



City of Dover

Application and Permit Fields, Park Areas, Pavilions



Applicant (Permittee) Information

All information must be answered prior to consideration by the City of Dover.

Today's Date: _____
Contact Person: _____ Organization: _____
Complete Mailing Address: _____

Primary Phone: _____ Secondary Phone: _____ Email: _____

Event Information

All information must be answered prior to consideration by the City of Dover.

Date of Event: _____ Purpose: _____
Circle one: Park Area Park Pavilion Multipurpose / Softball Field

Parks and Recreation Department to complete this information

Security Deposit: _____ Rental Payment Due Date & Invoice #: _____
Insurance Required: _____ Provided: _____ Field Lights Fee: \$40 First Hour / \$20 1/2 hr x ____ = _____

NOTE: 15 days are required to process permit application. All applications are subject to review by the City of Dover Parks and Recreation Director and the City of Dover Chief of Police prior to approval.

Fields Request

Pavilion Request

Park Area Request

Field(s) Requested: _____	Park Pavilion Requested: _____	Park Area Requested: _____
Start Time: _____	Start Time: _____	Start Time: _____
End Time: _____	End Time: _____	End Time: _____
Number of people attending: _____	Number of people attending: _____	Number of people attending: _____
Field Lights Requested Hours: _____	Comments: _____	Comments: _____
Comments: _____	_____	_____
_____	_____	_____

Be sure to read and sign the back of this form. Without your signature, this form may not be processed by the City of Dover Parks & Recreation Department. Applicant & credit card information is mandatory!

Credit Card Information

Should your activity cause excess cleaning or repair to the Permitted area - as determined by the City of Dover - you will be responsible for all fees incurred for clean up and repair. Such fees will be charged directly to this account. The City of Dover will notify you with the cost prior to charging the account.

**PLEASE CALL OUR OFFICE AT (302) 674-7541 OR (302) 736-7050
TO PROVIDE CREDIT CARD INFORMATION**

Parks & Recreation Rules & Regulations

General Rules & Regulations for all City of Dover Parks facilities and property.

1. To accept no admission fees, or to sell, or offer for sale, any merchandise, article or thing, whatsoever, without the consent of the Director of the Parks & Recreation Department.
2. Not to practice, carry on, conduct, or solicit for any trade, occupation, business or profession.
3. No collecting of monies for any reason without the consent of the Director of the Parks & Recreation Department.
4. Not to distribute any handbills or circulars, or to post, place, erect any bills, notices, paper or advertising device or matter of any kind, without consent of the Parks & Recreation Director.
5. No beer or other alcoholic beverages, loud music, bands, DJ's, etc. are permitted at any time.
6. A reservation/permit does not hold any rental (pavilion, field, or building) past the date and time stated on the issued permit.
7. Not to indulge in riotous, boisterous, threatening, indecent, abusive, profane language or behavior.
8. Not to make or kindle fires except in places provided therefore, and only upon consent of the Parks & Recreation Director.
9. Any additional services as determined by the City of Dover will be an additional costs to the applicant.
10. No vendor activity is permitted without prior approval.
11. A permit issued for all paid reservations and your copy should be available during your event, as it must be shown upon request.
12. You must dispose of all trash, fruit skins, and all other rubbish in the appropriate receptacles provided.
13. All permits are reviewed by the City of Dover Police Department and/or the Police Chief.
14. The Recreation Director reserves the right to cancel all permits with as much notice as practicable.
15. The party issued the City of Dover permit is solely responsible for any damage to City property caused by its use under this permit and further that it shall be responsible or liable for any and all injuries to persons sustained upon the premises or damage to personal property. The City of Dover shall not be liable or responsible in any manner whatsoever for any damage to property or injury to persons upon the premises.
16. The party issued the City of Dover permit accepts responsibility of leaving the premises in the condition they found it. The party will be charged the City of Dover must clean, replace, or repair property damaged caused by or during your rental.
17. Park hours are from dawn until dusk, daily.
18. **Parking is permitted only in designated areas. Violators will be ticketed or towed at car owners expense.**
19. **Deposits are due with application, remainder of balance is due no less than 2 weeks prior to event start date.**

