



**CITY OF NEW PORT RICHEY
SPECIAL EVENT IN-KIND SPONSORSHIP
APPLICATION**

I. EVENT INFORMATION:

- a. Organization: The Rotary Club of Holiday
- b. Name of Event: Holiday Street Parade
- c. Event Dates (beginning, ending): 12/14/2025
- d. Event Coordinator (name, address, phone, email) Angel Cook
5709 Tidalwave Dr. New Port Richey, FL 34652
727-457-4849, holidaystreetparade.info@gmail.com
- e. Total amount of in-kind services requested \$ 13,000
- f. Please describe the proposed event to include type of event and scope of activities: Holiday Street Parade through downtown NPR in the evening lighting up the route with festive floats decorated in holiday lights. Parade ends with Santa
- g. Please indicate other events provided by your agency and the amount (if any) currently funded by the City: no other events
- h. How are the events specified assessed for effectiveness? Marketed through the Rotary Social Media & Hits 106
- i. Please provide a statement setting forth the specific use of net proceeds derived from the special event and how the proposed use benefits the city:
the in-kind supports allows us to provide the safety & security that is needed to host this parade. Due to the increasing cost of police, fire & equipment needed for this large of a parade, the City's sponsorship is greatly appreciated.



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II. MARKETING AND ADVERTISING

- a. Which specific advertising mediums will be used? Hits 106 Radio
Station 3 Rotary's Social media
- b. Identify advertising campaign duration and amount for each medium: _____
Hits 106 Radio - 2-4 weeks
Rotary Social media - 3 months
- c. Will the City of New Port Richey be identified as a sponsor on all promotional/advertising materials? Yes, the City will be the Presenting Sponsor

III. ECONOMIC IMPACT

- a. Describe the overall economic benefit to NPR: _____
With over 5,000 people that come into downtown to watch the parade, the local businesses will see a large boost of revenue
- b. Will the event compliment or compete with existing downtown businesses? _____
Compliment
- c. Please describe in what way(s) and to what degree? _____
Businesses will see an increase of retail traffic in their stores & an increase in sales along with a positive experience with a family friendly, fun parade

IV. EVENT IMPACT

- a. How many consecutive years has this event been held in NPR? 40+ years
- b. What is the target audience for this event? Families & Individuals who are holiday enthusiasts



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c. Are you proposing any notable changes in the event from previous years? If yes, then please explain: no notable changes

V. REQUIRED DOCUMENTS

- a. Adopted agency budget for current fiscal year.
- b. Audited Financial Statement (for 2018 or a IRS Form 990)
- c. Certificate of Incorporation
- d. Federal Tax ID Number



City of New Port Richey
Parks and Recreation Department
Special Event Application

*All applications must be submitted at least 45 days prior to the event, but no more than 12 months before the event.

* Do not advertise our event until you receive an approved event permit.

Submit original signed and notarized application along with \$150 application fee to the following:

City of New Port Richey
Parks and Recreation Department
6630 Van Buren Street
New Port Richey, FL 34653

APPLICANT

Name of Applicant: Angel L. Cook

Title (if applicable): Parade Chairperson

Name of Organization: The Holiday Rotary Club

Is your organization tax exempt? Yes No If yes, please attach documentation.

Is your organization a non-profit? Yes No If yes, please attach documentation.

Mailing Address: 5709 Tidal Wave Dr.
Street Address

New Port Richey City FL State 34652 Zip Code

Phone: 727-376-8000 Daytime Phone 727-457-4849 Cell Phone

Email: angel@leadersinsuranceagency.com

EVENT

Name of Event: Holiday Street Parade

Description of Event (Include purpose):

Annual Street Parade celebrating the Holiday season that focuses on bringing families to the City

Location of Event: Downtown New Port Richey

Event/Organization Web Address: none

Event Date(s) & Time(s):

Date	Day of the Week	Start Time	End Time
<u>12/14/2024</u>	<u>Saturday</u>	<u>6pm</u>	<u>9pm</u>

Setup Date(s): 12/09th - 12/14th

Setup Time(s): 12/9 - 12/11 - barricade set up
12/13th bag hanging 5pm - 7pm

Cleanup Date(s): 12/14 - float staging - 2pm - 5pm
12/15/24 - cleanup streets

Hold Harmless Agreement

I Angel L. Cook, agree to protect the City of New Port Richey, Florida against all losses arising out of claims, in connection with the The Holiday Street Parade.

