

City of New Castle  
City Building  
230 North Jefferson Street  
New Castle, PA 16101-2220  
(724)656-3510

**Contact the Mayor's Office for available dates and reservations at (724)656-3510.**

**2020 DARLINGTON PARK  
RULES & REGULATIONS INFORMATION SHEET**

1. The Park is open from 11:00 a.m. until 9:00 p.m. every day of the week from Memorial Day to Labor Day.
2. Alcoholic Beverages **ARE PROHIBITED** in City Parks.
3. You may not have access to the rented facility until two hours before the time of rental unless you have authorization from the Office of the Mayor.
4. You are responsible to return the facility to the same condition as prior to rental.
5. The *non-refundable fees* are as follows:

A. Per Day .....	\$ 412.00
B. Per Hour .....	\$ 78.00
C. Clean-up Fee (refundable) .....	\$ 150.00

11. In addition to the rental cost, **a separate check** for the refundable clean-up fee is required. **Please make checks payable to the City of New Castle.** The clean-up fee will be refunded upon the approval of the Director of Parks and Recreation that the facility has been returned to the same condition prior to rental. In the case of a cancellation, the refundable clean-up fee **will not be returned.**
12. Please be advised that we do not accept only clean-up fees. Clean-up fee and payment in full must be sent at the same time. All monies will be due to the City by April 1<sup>st</sup> no matter what the date of your event is. If money is not received by this date, or other arrangements have not been made by contacting the Office of the Mayor, your reservation will be cancelled. **We will not make reminder phone calls. It is your responsibility to remember when money is due.**
13. At the discretion of the City Solicitor's Office, you may be required to provide a certificate of insurance naming the City of New Castle as an additional insured. Amount of insurance will be determined based on the event.
15. If you have questions, you may contact the Office of the Mayor at (724)656-3510. If you need assistance on the day of your event, you may call (724)856- 2121 - Director of Parks and Recreation.

*Please be advised that violation of any of the above articles will prevent the City from returning your deposit.*

**By my signature, I am stating that I have read, understand, and agree to the above conditions.**

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*Signature of Responsible Party*

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2020

**DARLINGTON PARK  
RENTAL APPLICATION**

**Responsible Party:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Date & Time:** \_\_\_\_\_

**Darlington Park - All Day - \$ 412.00**

**Darlington Park - Per Hour - \$ 78.00**

**Rental Charge Due: \$** \_\_\_\_\_

**Clean-up Fee Due: \$ 150.00** (SEPARATE CHECK)

**Total Amount Due: \$** \_\_\_\_\_

**I agree that myself and all my guests will abide by the rules and regulations of the City of New Castle as summarized in the “Rules and Regulations Information Sheet” received at the time of this application. I further agree to indemnify and hold harmless the City of New Castle, its employees, agents and representatives from any and all liability/lawsuits arising from the use of the facilities.**

\_\_\_\_\_  
**Signature of Responsible Party**

\_\_\_\_\_  
**Date**

**PLEASE SIGN ORIGINAL AND RETURN WITH PAYMENTS**