Multipurpose and Softball Field Rentals

1. Camp and tournament fees are refundable only when cancellations are made no less than two weeks prior to the first date scheduled.
2. Field lights are available for softball tournaments (only) at an additional fee. Field lights will not be permitted for camps or team practices.
3. The City of Dover reserves the right to require insurance for special events, tournaments, and facility rentals.
4. All of the General Rules & Regulations apply to these fields.

Pavilions - Dover Park (2), Silver Lake Park (2), and Schutte Park (1)

1. Cancellation of a reservation for a reason other than a natural cause or at the discretion of the Parks & Recreation Director will carry a **\$25.00** service fee if the cancellation is less than seven (7) days in advance.
2. Full payment due with application when reserving a pavilion.
3. All of the General Rules & Regulations apply to these pavilions.

Liability and Responsibility of Applicant

By signing this permit, I the permittee, accept the privilege of use of the City of Dover property on behalf of all persons in the group with me and I understand that this permit may be revoked at any time for violation of the rules and regulations and that I may be denied further permission to use City property if violation of any of the rules and regulations by me or any person in my group. I further acknowledge that the permittee shall be solely responsible for any damage, trash clean up, police costs, maintenance repair fees, etc. to the premises if so determined by the City of Dover Parks & Recreation Director. We accept the premises in the condition as found and we will leave the area in the same condition. We make no claim against the City for defective condition of the premises or for any other matter.

Applicant Signature

Date

APPROVED _____ DENIED _____

Director's Signature: _____

Date: _____



City of Dover



Recreation Department Fields, Parks & Pavilion Rental Rates

Schutte Park Multipurpose Field Rates

<u>Description</u>	<u>Description</u>	<u>Fee</u>	<u>Non-Refundable Deposit</u>
One Field*	1 field provided	\$ 25.00 - ½ Day	\$ 25.00
<i>*Dover Park or Schutte Park</i>		\$ 50.00 - Full Day	
Camps			
Non-Profit Camp	Field Area (1, 2 or 3)	\$150.00 - Week	\$ 50.00
Profit Camp	Field Area (1, 2 or 3)	\$200.00 - Week	\$ 50.00
League Play			
Saturday OR Sunday	Field Area (1, 2 or 3)	\$400.00 - 10 weeks	
Tournaments			
One Field Area		\$150.00 - Day	\$ 50.00 - Day
Two Field Areas		\$200.00 - Day	\$100.00 - Day
Three Field Areas		\$250.00 - Day	\$125.00 - Day

Lining of fields is available for an additional fee. If interested, please contact the Recreation Office at (302) 736-7050.

Softball Field Rates

Field lights are available for tournaments (only) for an additional fee of \$40 for the first hour of usage and \$20 for each 1/2 hour after. (Not available for softball practices.)

<u>Description</u>	<u>Fee</u>	<u>Non-Refundable Deposit</u>
One Field	\$ 25.00 - 2 hours	\$ 25.00
Tournaments		
Up to Five Fields	\$300.00 - Day	\$ 50.00 - Day

Park Pavilion Rates

<u>Description</u>	<u>Pavilion Fee</u>
Available for rental daily: 7 a.m. - Dusk	\$ 50.00 - Day Per Pavilion

Pavilion Locations

- Dover Park - #1 Playground Pavilion #2 Woods Pavilion
- Silver Lake Park - #1 Beach Pavilion #2 Woods Pavilion
- Schutte Park - #1 Playground

Please refer to back of this page for a list of Rules and Regulations. Any violation of these rules may result in the City of Dover revoking your Permit and the loss of your Permit Fee(s). For further information, please call the City of Dover Parks & Recreation Department at (302) 674-7541.