservation process:

- Click RESERVE A PAVILION from the Facility/Equipment Group drop down list
- Select your reservation date (Requests will only be honored for rentals for the current calendar year) NO MONETARY REFUNDS issued. See permit for details)
- Reservation time (Please enter 10am to 8pm only!!!)
- Click on CHECK AVAILABILITY (Note that a RED CHECKMARK indicates that the pavilion is not available)
- Additional Fee (\$25) added for Non-NCC Resident
- Electronic Signature acknowledges that permit holder agrees to all rules and regulations associated with New Castle County Parks. A complete copy of Chapter 24 can be found at www.nccde.org/417/parks

▼ Selection

Facility/Equipment Group ▼
Facilities are grouped according to location and type

Reservation Date

Time Range am to am
 pm pm

7. You must answer the questions at the top of the page and check the corresponding agreements in order to finish your reservation.

To complete the online reservation process:

- Fill in your Event Name
- Answer all of the Questions about your planned use for the pavilion
- Select a desired pavilion, fill in the attendance, and click on the times you wish to reserve the pavilion
- Click on CALCULATE CHARGES - *Note that the charges you pay today are an estimate. Total fees will be as advertised on the Pavilion Application. When your reservation request is reviewed, you will be contacted with the total amount due.*
- You must read and initial the Checklist Items
- Click on RESERVE A PAVILION to proceed to the payment screen

▼ Availability for Thu, May 17, 2018

Event Name:

Questions (* - required field)

Is your event going to be professionally catered?*

Are you planning on having a DJ or P.A. System? NOT ALLOWED AT BECKS POND, GLASGOW #1, PAPER MILL, OR TALLEY DAY.*

Do you plan on bringing a grill?*

Do you plan on having a moonbounce? (\$25 NON-REFUNDABLE fee) NOT ALLOWED AT BECKS POND, GLASGOW #1, PAPER MILL #1, OR TALLEY DAY. \$25 fee to be paid directly to Parks Permits Office at least 2 weeks prior to event.*

Is your anticipated attendance greater than 200 people?*

Are you going to have a tent or canopy for your event? \$25 NON-REFUNDABLE fee to be paid directly to Parks Permits Office for "staked" tents. ANY/ALL TENTS NOT ALLOWED AT BECKS POND OR GLASGOW #1*

[Hide Advance Booking Restrictions Info](#)

8. You must provide **attendance** for your event in order to reserve a pavilion. Every pavilion has a maximum capacity limit.

| Name | Type | Attend | Qty | 10am |
|--|----------|--------------------------------|--------------------------------|--------------------------|
| Banning Carey Pavilion - Bookings cannot be made more than 181 day(s) in advance - Must be booked at least 7 day(s) in advance | Facility | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> |

9. A **red check** means that the pavilion is unavailable

| | | | | |
|--|----------|--------------------------------|--------------------------------|-------------------------------------|
| Brandywine Springs Rudy William Pavilion - Bookings cannot be made more than 181 day(s) in advance - Must be booked at least 7 day(s) in advance | Facility | <input type="text" value="0"/> | <input type="text" value="0"/> | <input checked="" type="checkbox"/> |
|--|----------|--------------------------------|--------------------------------|-------------------------------------|

10. Click **Calculate Charges** to view your estimated fees. **Initial** the required fields and click **Reserve a Pavilion**.

| Deposit | Rental Charge | Tax | Total | Due Now |
|---------|---------------|-----|----------|----------|
| \$0 | \$150.00 | \$0 | \$150.00 | \$150.00 |

Please check any of the items you want included with your reservation request.

▼ Select Checklist Items

| Agree to Waiver | Required | Description | Attachment |
|--------------------------------|----------|--|------------|
| Initials: <input type="text"/> | Yes | Park Permits - Acknowledgment | -- |
| Initials: <input type="text"/> | Yes | Park Permits - Hold Harmless Agreement | -- |

Calculate Charges

Reserve a Pavilion

11. Pay with **credit or debit card** using the secure site. **Credits on account cannot be used.** If you have a credit on your ActiveNet account, you must contact the Parks Permits office to use the credit.

Payment Information

▼ Payer Information

Name:

Billing Address:

Total Charges: \$150.00

Form of Payment

Credit Card Credit Card Type Card Number

ACT* or Active Network will show up on your credit card for this payment.

Card Expiration Month Year

Security Code [What is my Security Code?](#)

I am 13 years of age or older
(Federal law prohibits anyone under the age of 13 from submitting payment.)

Confirm your payment information, then to complete your order click

12. Upon reviewing your application, the Parks Permits office will contact you via email regarding your reservation.