

City Administrator’s Office
City Building
230 North Jefferson Street
New Castle, PA 16101-2220
(724)656-3510

Contact the City Administrator’s Office for available dates and reservations at (724)656-3510.

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 City Administrator’s Office.
- 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 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 City Administrator’s Office, 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 City Administrator’s Office 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.

Signature of Responsible Party

City Administrator's Office
City Building
230 North Jefferson Street
New Castle, PA 16101-2220
(724)656-3510

**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