Without limiting the generality of the foregoing, and all workmanship, actual or alleged infringement of any patent, trademark, copyright (or application for any thereof) or of any other violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The Rotary Club of Holiday Further agrees to investigate, handle, respond to, provide defend any such claims, etc., at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims etc.) is groundless, false or fraudulent.

In any case in which such indemnification would violate any applicable legal prohibition, the foregoing provisions concerning indemnification shall not be construed to indemnify the City for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City or its employees.

Certification:

I Angel L. Cook do certify that I am Chairperson of The Holiday Street Parade, and that I am authorized to issue this hold harmless agreement; and that this hold harmless agreement is defined as an insured contract under a commercial general liability insurance policy currently in effect for the entity/organization.

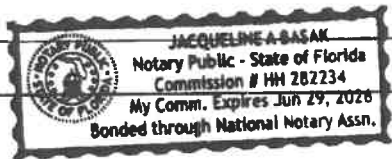
Signature of applicant: Angel L. Cook

Date: 8/15/2014

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public Jacqueline A. Basak

My Commission Expires: _____





Event Organizer Responsibilities

Event: 2024 Holiday Street Parade Event Date: Sat. Dec. 14th 2024

AC Event Organizer must submit to the City of NPR Event Coordinator, a final map with the entire vendor layout and a corresponding list of all vendors with the type of vendors identified such as: (crafts, food, etc.) a minimum of one week prior to the event date. Once this list and map are submitted, no revision by the Event Organizer will be permitted.

AC Event Organizer will complete a pre-inspection of all vendors prior to the City Inspection to ensure compliance and a smooth and easy City Inspection process.

AC Event Organizer is responsible for the attendance of ALL vendors at the time of inspections.

AC No Vendor Set-Up will be allowed after the following date and time: N/A.

AC Event Organizer will meet City Staff on _____ at _____ and will accompany City Staff for the entire duration of the vendor inspections.

AC No Vendor Inspection will begin without the Event Organizer present.

AC No Vendor may sale any items or services prior to passing the Vendor Inspection conducted by City Staff.

AC Event Organizer must obtain the required permits from the Development Department in City Hall prior to the Event. (Permit Fees List from the Development Department is attached.)

AC Event Organizer must collect signed Vendor Agreements from the City and keep all copies on hand at the time of inspections. (Copy Attached).

AC Copy of the City Special Event Rules & Regulations was received by the Event Organizer.

AC Event Organizer understands that not complying with the City Rules & Regulations may result in vendors not being allowed to open for business, delayed start time of the event, and/or cancellation of the event.

AC It is recommended that each event has a recycling plan in place. Local waste collection providers all participate in recycling. Please consider contacting your waste collection agency and request a recycling dumpster and/or receptacles.

AC No vendors or cooking are permitted under or near the shade canopies at Sims Park.

AC Event Organizer understands that the estimate initial costs may vary from the final costs billed to me by the City of New Port Richey.

AC Event Organizer has received and acknowledge that they must comply with the Requirements for Special Events Document issued by the City of New Port Richey Fire Dept.

AC Event Organizer acknowledges that the \$500 per day damage deposit is refundable only after the event has been cleared of all damages.

N/A Alcoholic Beverage Special Event Application will go before NPR City Council on:

Print Name Angel L. Cook

Signature Angel L. Cook

Date 8/15/2024



Road Closure Request

City of New Port Richey
5919 Main Street
New Port Richey, FL 34652
Phone: (727) 841-4560 Fax: (727) 841-4562

Please submit all requests at least 30 days prior to the event.

