



# ALCOHOLIC BEVERAGE SPECIAL EVENT PERMIT APPLICATION

City of New Port Richey  
Development Department  
City Hall, 5919 Main Street, 1<sup>st</sup> Floor  
New Port Richey, FL 34652  
Phone (727) 853-1039 Fax (727) 853-1052

CASE # \_\_\_\_\_  
SET Date: \_\_\_\_\_  
Council Date: \_\_\_\_\_  
Date Received: \_\_\_\_\_

**\* Please print legibly or use fillable form \***

- ☐ Submit original signed and notarized application
- ☐ Submit \$250 application fee
- ☐ Submit at least 45 days prior to the proposed special event
- ☐ **Submit with separate Special Event application** (Case # \_\_\_\_\_)

## ABSEP GENERAL INFORMATION:

Name of Event: \_\_\_\_\_  
Date(s) of Event: \_\_\_\_\_ (Limited to three days for alcohol sales)  
Location of Event: \_\_\_\_\_  
Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
(Street, City, State, Zip Code)  
Daytime Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email or Alternate Contact Information: \_\_\_\_\_  
Authorized Person in Charge: \_\_\_\_\_  
If an organization, names, addresses, phone numbers of all Officers: (may attach as addendum\_ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Who is the PRIMARY contact for this application? \_\_\_\_\_

## ABSEP SUBMITTAL REQUIREMENTS:

- List Alcohol to be Sold: \_\_\_\_\_  
(Limited to beer and wine)
- List Alcohol to be Given Away: \_\_\_\_\_
- Time of Alcohol Sales: \_\_\_\_\_  
(Limited to Monday through Saturday, 12:00 noon to 11:00 p.m. and Sunday, 1:00 p.m. to 9:00 p.m.; events limited to three days in duration)
- List ABSEP applications approved for your organization this calendar year: \_\_\_\_\_  
(Limited to three permits per year, per applicant; eight per year total City-wide)
- ☐ Attach approved alcoholic beverage license from Florida Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco (1313 N. Tampa Road, Suite 909, Tampa, 33602; 813-272-2610.)
  - ☐ Attach general liability and other insurance as required by the provisions of Florida Statutes for the sale or consumption of alcoholic beverages.
  - ☐ Attach IRS Tax Exemption Form 501(c)(3) or (6), if nonprofit organization.

## APPLICANT'S ACKNOWLEDGEMENT OF REQUIREMENTS:

1. Any business that obtains a permit allowing for outdoor consumption of alcoholic beverages on its premises shall provide an off-duty officer for security during all times that consumption is permitted.
2. The person responsible for conducting the event on behalf of the applicant must meet State minimum age licensing requirements and cannot have been convicted of a felony or crime involving moral turpitude. The applicant must obtain all necessary federal, state and local permits to engage in the proposed sale and/or consumption activity.
3. City Council may require any nonprofit civic organization that desires to hold an event on or in public property at which alcoholic beverages will be served, to enter into a written lease agreement and/or an indemnification agreement to indemnify and save harmless the City from any and all liability which may arise as a result of any such function and may further require any such organization to secure public liability insurance coverage from an insurance company, and in the amount acceptable to City Council, but providing coverage for each event 1) for personal injury of not less than \$1,000,000 per person and \$2,000,000 per occurrence, and 2) for property damage of not less than \$1,000,000.
4. Nonprofit civic organizations shall: 1) Have tax exempt status under Section 501(c)(3) or (6) of the 1986 IRS Code; 2) Operate an office in the City or be a nationally-recognized organization that conducted business as a nonprofit in the City; and 3) Promote or stimulate community and economic development within the City.
5. Only beer and wine shall be permitted to be served. The proposed sales and/or consumption activity must be associated with a public event. Alcoholic beverages shall be served in plastic containers only. No cans or glass containers shall be permitted.
6. Access points of the serving area shall be marked with signs notifying patrons that alcoholic beverages are not to be taken past the perimeter of the area shown on the site plan, and the applicant shall staff the entrance with as many personnel as necessary to enforce this requirement.
7. The proposed sales and/or consumption activity will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation. It will also not entail extraordinary or burdensome expense or police operation by the City. The use of alcoholic beverages is not expected to result in violence, crime or disorderly conduct.
8. The consumption and possession of alcoholic beverages upon a public street may be permitted as part of a special event subject to other conditions. No permits will be issued for special events within any City park except Sims Park or Orange Lake Park.
9. The sale, possession and consumption of alcoholic beverages shall be confined to designated and secured areas. The perimeter of the designated area shall be secured for the entire event. It is unlawful for any person to carry alcoholic beverages into the secured areas. Any person violating this shall be subject to ejection and arrest.
10. No person under the age of 21 shall be permitted to possess, consume or distribute any alcoholic beverages at the permitted event. After displaying the proper proof of legal age, the person wishing to purchase, possess or consume alcohol shall receive a wristband from the applicant (or agent) which shall be attached to his/her wrist and worn at all times of possession/consumption.
11. Hours of sales and/or consumption shall be limited to Monday through Saturday, noon to 11:00 p.m., and Sunday, 1:00 to 9:00 p.m. The applicant shall be responsible for enforcing the hours of operation and shall be liable for the failure to enforce.
12. The applicant shall pay all costs of police and other City services attributable to the sale or consumption of alcohol during the activity. For events at Sims Park, City Council may require an off-duty officer stationed at the playground, at the applicant's expense.
13. The applicant understands that the event must meet or exceed all applicable codes, laws and regulations.

#### **ATTENDANCE AT MEETINGS:**

The applicant or applicant's representative needs to be present at the SET and City Council meetings.

**AUTHORIZATION FOR OWNER'S REPRESENTATIVE(S):**

I \_\_\_\_\_, the **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 representations and agreements made by the designated representative.

Signature of Applicant(s): \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
who is personally known to me and/or produced \_\_\_\_\_ as identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**APPLICANT'S AFFIDAVIT:**

I \_\_\_\_\_, **applicant or authorized representative**, have read and understand the contents of this application. The information contained in this application, attached exhibits and other information submitted is complete and in all aspects true and correct, to the best of my knowledge.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
who is personally known to me and/or produced \_\_\_\_\_ as identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**FOR STAFF USE ONLY:**

☐ Date completed application received \_\_\_\_\_

☐ Application fee paid

\_\_\_\_\_ Cash

\_\_\_\_\_ Check #

☐ Approval from Business and Professional Regulation

☐ General liability or other insurance attached

☐ No more than three approvals for this applicant verified

☐ SET meeting date \_\_\_\_\_

☐ City Council approval date \_\_\_\_\_