



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.

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: Jose Cardenas

Title (if applicable): \_\_\_\_\_

Name of Organization: Trinity Rotary Charitable Foundation Inc.

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: P.O. Box 238  
Street Address

New Port Richey      FL      34656  
City      State      Zip Code

Phone: 727-967-7645      281-827-0223  
Daytime Phone      Cell Phone

Email: jc@josecardenashomes.com

**EVENT**

Name of Event: Trinity Rotary new members fundraiser

Description of Event (Include purpose):

Trinity Rotary making a difference in the lives of local children in our community and to promote the newly redesigned SIMS Park and attract visitors to downtown N.P.R.

Location of Event: SIMS Parks

Event/Organization Web Address: Trinity rotary.org

Event Date(s) & Time(s):

Date	Day of the Week	Start Time	End Time
<u>04-27-16</u>	<u>Wednesday</u>	<u>6:00 p.m.</u>	<u>9:00 p.m.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Setup Date(s): 4-27-16

Setup Time(s): 3:00 pm to 6:00 p.m.

Cleanup Date(s): 4-27-16

Cleanup Time(s): 9:00 pm to 10:00 pm

Will this be an annual event?  Yes  No If yes, next year's date(s) 4-26-2017

**EVENT LOGISTICS**

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

130 0  
This Year Last year

Maximum number at peak time: 100

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

3. Approximate number of food vendors: 0

\*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:

0  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Will electricity be required?:  Yes  No Source \_\_\_\_\_

Location of electricity Near the river

\*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.) \_\_\_\_\_

Tables, DJ Laptop, small speakers

7. List entertainment type (bands, DJ, dancers, clowns, etc.): DJ, guitar player

8. List dates and times of music and/or amplified sound: 4-27-2016

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: \_\_\_\_\_ Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

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

Please list your plan. Trinity Rotary Club members will clean up after event using heavy duty black plastic bags and will take home to dispose them.

Will dumpsters be used?  Yes  No

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

How many:      Sizes:     

Installation Date:      Removal Date:     

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

admission charge to event \$30.00

13. Does the event require street closures?  Yes  No



If yes answer the following:

Time assembly to begin: \_\_\_\_\_ NA

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: \_\_\_\_\_ NA

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)

As the applicant, I hereby accept and understand the responsibility to oversee all contractors, vendors, or parties affiliated with the event and to insure compliance with the event policy and procedure manual, the resolution and City ordinance pertaining to Special Events, the event rules, guidelines, requirements, for tents and all policies, rules, regulations, and code provisions of the City of New Port Richey. I understand that any violations may result in immediate cancellation and revocation of the Event Permit. I further certify that all facts contained in this request are accurate.

For events on public property, I agree to obtain and furnish the City of New Port Richey with a certificate of general liability insurance in the amount of \$500,000.00 or greater as deemed by the City Risk Manager. The insurance must name the City of New Port Richey as an additional insured.

I understand incomplete applications or any outstanding financial obligations with any department within the City of New Port Richey may result in a denial of my request.

Signature of Applicant or Authorized Representative: *Lorraine M. Cesare*  
Date: 2-22-2016

Subscribed and sworn to before me this 22<sup>nd</sup> day of Feb, 2016  
Who is personally known to me and/or produced \_\_\_\_\_ as  
identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public: *Lorraine M. Cesare*



My Commission expires: \_\_\_\_\_

## Authorization for Applicant's Representative(s)

I Jose Cardenas, applicant, hereby authorize Geoff Kranich 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): Jose Cardenas

Date: 2-22-2016

Subscribed and sworn to before me this 22nd day of Feb., 20 16  
Who is personally known to me and/or produced \_\_\_\_\_ as identification.

STATE OF FLORIDA, PASCO COUNTY

Notary Public: Lorraine M. Cesare



My Commission expires: \_\_\_\_\_

# Hold Harmless Agreement

I Jose Cardenas / Trinity Rotary agree to protect the City of New Port Richey, Florida against all losses arising out of claims, in connection with the Trinity Rotary.

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 Trinity Rotary 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 Jose Cardenas do certify that I am a member of Trinity Rotary, 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: 2-22-16

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public Lorraine M. Cesare



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



# Site Plan Checklist

The following items should be on your site plan if applicable.

- Food Vendors
- Additional vendors/sponsors
- Electrical locations
- Event equipment
- Portable restrooms
- Dumpsters
- Street closures
- Parade route
- Beer trucks
- Alcohol area
- Fencing/barricades
- Bounce houses
- Tents
- First Aid
- Command Center
- Carnival
- Any additional elements that will be on site for your event

# Attachments

Please make sure the following items are submitted with your application.

- Site plan
- Pasco County Health Department *Application for Temporary Event Sanitation*
- If the event includes a parade or street closure, attach a proof of notice to property owners along the route and the addresses of where the letters will be delivered.
- If the event includes a parade attach the route.
- If the event includes a running/walking/biking/water component attach the route.
- Flyer/brochure if available

























Once approved you will need to submit the following:

- Certificate of Insurance naming the City of New Port Richey as an additional insured

The special event permit does not include additional permits such as tent permit, electrical permits, or gas permits. To apply for additional permits go to the Development Department in City Hall located at 5919 Main Street, New Port Richey. For questions call (727) 853-1045.

# New Port Richey Cultural Places

Untitled layer

-  Grand Blvd Park
-  City Boat Ramp
-  Frances Avenue Park
-  James E. Grey Preserve
-  Queen of Peace Hall
-  Cotee River Park
-  Jasmin Park
-  Meadows dog park
-  Sims Park & Orange Lake
-  Russ Park
-  Recreation & Aquatic Center
-  Cavalaire Square
-  Richey Suncoast Theatre
-  Railroad Square
-  Free City Parking
-  Free City Parking
-  Free City Parking
-  Free City Parking
-  Free City Parking
-  New Port Richey Public Library
-  West Pasco Historical Society
-  New Port Richey City Hall
-  West Pasco Art Guild Inc
-  Progress Energy Art Gallery



Parks, public squares, community centers, and more.

## Trinity Club Leaders



**President**



**Shelton, Tina**  
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**President-Elect**



**Deweerd, David**  
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**Club Public Relations Chair  
 Vice President**



**Selk, Wayne R**  
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**Treasurer**



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**Club Rotary Foundation Chair**



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**Club Programs Chair**



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**Club Programs Chair**



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**Sergeant-at-Arms**



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**Club Admin Chair**



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**International Service Chair**



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**iPast President  
 Club Membership Chair**



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