Name of Event: 2024 Holiday Street Parade

Date(s) and Time(s) of Event: Saturday - Dec. 14th, 2024 - 6:00pm - 9:00pm

Intersection(s): See attached Street Closure list

Applicant: The Holiday Rotary Club

Address (Street, City, State, Zip Code): 5709 Tidal Wave Dr
New Port Richey, FL 34652

Daytime Phone Number: (727) 376-8000

Email: angel@leadersinsuranceagency.com

Authorized Person in Charge: Angel L. Cook

Estimated number of spectators: 5,000

Will there be food?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Will there be tents over 10' x 10'?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Will alcohol beverages be sold/served/consumed?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Will there be port-o-lets?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Will public electric outlets be used?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Will there be amplified music?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Description of Closure: _____

Please note attached road closure instructions

INCOME

Type	Date	Reference	Description	Memo	Debit	Credit	Balance
JE	6/30/2024	Year-End	Year-End Closing to Transaction		32,875.62	0	0
Dep	2/13/2024	Credit	Parade fee	Credit	0	100	-32,875.62
Dep	1/30/2024	Credit	Parade fee	Credit	0	2,201.90	-32,775.62
Dep	1/2/2024	Credit	Parade fee - Event Toys	Credit	0	500	-30,573.72
Dep	12/19/2023	Credit	Parade fees	Credit	0	200	-30,073.72
Dep	12/5/2023	Credit	Parade fee	Credit	0	100	-29,873.72
Dep	12/1/2023	Credit	Parade Fees	Credit	0	3,953.29	-29,773.72
Dep	11/30/2023	Credit	Parade fee	Credit	0	2,650.00	-25,820.43
Dep	11/29/2023	Credit	Parade Fees	Credit	0	1,965.00	-23,170.43
Dep	11/28/2023	Credit	Parade fee	Credit	0	350	-21,205.43
Dep	11/21/2023	Credit	Parade fee	Credit	0	1,000.00	-20,855.43
Dep	11/16/2023	Credit	Parade fees	Credit	0	550	-19,855.43
Dep	11/14/2023	Credit	Parade Fees	Credit	0	500	-19,305.43
Dep	11/14/2023	Credit	Parade fees	Credit	0	2,300.00	-18,805.43
Dep	11/7/2023	Credit	Parade fees	Credit	0	900	-16,505.43
Dep	10/31/2023	Credit	Parade fees	Credit	0	1,250.00	-15,605.43
Dep	10/27/2023	Credit	Parade fee	Credit	0	192.53	-14,355.43
Dep	10/24/2023	Debit	Parade fee	Debit	0	96.35	-14,162.90
Dep	10/23/2023	Credit	Parade Fees	Credit	0	385.7	-14,066.55
Dep	10/19/2023	Credit	Parade Fees	Credit	0	578.4	-13,680.85
Dep	10/17/2023	Credit	Parade fee	Credit	0	4,000.00	-13,102.45
Dep	10/16/2023	Credit	Square Transfer	Credit	0	964.85	-9,102.45
Dep	10/13/2023	Debit	Parade fees	Debit	0	723.45	-8,137.60
Dep	10/11/2023	Credit	Parade fees	Credit	0	385.7	-7,414.15
Dep	10/10/2023	Credit	Parade fee - Freedom Boats	Credit	0	200	-7,028.45
Dep	10/4/2023	Credit	Parade Fee	Credit	0	5,210.55	-6,828.45
Dep	9/26/2023	Credit	Parade fee - Billirakas for Congress	Credit	0	100	-1,617.90
Dep	9/26/2023	Credit	Parade fee - Junk Drivers of Tampa B	Credit	0	200	-1,517.90
Dep	9/26/2023	Credit	Parade fee - Autonation Cadillac	Credit	0	250	-1,317.90
Dep	9/21/2023	Credit	Parade Fee	Credit	0	867.9	-1,067.90
Dep	9/6/2023	Credit	Parade fee Legacy Dance	Credit	0	200	-200

