



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 \$100 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: Gilliss & Gilliss, Inc. dba Friendly KIA

Title (if applicable): friendly VET FEST

Name of Organization: _____

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: 5819 U.S. Highway 19
Street Address

New Port Richey FL 34652
City State Zip Code

Phone: 727.815.9611 727.641.3930
Daytime Phone Cell Phone

Email: supergill2@aol.com

EVENTName of Event: **friendly VET FEST**

Description of Event (Include purpose):

This family-friendly event offers FREE admission, a music stage, guest speakers and information

by veterans for veterans including vendors. The festival serves as a celebratory
"Thank You" to our Veterans who have fought to ensure our freedoms.

Location of Event: **Sims Park, 5547 Main Street, New Port Richey, FL 34652**

Event/Organization Web Address: _____

Event Date(s) & Time(s):

Date	Day of the Week	Start Time	End Time
Nov 12, 2022	Saturday	4:00 pm	11:00 pm
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Setup Date(s): **Friday, November 11, 2022**Setup Time(s): **9:00 am** to **5:00 pm**Cleanup Date(s): **immediately after event and Sunday November 13**

Cleanup Time(s): 9:00 am to 2:00 pm

Will this be an annual event? ☒ Yes ☐ No If yes, next year's date(s) 11/11/2023

EVENT LOGISTICS

1. Estimated Attendance (Includes event crew, participants, and spectators):

2-3,000

This Year

this event is new in 2022

Last year

Maximum number at peak time: 3,000 flow

2. Will alcohol be served or sold? Served ☒ Sold ☒ No Alcohol ☐

3. Approximate number of food vendors: 7 -9

*Event promoter is responsible for obtaining copies of all licenses and insurance from each vendor and providing the same to the City. All vendors must be listed on the site plan.

4. Approximate number of all other vendors along with type i.e. crafts, sponsors, informational

*May need to provide copy of certificate of insurance in a form acceptable to the City for each vendor:

3-5 sponsors; 8-9 food vendors; 10-15 additional information and/ or service vendors primarily veteran owned or operated

number may increase depending on downtown business who want to participate

5. Will electricity be required?: ☒ Yes ☐ No Source City

Location of electricity Sims Park Circle, stage, infield

*City electric is available around the Sims Park Circle, panel box near the river, and the North and South side of Orange Lake. If an event requires additional locations, the event must provide an alternative.

6. List event equipment (Include things such as seating, tents, booths, and trucks. These should all be listed on site map as well.)

sound booth tent/ sponsor hospitality tent; chairs, vendor tents, food trucks, beer trucks

7. List entertainment type (bands, DJ, dancers, clowns, etc.): Color guard, National Anthem,

Veteran guest speaker, dignitaries, DJ/ Emcee, live music with potential laser show.

display of military vehicles per availability

8. List dates and times of music and/or amplified sound: Saturday November 12 start time
4:00 pm; as noted above, i.e. color guard, etc. music and amplified sound until 10:30pm.

9. Will private security be provided?

☐

Yes

☒

No

If yes, list organization: _____

10. Will portable restrooms be used?

☒

Yes

☐

No

If yes answer the following and list on site plan:

How many: 3 Installation Date: 11/11 Removal Date: 11/14

11. Event holders are responsible for trash removal, and must provide their own dumpsters.

Please list your plan. Waste Services, Inc. providing trash service
20 additional trash containers distributed around the Park

Will dumpsters be used?

☒

Yes

☐

No

If yes please include on site plan and answer the following:

How many: one Sizes: 30 yard

Installation Date: Friday, November 11 Removal Date: Monday, November 14

12. Please list any admission charges, donations, parking, registration or other fee and how much.

free admission; minimal food vendor fee of \$100, all other \$50 with priority for veteran owned / operated

free admission; minimal food vendor fee of \$100, all other \$50 with priority for veteran owned / operated

free admission; minimal food vendor fee of \$100, all other \$50 with priority for veteran owned / operated

13. Does the event require street closures?

☐

Yes

☒

No

If yes complete the following:

Date(s) of street closure: Begin _____ End _____

Time of street closure: Begin _____ End _____

List street(s) to be closed: _____

*A letter must be delivered to all residents that will be directly impacted by a road closure.
Attach letter along with addresses to this application.

14. Will there be a parade? ☐ Yes ☒ No

If yes complete the following:

Street(s) that will be utilized for parade route: _____

Time assembly to begin: _____

Time parade starts: _____

Total number of units in parade: _____

Number of people in the parade: _____

Number of vehicles in the parade: _____

Number of animals in parade: _____

Number of floats: _____

Number of bands: _____

*Attach parade route map to application.

15. Will there be a running/walking/biking/water event? ☐ Yes ☒ No

If yes answer the following:

Time assembly to begin: _____

Time event starts: _____

Estimated ending time: _____

Event will be conducted on ☐ Streets ☐ Sidewalks ☐ Body of water

*Attach route map to application

16. Will a City dock be used for the event? ☐ Yes ☒ No

If yes, hours of use: _____

Location of dock: _____

List vendors who will use the dock: _____

*Any dock used for the event will need to remain open to the public during the event.

17. Please check the additional facilities you plan on using.

- ☒ Pavillion(s)
- ☐ Gazebo
- ☒ Amphitheatre (requires an additional rental fee)
- ☒ Peace Hall (requires an additional rental fee)

Authorization for Applicant's Representative(s)

I John P. Gilliss, applicant, hereby authorize _____ to act as my representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all representatives and agreements made by the designated representative.

Signature of Applicant(s): _____

Date: _____

Subscribed and sworn to before me this 2 day of August, 20 22
Who is personally known to me and/or produced _____ as
identification.

STATE OF FLORIDA, PASCO COUNTY

Notary Public: _____

My Commission expires: _____



Hold Harmless Agreement

I John P. Gilliss, agree to protect the City of New Port Richey, Florida against all losses arising out of claims, in connection with the friendly VET FEST.

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 _____

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 John P. Gilliss do certify that I am _____

of _____, 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: _____

Date: 8/22/22

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public _____

My Commission Expires: _____

