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.

CASCADE PARK
RULES & REGULATIONS INFORMATION SHEET

1. The Park is open from 7 a.m. until 6 p.m. every day of the week from September 30 to March 31 and from 7 a.m. until 11 p.m. every day of the week from April 1 to September 29.
2. Alcoholic Beverages **ARE PROHIBITED** in City Parks; however, the Mayor may grant permission for alcohol to be served in the dance hall and/or carousel buildings only. Please see attached papers for instructions.
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. No tables or chairs are to be placed on the dance floor
6. If tables/chairs have been moved, they must be returned to their original position.
7. No staples/nails are to be used in decorating.
8. Curtains are not to be removed from stage area.
9. If kitchen facilities are used, kitchen/appliances are to be thoroughly wiped/cleaned.
10. The ***non-refundable fees*** are as follows:

a.	Upper Level - ***All Day*** Includes Dance Pavilion, Carousel Building and Train Station	$ 1,185.00	**e.**	Cascade Park Dance Pavilion - ***Per Day***	$ 747.00
				Clean-up Fee (refundable)	$ 125.00
b.	Lower Level - ***All Day*** Includes Grove, Picnic Shelters, and Community Kitchen.	$ 515.00	**f.**	Cascade Park Carousel Building - ***Per Day***	$ 386.00
				Clean-up Fee (refundable)	$ 125.00
c.	Upper Level and Lower Level - ***All Day***:	$ 1,670.00	**g.**	Train Station - ***Per Day*** Includes adjacent grass area	$ 170.00
d.	Clean-up Fee (refundable)	$ 150.00	**h.**	Picnic Shelters - Reservation Fees:	
				Seating Capacity 30 & under	$ 52.00
				Seating Capacity - Above 50	$ 78.00

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 1st 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. For individuals renting the **Dance Hall**, you will have possession of the building until midnight. At that time, you must have all cleaning and clearing out done and you will be asked to vacate the building.
14. 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 (Parks and Recreation Director.)

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.

_____
Signature of Responsible Party

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RENTAL APPLICATION

Responsible Party:

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

E-Mail: _____

Organization: _____

Date & Time: _____

□ **Cascade Park - Upper Level - All Day - $1,185.00**

□ **Cascade Park - Lower Level - All Day - $515.00**

□ **Cascade Park - Upper Level & Lower Level - $1,670.00**

□ **Dance Hall - $747.00** □ **Carousel - $386.00** □ **Train Station - $170.00**

Rental Charge Due: $_____

Clean-up Fee Due: $_____ **(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

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Permission may be granted in certain circumstances to use alcoholic beverages at the Dance Hall and the Carousel Building at Cascade Park. In order to be granted permission, you must abide by the following rules:

1. Permission must be requested **in writing** from the Office of the Mayor, City of New Castle, 230 North Jefferson Street, New Castle, PA 16101-2220. Permission can and will only be given **in writing** from the Office of the Mayor. Your permission slip must be present with you on the day of the event and must be shown to any agent of the City of Castle upon request.

2. If granted permission, you will be responsible for keeping any and all alcoholic beverages inside the building which you are renting.

3. You will be responsible for seeing to it that no alcohol will be served to any minor.

4. You are responsible for providing a security guard at your own expense, to be present for the duration of your event.

I agree to the above listed terms regarding the use of alcoholic beverages at Cascade Park. 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