6022-Parade Expense ID=137325

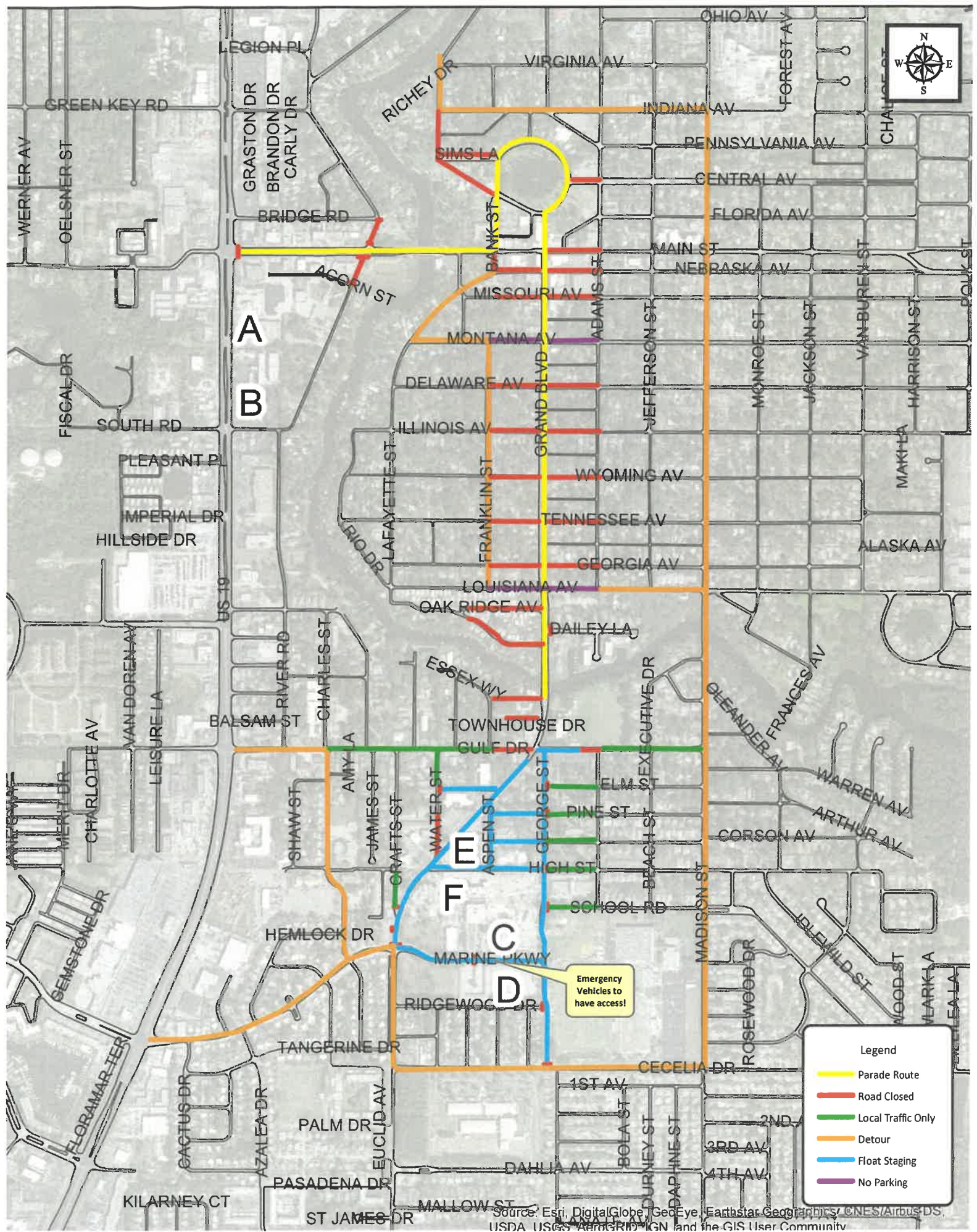
Type	Date	Reference	Description	Memo	Debit	Credit	Balance
JE	6/30/2024	Year-End	Year-End Closing to Transaction		0	7,651.16	0
Chk	3/25/2024	6855	Chasco Parade Float Awards		535	0	7,651.16
Chk	12/22/2023	5840	Parade Expense		123	0	7,116.16
Chk	12/20/2023	5841	Food for barrier crew		95.78	0	6,993.16
Chk	12/20/2023	5839	Holiday parade expenses - logistic		306.9	0	6,897.38
Chk	12/20/2023	5837	Lunch for Barrier Crew		141.8	0	6,590.48
Chk	12/11/2023	5827	Holiday Parade Post Cards		844.01	0	6,448.68
Chk	12/11/2023	Debit	Parade Expense		1,360.00	0	5,604.67
Chk	12/11/2023	Debit	Parade Expense		37.49	0	4,244.67
Chk	12/7/2023	5796	Portable Potties		3,178.00	0	4,207.18
Chk	12/6/2023	5831	Lunch for Barrier Crew		69.54	0	1,029.18
Chk	12/5/2023	Debit	Parade Expense		300	0	959.64
Chk	11/22/2023	5799	Parade Posters		420	0	659.64
Chk	11/8/2023	5793	Parade Expense	Beads	239.64	0	239.64

