

## FACILITIES GUIDE – New Castle County

| <b>Department:</b> Office of Management and Budget/Statewide Training<br><b>Building:</b> Carvel Building<br><b>Address:</b> 820 N. French Street, 10 <sup>th</sup> Floor<br><b>City:</b> Wilmington <b>State:</b> DE <b>Zip:</b> 19801  |  |
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| <u>Contact Information</u>   | <u>Classroom Details</u>   |
| <b>Name:</b><br><b>Phone:</b> <b>Please Email requests to:</b><br><b>Fax:</b> <a href="mailto:statewide_training@state.de.us">statewide_training@state.de.us</a>   | <b>Capacity:</b> Up to 30  |
| <b>Equipment:</b> Tables and chairs, flip charts, white board, LCD display, laptop<br><b>Restrictions:</b> Reservations Required   |  |
| <b>Department:</b> DNREC – Parks and Recreation<br><b>Building:</b> Bellevue State Park<br><b>Address:</b> 720 Carr Road<br><b>City:</b> Wilmington <b>State:</b> DE <b>Zip:</b> 19809   |  |
| <u>Contact Information</u>   | <u>Meeting Room Details</u>  |
| <b>Name:</b> Judi Jeffers<br><b>Phone:</b> 302-761-6952<br><b>Fax:</b> 302-761-4685<br><br><a href="http://www.destateparks.com/bvsp/bvsp.htm">http://www.destateparks.com/bvsp/bvsp.htm</a>   | <b>Bellevue Hall</b> Up to 150<br><b>The Cauffiel House</b> Up to 50<br><b>Blue Ball Barn</b><br><b>Hay Room</b> Up to 100<br><b>Calving Room</b> Up to 60 |
| <b>Equipment:</b> Bellevue and Cauffiel have overhead projection and screen; Barn rooms have state-of-the-art equipment<br><b>Restrictions:</b> Kitchen availability for use with caterers on approved list; call for rates; 20% discount for State of Delaware agencies.          |  |
| <b>Department:</b> Best Western Brandywine Valley Inn<br><b>Address:</b> 1807 Concord Pike<br><b>City:</b> Wilmington <b>State:</b> DE <b>Zip:</b> 19803   |  |
| <u>Contact Information</u>   | <u>Classroom Details</u>   |
| <b>Name:</b> Mary Taylor<br><b>Phone:</b> 302-656-9436<br><b>Availability:</b> Rentals available, parking, food and planning services.   | <b>Room:</b> Meeting Room<br><b>Capacity:</b> 0 to 10<br>(Video Conference – up to 20 people)  |
| <b>Fee:</b> Yes<br><b>Restrictions:</b> Deposit  |  |
| <b>Department:</b> Brantwyn at DuPont Country Club<br><b>Address:</b> 600 Rockland Road<br><b>City:</b> Wilmington <b>State:</b> DE <b>Zip:</b> 19803  |  |
| <u>Contact Information</u>   | <u>Classroom Details</u>   |
| <b>Name:</b> Tanya Ostafy<br><b>Phone:</b> 302-654-4435<br><b>Availability:</b> Podium   | <b>Room:</b> Meeting Room<br><b>Capacity:</b> 0 to 120 – Theater Style Seating<br><b>Capacity:</b> 0 to 40 and 0 to 25 – U-shaped                          |
| <b>Equipment:</b> Overhead projection, TV/VCR, Projector, Internet access, etc.<br><b>Restrictions:</b> Other rentals available. Deposit, cancellation policy (varies from 14 days to 6 months). Complimentary full service catering and conference facilities.<br><b>Fee:</b> Yes |  |

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| <b>Department: Division of Social Services</b>  |  |
| <b>Address: 1920 Maryland Avenue</b>  |  |
| <b>City: Wilmington</b>   | <b>State: DE Zip: 19805</b>                      |
| <b><u>Contact Information</u></b>   | <b><u>Classroom Details</u></b>                  |
