



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: KC Quaretti

Title (if applicable): Director

Name of Organization: New Port Richey Main Street

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: 6345 Grand Blvd  
Street Address

New Port Richey      FL      34652  
City      State      Zip Code

Phone: 727-842-8066  
Daytime Phone      Cell Phone

Email: kc@nprmainstreet.com

**EVENT**

Name of Event: Night in the Tropics

Description of Event (Include purpose):

Downtown event on Grand Blvd with music and vendors to bring local and areawide  
residents into the downtown. Promote the downtown and bring people in to shop and dine.

Location of Event: Grand Blvd between Montana and Main Street with Railroad Square

Event/Organization Web Address: www.nprmainstreet.com

Event Date(s) & Time(s):

Date	Day of the Week	Start Time	End Time
August 19th	Friday	5pm	11pm

Setup Date(s): friday August 19th Thursday August 18th

Setup Time(s): 9am to 4pm

Cleanup Date(s): SAturday August 20th and Friday August 19th

Cleanup Time(s): 9am to 4pm to Saturday

Will this be an annual event?  Yes  No If yes, next year's date(s) August 18th 2017

**EVENT LOGISTICS**

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

1,000  
This Year

1,000  
Last year

Maximum number at peak time: 500

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

3. Approximate number of food vendors: 10

\*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:

Arts and craft vendors 25, sponsors 10, non profits 10 food vendors 10

5. Will electricity be required?:  Yes  No Source not sure

Location of electricity around the Sims Park Circle, panel box near the river, and the North and South side of Orange Lake.

\*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.)

Video Screen, stage, tents, sound truck, music equipment etc. Ice chest possibly

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

Live Band for the evening

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8. List dates and times of music and/or amplified sound: \_\_\_\_\_

August 19th from 5:30-11pm

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9. Will private security be provided?

Yes

No

If yes, list organization: Florida Volunteer force

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10. Will portable restrooms be used?  Yes  No

If yes answer the following and list on site plan:

How many: 5 Installation Date: Aug 19th Removal Date: Aug 20th

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

Please list your plan. \_\_\_\_\_

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Will dumpsters be used?  Yes  No

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

How many: 1 Sizes: small

Installation Date: Aug 18th Removal Date: Aug 20th

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

No admission, free event to bring people downtown to spend money in teh restaurants a

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13. Does the event require street closures?  Yes

No

If yes complete the following:

Date(s) of street closure: Begin Aug 19 End Aug 19

Time of street closure: Begin 1pm End 12pm

List street(s) to be closed: Grand Blvd between Main and Montana, railroad square

Main street Between Adams + Bank St. 5-9<sup>30</sup> ?  
one lane to remain open (in the past - not sure for  
this year

\*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)

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.

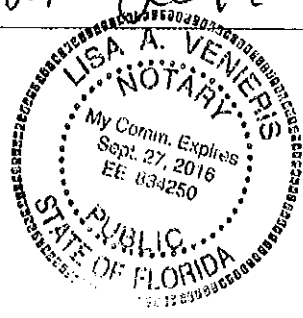
I understand incomplete applications or any outstanding financial obligations with any department within the City of New Port Richey may result in a denial of my request.

Signature of Applicant or Authorized Representative: Karen Quaratto  
Date: 06/30/16

Subscribed and sworn to before me this 30 day of June, 2016  
Who is personally known to me and/or produced Florida Driver License as identification.

STATE OF FLORIDA, COUNTY OF PASCO  
Notary Public: Lisa A. Venieris

My Commission expires: Sept 27 - 2016



# Hold Harmless Agreement

I KC Quaretti, agree to protect the City of New Port Richey, Florida against all losses arising out of claims, in connection with the \_\_\_\_\_

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 KC Quaretti do certify that I am Director

of New Port Richey Main Street

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.