Total Expe \$ 32,875.62

Total Incoi \$ 7,651.16

Net Profit \$ 25,224.46

Parade Route, Closures, & Detours



Legend

- Parade Route
- Road Closed
- Local Traffic Only
- Detour
- Float Staging
- No Parking

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Not For Profit Corporation
ROTARY CLUB OF HOLIDAY INC

Filing Information

Document Number	N09000007269
FEI/EIN Number	27-0585854
Date Filed	07/28/2009
Effective Date	07/27/2009
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	03/21/2018
Event Effective Date	NONE

Principal Address

5709 Tidalwave Dr.
New Port Richey, FL 34652

Changed: 07/12/2024

Mailing Address

5709 Tidalwave Dr.
New Port Richey, FL 34652

Changed: 07/12/2024

Registered Agent Name & Address

Burden, Gary
1815 Little Road
Trinity, FL 34655

Name Changed: 07/12/2024

Address Changed: 07/12/2024

Officer/Director Detail

Name & Address

Title Director

Title Director

Cox, Michael
 5709 Tidalwave Dr.
 New Port Richey, FL 34652

Title Director

Yinglin, Teresa
 5709 Tidalwave Dr.
 New Port Richey, FL 34652

Title Director

Johnson, Maria
 5709 Tidalwave Dr.
 New Port Richey, FL 34652

Annual Reports

Report Year	Filed Date
2022	07/12/2022
2023	07/12/2023
2024	07/12/2024

Document Images

07/12/2024 – ANNUAL REPORT	View image in PDF format
07/12/2023 – ANNUAL REPORT	View image in PDF format
07/12/2022 – ANNUAL REPORT	View image in PDF format
07/20/2021 – AMENDED ANNUAL REPORT	View image in PDF format
04/26/2021 – ANNUAL REPORT	View image in PDF format
10/26/2020 – AMENDED ANNUAL REPORT	View image in PDF format
02/05/2020 – ANNUAL REPORT	View image in PDF format
01/14/2019 – ANNUAL REPORT	View image in PDF format
09/18/2018 – AMENDED ANNUAL REPORT	View image in PDF format
03/21/2018 – ANNUAL REPORT	View image in PDF format
03/21/2018 – Amendment	View image in PDF format
04/29/2017 – ANNUAL REPORT	View image in PDF format
03/29/2016 – ANNUAL REPORT	View image in PDF format
04/27/2015 – ANNUAL REPORT	View image in PDF format
03/31/2014 – ANNUAL REPORT	View image in PDF format
04/29/2013 – ANNUAL REPORT	View image in PDF format
04/30/2012 – ANNUAL REPORT	View image in PDF format
04/22/2011 – ANNUAL REPORT	View image in PDF format
02/17/2010 – ANNUAL REPORT	View image in PDF format
07/28/2009 – Domestic Non-Profit	View image in PDF format

Ward, Nadine

From: angel <angel@leadersinsuranceagency.com>
Sent: Friday, September 6, 2024 3:42 PM
To: Ward, Nadine
Subject: Re: HOLIDAY PARADE BUDGET

Hi Nadine,

Holiday Rotary line item for the budget is at \$6,500 and we are estimating an increase of expenses to be at \$8,500 due to rising costs and having to rent a Santa float this year and the last 2 years we have not had this expense.