| <b>Name:</b> Clemance Paris   | <b>Room:</b> Conference Room                     |
| <b>Phone:</b> 302-498-5510  | <b>Capacity:</b> About 30                        |
| <b>Fax:</b> 302-498-5501  |  |
| <b>Equipment:</b>   |  |
| <b>Restrictions:</b> Reservations Required  |  |
| <b>Department: Department of Health and Social Services</b>                           |  |
| <b>Building: Emily Bissell Hospital</b>   |  |
| <b>Address: 3000 Newport Gap Pike (Main Bldg. 2<sup>nd</sup> Flr)</b>                 |  |
| <b>City: Wilmington</b>   | <b>State: DE Zip: 19803</b>                      |
| <b><u>Contact Information</u></b>   | <b><u>Classroom Details</u></b>                  |
| <b>Name:</b> Helen McClure  | <b>Room:</b> Conference Room 228                 |
| <b>Phone:</b> 302-995-8475  | <b>Capacity:</b> 0 to 15                         |
| <b>Fax:</b> 302-995-8520  |  |
| <b>Equipment:</b> Screen  |  |
| <b>Restrictions:</b> Reservations Required  |  |
| <b>Department: Appoquinimink State Service Center</b>                                 |  |
| <b>Address: 122 Silver Lake Road</b>  |  |
| <b>City: Middletown</b>   | <b>State: DE Zip: 19709</b>                      |
| <b><u>Contact Information</u></b>   | <b><u>Classroom Details</u></b>                  |
| <b>Name:</b> Joyce Jeffers  | <b>Room:</b> Main Conference Room                |
| <b>Phone:</b> 302-378-5770  | <b>Capacity:</b> 0 to 35                         |
| <b>Equipment:</b> Table, Chairs, telephone  |  |
| <b>Restrictions:</b> Reservations Required, No Fee for State agencies                 |  |
| <b>Department: Best Western Newark</b>  |  |
| <b>Address: 260 Chapman Road (195 and 273)</b>  |  |
| <b>City: Newark</b>   | <b>State: DE Zip: 19702</b>                      |
| <b><u>Contact Information</u></b>   | <b><u>Classroom Details</u></b>                  |
| <b>Name:</b> Pearson Williams   | <b>Room:</b>                                     |
| <b>Phone:</b> 302-738-3400  | <b>Capacity:</b> 0 to 170 and 12 to 20           |
| <b>Availability:</b> Parking, food and planning services, equipment rentals available | <b>Configuration:</b> Conference / Meeting Rooms |
| <b>Equipment:</b> Full service  |  |
| <b>Restrictions:</b> Reservations Required. Fee. Cancellation policy 30/60 days.      |  |
| <b>Department: Buckley's Tavern</b>   |  |
| <b>Address: 5812 Kennett Pike (Rt. 52)</b>  |  |
| <b>City: Centerville</b>  | <b>State: DE Zip: 19807</b>                      |
| <b><u>Contact Information</u></b>   | <b><u>Classroom Details</u></b>                  |
| <b>Name:</b> Vaughn Letts   | <b>Room:</b> 2 meeting rooms                     |
| <b>Phone:</b> 302-656-9776  | <b>Capacity:</b> 0 to 24                         |
| <b>Availability:</b> Parking, food services   |  |
| <b>Restrictions:</b> Reservations Required  |  |

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| <b>Department: Candlelight Music Dinner Theater</b><br><b>Address: 22008 Miller Road</b><br><b>City: Ardentown State: DE Zip: 19810</b>  |   |
| <b><u>Contact Information</u></b>  | <b><u>Classroom Details</u></b>   |
| <b>Name:</b><br><b>Phone:</b> 302-475-2313<br><b>Availability:</b> Contract rentals, parking, food services  | <b>Room:</b> Conference Center, Stage<br><b>Capacity:</b> 0 to 185                |