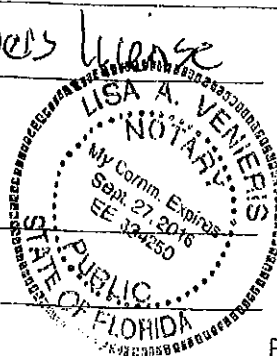
Signature of applicant: *Karen Quaretti*

Date: 06/20/2016

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public *Lisa A. Veniers*

My Commission Expires: Sept 27 - 2016



# Site Plan Checklist

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

- Food Vendors
- Additonal 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.

Port-O-Potty, Inc.

5534 Wray Way  
Holiday, FL 34690-3026  
Ph # 727-869-8688  
Fax # 727-934-4687

# Invoice

Date	Invoice #
6/30/2016	35104

Bill To
Greater New Port Richey Main Street 6231 Grand Blvd New Port Richey, FL 34652

P.O. No.	Terms	Due Date	Project
514-5839 Judy	Due on receipt	8/19/2016	

Quantity	Description	Rate	Amount
5	Portable toilet rental, Special Event. Night in the Tropics - 8/19/16 - 8/22/16.	75.00	375.00
1	Handicap Rental Unit	100.00	100.00
5	Bravo Sink Unit	100.00	500.00
1	Gray Water Tank	100.00	100.00

Thank you for you business!	<b>Total</b>	\$1,075.00
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Letter will be sent 8/11

1	Health Department	5640 Main Street	48	Vacant	6220 Grand Blvd.
2	Formally Vapor Ville	5644 Main Street	49	Karen's Gifts	6232-6228 Grand Blvd
3	Vincenzo's Ristorante	5650 Main Street	50	O'meara Realty	6234 Grand Blvd. #203
4	Estela's	5706 Main Street	51	Artemis Tax Accounting	6234 Grand Blvd. #204
5	The Reef	6307 Grand Blvd.	52	Contender Solutions	6234 Grand Blvd #207
6	Law Offices of Allgood Misemer	5645 Nebraska Ave.	53	Exhale Massage Studio	6234 Grand Blvd. #205
7	Richey Suncoast Theatre	6237 Grand Blvd.	54	The Hideaway Gallery	6234 Grand Blvd. #205
8	Body Basics	6235 Grand Blvd.	55	Boulevard Beef & Ale	6236 Grand Blvd.
9	The Gallery	6233 Grand Blvd.	56	Vacant	6238 Grand Blvd.
10	Cocktails	6229 Grand Blvd.	57	Residence	5820 Nebraska Ave.
11	Village Pub	6217 Grand Blvd.	58	Fitzgeralds	5811 Nebraska Ave.
12	Jeri's Family Hair Care	6215 Grand Blvd.	59	1st Down Sports Bar	5748 Main Street
13	Journey Church	6213 Grand Blvd.	60	Pontlitz Asset Advisor	5728 Main Street
14	Jimmy's Restaurant	6211 Grand Blvd.	61	Images by Tamera	5730 Main Street
15	Edward Jones	6141 Grand Blvd.	62	Jimmy Ferraro's Studio Theatre	5732 Main Street
16	Dr. Laura Kinkead	6145 Grand Blvd.	63	J&M Barbershop	5734 Main Street
17	My Fuel	6136 Grand Blvd.	64	Vacant	5752 Main Street
18	Boulevard Lounge	6210 Grand Blvd.	65	Antique Mall	5800 Main Street
19	Telemarketing	6216 Grand Blvd.	66	NPR Dry Cleaners	5804 Main Street
20	Vacant	6214 Grand Blvd.	67	Main St. Beauty Shoppe	5810 Main Street
21	Vacant	5736 Missouri Ave.	68	Studio Hair Designs	5831 Main Street
22	Con. Tech Systems	5738 Missouri Ave.	69	Dr. Donald Cadle Jr.	5823 Main Street
23	Belle Elan Salon	5740 Missouri Ave.	70	Christina's Family Restaurant	5821 Main Street
24	Red Cross	5744 Missouri Ave.			
25	Emerald Isle Apartments	5808 Missouri Ave.			
26	Residence	5812 Missouri Ave.			
27	Antique Center	5811 Main Street			
28	Denture Laboratory	6311 Adams Street			
29	Camelot Realtor	6313 Adams Street			
30	A Secret Garden Spa	5807 Main Street			
31	Dale L. Bernstein, P.A.	5801 Main Street			
32	Mezzaluna Pizzeria	5749 Main Street			
33	The Chasco Inn	5745 Main Street			
34	Rising Point Solutions	5743 Main Street			
35	Little Corona's Cigar Lounge	6234 Grand Blvd.			
36	Gulf Coast Networking	6335 Grand Blvd.			
37	Scott McPherson, P.A.	5723 Main Street			
38	Vacant	5713 Main Street			
39	Vacant	5709 Main Street			
40	Denmon & Denmon	5703 Main Street			
41	F.J. Velten & Sons Inc.	5701 Main Street			
42	Skipper & Skipper, P.A.	5653 Main Street			
43	Vacant	5649/5647 Main Street			
44	Norton Music	5645 Main Street			
45	VNA of FL	5641 Main Street			
46	Verizon	5743 Missouri Ave.			
47	White Mountain Martial Arts	5743 Missouri Ave.			



