



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: Youth and Family Alternatives, Inc.

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

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: 7524 Plathe Rd.  
Street Address

New Port Richey FL 34653  
City State Zip Code

Phone: 727-835-4166 813-433-4267  
Daytime Phone Cell Phone

Email: acoble@yfainc.org

**EVENT**

Name of Event: RAP River Run

Description of Event (Include purpose):

This will be the tenth annual RAP River Run which is a 5k and 10k race to benefit the  
RAP House, a homeless and runaway youth shelter in Pasco County.

Location of Event: Sims Park

Event/Organization Web Address: www.yfainc.org

Event Date(s) & Time(s):

Date	Day of the Week	Start Time	End Time
<u>6/9/2017</u>	<u>Friday</u>	<u>4pm</u>	<u>7pm</u>
<u>6/10/2017</u>	<u>Saturday</u>	<u>5am</u>	<u>12pm</u>
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Setup Date(s): 6/9/2017

Setup Time(s): 11am to 4pm

Cleanup Date(s): 6/10/2017

Cleanup Time(s): 11am to 12pm

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

### **EVENT LOGISTICS**

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

1,500

This Year

1,200

Last year

Maximum number at peak time: \_\_\_\_\_

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

3. Approximate number of food vendors: 2-4

\*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:

15-20 Sponsors and informational

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

Location of electricity City

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

10 x 10 tent

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

DJ

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

6/10/2017 6am-11am

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9. Will private security be provided?



Yes



No

If yes, list organization: NPR PD

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10. Will portable restrooms be used?



Yes



No

If yes answer the following and list on site plan:

How many: 4 Installation Date: 6/9/2017 Removal Date: 6/12/2017

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

Please list your plan. Receptacle through Republic

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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: 20yd

Installation Date: 6/9/2017 Removal Date: 6/13/2017

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

\$25 for the races is proposed

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13. Does the event require street closures? ☒ Yes



No

If yes complete the following:

Date(s) of street closure: Begin 6/10/2017 End 6/10/2017  
Time of street closure: Begin 5am End 9am

List street(s) to be closed: \_\_\_\_\_

Portion of Main, River, Grand up to Alto, Kenwood, Carlton, Adams, Sims, River,

Chapel, Alto, parts of Washington, and Circle.

\*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: 5am

Time event starts: 6am

Estimated ending time: 11am

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 WFF, applicant, hereby authorize ANDY COBLE & VICTORIA BARLEY 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.

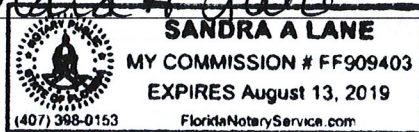
Signature of Applicant(s): \_\_\_\_\_

Date: 11/16/16

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

STATE OF FLORIDA, PASCO COUNTY

Notary Public: Sandra A Lane



My Commission expires: August 13, 2019

# Hold Harmless Agreement

I JOHN LUFF, 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 JOHN LUFF do certify that I am COO

of Youth & Family Alternatives, 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: 11/16/16

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public Sandra A. Lane

My Commission Expires: August 13, 2019