| <b>Restrictions:</b> Reservations Required. Deposit, cancellation policy – 3 weeks. Fee  |   |
| <b>Department: Christiana Hilton Inn</b><br><b>Address: 100 Continental Drive</b><br><b>City: Newark State: DE Zip: 19713</b>  |   |
| <b><u>Contact Information</u></b>  | <b><u>Classroom Details</u></b>   |
| <b>Name:</b> Edward O’Boyle<br><b>Phone:</b> 302-454-1500<br><b>Availability:</b> Rentals – AV equipment, parking, food and planning services  | <b>Room:</b> Conf. Center, Ballroom<br><b>Capacity:</b> 140 to 300                |
| <b>Restrictions:</b> Reservations Required. Deposit, cancellation policy – flexible. Fee   |   |
| <b>Department: Department of Health and Social Services</b><br><b>Building: Herman Holloway Campus</b><br><b>Address: 1901 N. DuPont Highway</b><br><b>City: New Castle State: DE Zip: 19720</b> |   |
| <b><u>Contact Information</u></b>  | <b><u>Classroom Details</u></b>   |
| <b>Name:</b> John Zuger & Dana Wise<br><b>Phone:</b> 302-255-4980<br><b>Fax:</b> 302-255-4450  | Classrooms 1, 2 and 3<br><b>Rooms 1&amp;2:</b> 0 to 100<br><b>Room 3:</b> 0 to 40 |
| <b>Restrictions:</b> Overhead projection and screen, TV/VCR, Black Board. Reservations Required. Handicap accessible.  |   |
| <b>Department: Department of Health and Social Services</b><br><b>Building: Herman Holloway Campus</b><br><b>Address: 1901 N. DuPont Highway</b><br><b>City: New Castle State: DE Zip: 19720</b> |   |
| <b><u>Contact Information</u></b>  | <b><u>Classroom Details</u></b>   |
| <b>Name:</b> Bernadett Conville or<br>Cynthia Powell<br><b>Phone:</b> 302-255-9390<br><b>Fax:</b> 302-255-4445   | <b>Room:</b> 105<br><b>Capacity:</b> 0 to 10                                      |
| <b>Restrictions:</b> Overhead projection and screen, TV/VCR, Network Jack. Reservations Required. Handicap accessible.   |   |

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| <b>Department:</b> Department of Health and Social Services   |  |
| <b>Building:</b> Herman Holloway Campus   |  |
| <b>Address:</b> 1901 N. DuPont Highway  |  |
| <b>City:</b> New Castle   | <b>State:</b> DE <b>Zip:</b> 19720               |
| <b><u>Contact Information</u></b>   | <b><u>Classroom Details</u></b>                  |
| <b>Name:</b> Kathlene Brittingham   | <b>Room:</b> 190                                 |
| <b>Phone:</b> 302-255-9404  | <b>Capacity:</b> 0 to 10                         |
| <b>Fax:</b> 302-255-4427  |  |
| <b>Restrictions:</b> Computer. Reservations Required. Handicap accessible.  |  |
| <b>Department:</b> Department of Health and Social Services   |  |
| <b>Building:</b> Herman Holloway Campus   |  |
| <b>Address:</b> 1901 N. DuPont Highway  |  |
| <b>City:</b> New Castle   | <b>State:</b> DE <b>Zip:</b> 19720               |
| <b><u>Contact Information</u></b>   | <b><u>Classroom Details</u></b>                  |
| <b>Name:</b> Pam Grier–Lugo or Candy Ting   | <b>Room:</b> 198      0 to 25                    |
| <b>Phone:</b> 302-255-9993  | <b>Room:</b> 199      0 to 8                     |
| <b>Fax:</b> 302-255-4482  | <b>Room:</b> 301      0 to 30                    |
| <b>Restrictions:</b> Computer, TV/VCR, White Board, Network Jack, Screen. Reservations Required. Handicap accessible. |  |
