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

SPECIAL EVENT PARK PERMIT APPLICATION

(Please print)

A Special Event Park Permit is required if your event meets one or more of the following criteria:

- ✓ Event is advertised and open to the public, or
- ✓ Parking is expected to exceed facility capacity / traffic control is required, or
- ✓ Event is a run/walk, flea market, exhibition or community function, sports competition, or
- ✓ Event requires extra-duty personnel from New Castle County Special Services

Reservations are on a first-come, first-served basis and are not confirmed until the application fee is received and permit issued. Permits are issued from April 1-October 31.

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) _____

(fax) _____ E Mail Address: _____

Name of park & specific area requested: _____

_____

Date(s): _____Time: _____ to _____Anticipated Attendance: _____

Permitee must provide police coverage for any event with over 200 people. Contact New Castle County Police at (302) 395-8075.

Please describe your event: _____

_____

FEE

$250 per day (**non-residents add $25**)

Permittee is also responsible for all additional costs associated with their event including, but not limited to police coverage and traffic control, extra portable toilets, and EMS support

Payment Procedures: A ***$100 per day deposit* is required** at the time of application; the deposit is ***non-refundable*** unless the request for permit cannot be granted. Non-profit organizations (501 C-3) and youth organizations will receive a 20% discount. Please submit appropriate fees 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. **Full payment is due 14 days prior to the event.**

For Office Use	Date	Amount	Check Name	Check No. / Bank No.

For Credit Card or Check Payment Only

( ) American Express	( ) MasterCard	( ) Visa	**CCV#**
Amount to Charge	Name on Card	Card Number	Exp. Date (mo/yr)

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Please check all applicable items:

_____ DJ/ live music - Permittee must provide power. ***(Not allowed at Talley day/Papermill parks).***

- ***Music must not contain abusive or offensive language***
- ***Volume must be kept to within the area of the activity***

_____ Professional catering/concession (please describe below) PROOF OF INSURANCE, business license, and board of health inspection must be provided for caterer before a permit will be issued.

_____ tents/canopies: size_____; location _____

_____ Pony rides or bounce houses—**Contracted vendor or Permittee must submit a copy of vendor insurance policy ($1,000,000) naming NEW CASTLE COUNTY as additional insured before a permit will be issued. The following are NOT ALLOWED in County Parks:** trains, carousel, helicopter, merry-go-round, dunk tanks and gas or radio propelled airplanes.

_____ Runs/walks require that a route map be submitted with this application.

Please note the following:

- **NO ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES are permitted on County parkland.**
- **NO VENDING is allowed in any County Park without a permit from the Department of Community Services.**
- **NO ADMISSION FEE may be charged for events held in County Parks.**
- **NO PARKING ON THE GRASS (unless special permission has been given from office)**
- If you have rented games/booths- NO FEES MAY BE CHARGED
- Any decorations must be removed at end of event.
- Power generators are allowed but must be provided by Permittee.
- Distribution of any educational or religious materials is restricted to event attendees only and all excess material must be properly disposed of prior to leaving facility.
- If a ball field or court is needed please submit the appropriate application with a separate check.
- 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.

Refund Policy

The reservation deposit is non-refundable, otherwise, refunds will be issued with a written request submitted at least 14 days prior to the start of the activity. Refund requests received within 14 days of the activity will receive a credit to the customer's account which is valid for one year. All refunds and credits will incur a transaction fee of 10% (programs $100 or less) or 5% (programs over $100) of the activity fee. Exception: activities cancelled due to inclement weather (must be approved by New Castle County) will receive a full refund.

I have read the above and agree to these stipulations. Attached HOLD HARMLESS Agreement (page 3) must be signed and returned with this application along with fee 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.

Permittee Organization: _____

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_____