FLORIDA

# Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14  
R. 10/15

85-8015724557C-5	08/31/2016	08/31/2021	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

GREATER NEW PORT RICHEY MAIN STREET INC  
6345 GRAND BLVD  
NEW PORT RICHEY FL 34652-2305

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



FLORIDA

## Important Information for Exempt Organizations

DR-14  
R. 10/15

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.



NEW PORT RICHEY MAIN STREET  
EXECUTIVE BOARD 2016 - 2017

BOB SMALLWOOD - PRESIDENT

DESIGN; ORGANIZATION; PROMOTION; ECONOMIC RESTRUCTURING  
COMMITTEES

REALTOR, FI GREY & SON INC.

6328 US HWY 19

NEW PORT RICHEY

PHONE: 727.267.5853

EMAIL: [SMALLWOOD.BOB@GMAIL.COM](mailto:SMALLWOOD.BOB@GMAIL.COM)

STEPHEN SHURDELL - VICE PRESIDENT

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13825 US HWY 19, STE. 400

HUDSON, FL 34667

PHONE: 727.697.1063 / 727.439.1984

EMAIL: [STEVE@GREATESTHITS103.COM](mailto:STEVE@GREATESTHITS103.COM)

DAVID A. DORSEY - TREASURER

FINANCE; PROMOTION COMMITTEE

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6105 MAIN STREET

NEW PORT RICHEY, FL 34653

PHONE: 727.846.0556

EMAIL: [DAVID@DAVIDDORSEY.COM](mailto:DAVID@DAVIDDORSEY.COM)

RACHEL MANCUSO - SECRETARY

FINANCE COMMITTEE

BB&T COMPANY

6500 MASSACHUSETTS AVE.

NEW PORT RICHEY, 34653

PHONE: 727.815.0976

EMAIL: [RMANCUSO@BBANDT.COM](mailto:RMANCUSO@BBANDT.COM)



## NEW PORT RICHEY MAIN STREET BOARD OF DIRECTORS 2016 - 2017

DOUG FARRIS – PROMOTIONS TEAM CHAIR  
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EMAIL: [DOUGFERRIS10@GMAIL.COM](mailto:DOUGFERRIS10@GMAIL.COM)

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OWNER, INDEPENDENT PRINTING  
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BERKSHIRE HATHAWAY HOME SERVICES  
FLORIDA PROPERTIES GROUP  
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PATTI AMMONS – HOSPITALITY CHAIR  
PROMOTIONS, FINANCE  
BERKSHIRE HATHAWAY  
PHONE: 727.992.8827  
EMAIL: [PATAMMONS@LIVE.COM](mailto:PATAMMONS@LIVE.COM)

DEBBIE MANNs – BOARD MEMBER  
CITY MANAGER – CITY OF NEW PORT  
RICHEY  
5919 MAIN STREET  
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EMAIL:  
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### STAFF

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