| <b>Department:</b> Hudson State Service Center  |  |
| <b>Address:</b> 501 Ogletown Road   |  |
| <b>City:</b> Newark   | <b>State:</b> DE <b>Zip:</b> 19711               |
| <b><u>Contact Information</u></b>   | <b><u>Classroom Details</u></b>                  |
| <b>Name:</b> Dalva Washington   | <b>Room:</b> 2 <sup>nd</sup> Floor – Conf Room I |
| <b>Phone:</b> 302-283-7503  | <b>Capacity:</b> 0 to 25                         |
| <b>Fax:</b> 302-283-7595  |  |
| <b>Restrictions:</b> Reservations Required. TV/VCR, Black Board, Network Jack. Handicap accessible.                   |  |
| <b>Department:</b> DeLaWarr State Service Center  |  |
| <b>Address:</b> 500 Rogers Road   |  |
| <b>City:</b> New Castle   | <b>State:</b> DE <b>Zip:</b> 19720               |
| <b><u>Contact Information</u></b>   | <b><u>Classroom Details</u></b>                  |
| <b>Name:</b> Ivy Jones  | <b>Room:</b> Conference Room                     |
| <b>Phone:</b> 302-577-2970  | <b>Capacity:</b> 0 to 30                         |
| <b>Fax:</b> 302-577-5548  |  |
| <b>Restrictions:</b> Reservations Required. Handicap accessible   |  |

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| <b>Department:</b> Division of Historical and Cultural Affairs<br><b>Building:</b> Buena Vista Conference Center<br><b>Address:</b> 661 S. duPont Highway<br><b>City:</b> New Castle <b>State:</b> DE <b>Zip:</b> 19720  |  |
| <b><u>Contact Information</u></b>  | <b><u>Meeting Room Details</u></b>   |
| <b>Name:</b> Pam Swain<br><b>Phone:</b> 302-323-4430<br><b>Fax:</b> 302-3234407<br><br><a href="http://history.delaware.gov/conf_centers/bv/index.shtml">http://history.delaware.gov/conf_centers/bv/index.shtml</a>   | <b>Buck Library</b> 50 – 90<br><b>Dining Room</b> 32<br><b>Vista Room</b> 8<br><b>Conference Room</b> 24<br><b>Board Room</b> 10 |
| <b>Equipment:</b> VCRs, flip charts, phones, monitors, overhead projection, internet access, conference tables, podium, full service kitchen; various configurations in rooms<br><b>Restrictions:</b> Reservations Required. Handicap accessible. Call for fee schedule. |  |
| <b>Department:</b> Department of Agriculture, Forestry Service<br><b>Building:</b> Blackbird Education Center<br><b>Address:</b><br><b>City:</b> Blackbird <b>State:</b> DE <b>Zip:</b>  |  |
| <b><u>Contact Information</u></b>  | <b><u>Classroom Details</u></b>  |
| <b>Name:</b> Ashley Ward<br><b>Phone:</b> 302-698-4551<br><b>Fax:</b> 302-697-6245   | Indoor room capacity: 10 - 15<br>Outdoor Trails  |
| <b>Equipment:</b> Tables and Chairs, electricity, whiteboard<br><b>Restrictions:</b> By appointment only 8:00 – 4:30, Call for directions  |  |
| <b>Howard Johnson Inn &amp; Suites and Conference Center</b><br><b>Address:</b> 1119 South College Ave<br><b>City:</b> Newark <b>State:</b> DE <b>Zip:</b> 19713   |  |
| <b><u>Contact Information</u></b>  | <b><u>Classroom Details</u></b>  |
| <b>Name:</b> Director of Sales<br><b>Phone:</b> 302-368-8521 / 888-268-8521<br><b>Fax:</b> 302-368-9868  | 2700 square foot Conference Center<br>3 Banquet rooms<br>2 smaller Meeting rooms   |
| <b>Equipment:</b> Call for details<br><b>Restrictions:</b> Reservations Required <a href="http://www.hojonewark.com">www.hojonewark.com</a>  |  |