Sincerely,

Angel L. Cook
Sales Agent
Auto, Home, Recreational Vehicles, Commercial Insurance Products
1817 Cypress Brook Dr. Suite 105
Trinity, FL 34655
Office: (727) 376-8000 Fax: (727) 376-8004
Cell: (727) 457-4849

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From: Ward, Nadine <wardn@cityofnewportrichey.org>
Sent: Friday, September 6, 2024 2:37 PM
To: angel <angel@leadersinsuranceagency.com>
Subject: HOLIDAY PARADE BUDGET

Angel, I need the 2024 Budget for the Holiday Street Parade, I have the 2023 P&L but I need the budget for this year. Thank you.

Nadine

From: angel <angel@leadersinsuranceagency.com>
Sent: Monday, August 19, 2024 10:58 AM
To: Ward, Nadine <wardn@cityofnewportrichey.org>
Subject: Re: Chasco Fiesta- In Kind Support Application

I submitted it on Friday!

Angel,

I apologize. There is the most up to date application reflecting the fees for the event size.

Please let me know if you have any other questions on this!

From: angel <angel@leadersinsuranceagency.com>

Sent: Friday, August 16, 2024 1:21 PM

To: Ward, Nadine <wardn@cityofnewportrichey.org>; Meyers, Judy <MeyersJ@cityofnewportrichey.org>; Sheldon, Chandler <SheldonC@CityofNewPortRichey.org>

Subject: Re: Chasco Fiesta- In Kind Support Application

Thank you, Nadine! For some reason, I thought it was a different application due to the size of the event.

I really appreciate your time, sorry to keep pulling you away from work!

Sincerely,

Angel L. Cook

Sales Agent

Auto, Home, Recreational Vehicles, Commercial Insurance Products

1817 Cypress Brook Dr. Suite 105

Trinity, FL 34655

Office: (727) 376-8000 Fax: (727) 376-8004

Cell: (727) 457-4849

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From: Ward, Nadine <wardn@cityofnewportrichey.org>

Sent: Friday, August 16, 2024 1:13 PM

To: angel <angel@leadersinsuranceagency.com>; Meyers, Judy <MeyersJ@cityofnewportrichey.org>; Sheldon, Chandler <SheldonC@CityofNewPortRichey.org>

Subject: RE: Chasco Fiesta- In Kind Support Application

Angel. The special event application can be found on the NPR website at the link below.

[Special Event Applications & Information - New Port Richey \(cityofnewportrichey.org\)](https://www.cityofnewportrichey.org/Special-Event-Applications-Information)

Nadine

From: angel <angel@leadersinsuranceagency.com>

Sent: Friday, August 16, 2024 12:51 PM

To: Ward, Nadine <wardn@cityofnewportrichey.org>; Meyers, Judy <MeyersJ@cityofnewportrichey.org>; Sheldon,

Sincerely,

Angel L. Cook
Sales Agent
Auto, Home, Recreational Vehicles, Commercial Insurance Products
1817 Cypress Brook Dr. Suite 105
Trinity, FL 34655

Office: (727) 376-8000 Fax: (727) 376-8004
Cell: (727) 457-4849

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From: Meyers, Judy <MeyersJ@cityofnewportrichey.org>
Sent: Thursday, August 15, 2024 12:37 PM
To: angel <angel@leadersinsuranceagency.com>
Cc: Ward, Nadine <wardn@cityofnewportrichey.org>
Subject: RE: Chasco Fiesta- In Kind Support Application

Hi Angel,
Nadine is actually handling those applications. She said she did not receive anything from Chasco and yes the deadline is August 19th. Last year the item went to Council at the second meeting in September so that would be September 17th this year which would make the agenda deadline September 6th so as long as the information would be submitted to Nadine by August 30th I think you will be ok. I've copied Nadine on this response so you have her email to have the new director submit the information to.

Thank you for your assistance,
Judy Meyers, CMC
City Clerk/Public Information Specialist
and Executive Assistant to City Manager Debbie L. Manns, ICMA-CM

The City of New Port Richey launched a new portal for public records requests effective April 15, 2024. For convenience and tracking we recommend using our [JustFOIA portal](#).

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

From: angel <angel@leadersinsuranceagency.com>
Sent: Thursday, August 15, 2024 12:11 PM
To: Meyers, Judy <MeyersJ@cityofnewportrichey.org>
Subject: Chasco Fiesta- In Kind Support Application

Hi Judy,