



**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 COURT 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): _____

DATE(s)	PARK	COURT #	TIME(s)	DAY(S) OF THE WEEK

RENTAL FEE SCHEDULE	
Single day – 1 to 4 hours	\$35
Single day – 5 to 8 hours	\$55
Single day – 8+ hours	\$75
League – 25+ hours	\$4.50 per hour
League – 100+ hours	\$1.00 per hour
Lights	\$20 per hour per court
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. A credit (minus deposit and transaction fee) will be added to your New Castle County Active Net account if cancellation request is submitted **in writing** within 13 calendar days of a reservation. This credit is good for one (1) year from refund. You must contact our office in order to use a credit. No credit on account will be issued if cancellation request is received less than 6 calendar days prior to the permitted date. Unless an activity is cancelled by New Castle County, all refunds and credits will incur a transaction fee of 10% (if rental fees total \$100 or less) or 5% (if rental fees total over \$100) of the rental fee.

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. The credit is good for one (1) year from refund. The Parks Permits Supervisor makes inclement weather decisions on a case by case basis. You must contact our office in order to use a credit.

COURT LISTING

Games • Tournaments • Leagues • Events	
Basketball	
NCC reserves one court at each site for walk-in public use	
Without lights	With lights
Bechtel 1 Bonsall 1 Delcastle 1 Delcastle 2 Paper Mill 1 Paper Mill 2	Greenbank 1
Tennis	
NCC reserves two courts at Banning and Glasgow and one court at other sites for walk-in public use.	
Without lights	With lights
Banning 1 – 6 Bechtel 1 – 3 Bonsall 1 – 3 Breevort 1 – 3 Glasgow 1 – 4 Harvey Mill 1 Meadowood 1 Paper Mill 1 – 3 Talley Day 1 Weiss 1 – 3 Wilton 1	Greenbank 1 – 3
Pickle ball	
NCC reserves two tennis courts at Banning and Glasgow and one tennis court at all other sites for walk-in public use.	
Betchel Court #4 (8 courts) Deacons Walk 1 (8 courts) Glasgow Court #6 (4 courts) Greenbank Court #4 (4 courts) Sherwood 1 (4 courts)	
Disc golf	Iron Hill Park
Handball	Greenbank Park
Street hockey	Delcastle Recreational Park Weiss Park

GENERAL NOTICES

- There is a limit of **2 court requests per application**. Additional applications are **required** to request more than 2 courts.
- 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.
- 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)

HOLD HARMLESS AGREEMENT

In consideration of the receipt of this permit from New Castle County ("County"), Permittee on its behalf and that of its heirs, successors, insurers, assigns, administrators, executors and agents, hereby forever irrevocably releases, acquits and discharges the County and its subsidiaries, officers, directors, employees, agents, successors, assigns and contractors from any and all claims, demands, losses, damages, costs, expenses, legal fees, judgments, liens, suits, or causes of action of any nature, character and description whatsoever, whether known or unknown, whether anticipated or unanticipated, whether foreseen or unforeseen, whether fixed or contingent, ("Claims") arising out of or in any manner related to Permittee's and its employees', contractors', agents', assigns', invitees', and licensees' ("Related Parties") use of County land and all related property.

Further, Permittee agrees to indemnify, hold harmless and forever defend the County, its subsidiaries, officers, directors, employees, agents, successors and assigns from any and all claims arising out of any occurrence, act or omission that is, was or could be alleged by any other natural or legal person against the County, arising or relating in any manner or nature whatsoever to or out of Permittee's and/or its Related Parties' use of any County land and/or all related property.

Permittee hereby acknowledges that it has inspected the County land and all related property and accepts it in its "as-is" condition. The County reserves and Permittee hereby acknowledges County's right to change event location if safety issues or difficulties occur. Permittee acknowledges that it freely and voluntarily entered into this Hold Harmless Agreement, and that no representations or promises of any kind other than those contained herein have been made.

Permittee agrees to reimburse the County for any and all damage to County land and/or all related property (ordinary wear and tear excepted) and for any and all injury to the County and its officers, employees, agents, assigns and contractors as a result of the use of County land and/or all related property by Permittee and its Related Parties.

This Hold Harmless Agreement is independent of and shall survive the term of the Permit. The rights and obligations under the permit and this Agreement shall inure to and be binding on Permittee's successors and assigns.

Permittee and the County agree that this Agreement constitutes the sole and only agreement between the Permittee and County with respect to the subject matter hereof, and correctly sets forth the rights, duties and obligations of each party; and any prior understanding or representation, verbal or otherwise, shall not be binding on either party except to the extent set forth expressly herein. Modification of this Agreement is not permitted, unless in writing and signed by both parties.

This Hold Harmless Agreement must be signed by Permittee and received by New Castle County before any permit will be issued.

I have read the preceding stipulations and agree to all terms and conditions of this contract, including the above Hold Harmless Agreement.

Print name of Permittee

Signature of Permittee

Date

For Credit Card Payment Only		
<input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	Amount to charge:	CVC:
Name on card:	Card #:	Expiration date (month/year):

