



# 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: David A. Dorsey C.P.A. P.A

Title (if applicable): Treasurer

Name of Organization: GREATER NEW PORT RICHEY MAIN STREET, 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: GREATER NEW PORT RICHEY MAIN STREET, INC.

Street Address: 6345 GRAND BLVD

City: NEW PORT RICHEY State: FL Zip Code: 34652

Phone: 727-842-8066 CELL PHONE: 727-846-0556

Email: [DAVID@DAVIDADORSEY.COM](mailto:DAVID@DAVIDADORSEY.COM)

# EVENT

Name of Event: **18<sup>TH</sup> ANNUAL COTEE RIVER SEAFEST**

**Description of Event (Include purpose):**

3 DAY EVENT TO PROVIDE A VARIETY OF ACTIVITIES AT ATTRACT AND ENTERTAIN BOTH ATTENDEES AND PARTICIPATING VENDORS FROM WITHIN AND OUTSIDE OF PASCO COUNTY. THERE WILL BE FOOD & BEVERAGE, ARTS & CRAFTS, COMMERCIAL VENDORS, ALONG WITH A KID ZONE WITH BOUNCE HOUSES, WATER WARS, ROCK CLIMBING AND ZIP LINE. BLUES CONCERT, CLASSIC CAR SHOW, DUCKTUNA RACE, BOAT SHOW

**Location of Event:**

SIMS PARK, ORANGE LAKE, STAGE, PEACE HALL AND MUSEUM, GAZEBO

**Event/Organization Web Address:**

[WWW.NPRMAINSTREET.COM](http://WWW.NPRMAINSTREET.COM)

**Event Date(s) & Time(s):**

Date	Day of the Week	Start Time	End Time
APRIL 20, 2017	THURSDAY	3:00pm	9:00pm
APRIL 21, 2017	FRIDAY	5:00pm	11:00pm
APRIL 22, 2017	SATURDAY	10:00am	11:00pm
APRIL 23, 2017	SUNDAY	10:00am	6:00 pm
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Setup Date(s):** THURSDAY, APRIL 20, 2017

**Setup Time(s):** 2:00pm to COMPLETION

**Cleanup Date(s):** SUNDAY, APRIL 23, 2016 MONDAY, APRIL 24, 2016 – 5 PM

**Cleanup Time(s):** IMMEDIATELY AFTER EVENT TO UPON COMPLETION

**Will this be an annual event?** X Yes \_\_\_\_\_ No If yes, next year's date(s) FRIDAY, APRIL 20, 2018  
 SATURDAY, APRIL 21, 2018  
 SUNDAY, APRIL 22, 2018

**EVENT LOGISTICS:**

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

8,000-10,000 FLOW THIS YEAR      8,000-10,000 FLOW LAST YEAR

Maximum number at peak time: 2,500

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

3. Approximate number of food vendors: 12

\*Event promoter is responsible for obtaining copies of all licenses and insurance from each vendor and providing the same to the City of New Port Richey. 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 & CRAFTS VENDORS = 20    COMMERCIAL VENDORS = 12    F & B VENDORS = 12  
 KIDS ZONE ACTIVITY VENDORS = 4    BOATS, PERSONAL WATERCRAFT AND MARINE RELATED PRODUCTS = 20  
 DISASTER EXPO VENDORS = 10    CLASSIC CAR SHOW = 1    DUCKTONA RACE, = 1

5. Will electricity be required?: X Yes      No    Source: PROVIDED BY THE PARKS AND RECREATIONS

Location of electricity:

\*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.

THROUGHOUT PARK FOR FOOD COURT, COMMERCIAL VENDORS, KIDS ZONE, BEER TRUCKS

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

60 EA. 10X10 TENT      10X20 VIP TENT      20EA. COCKTAIL TABLES      MISC TABLE AND CHAIRS

7. List entertainment type (bands, DJ, dancers, clowns, etc.): BLUES FESTIVAL – Bands

FRIDAY, APRIL 21, 2016  
 5:00 p.m. – 11:00p.m.

SATURDAY, APRIL 22, 2017  
 12:00pm – 11:00p.m.

SUNDAY, APRIL 23, 2017  
 12:30pm -6:00pm



If yes complete the following:

Date(s) of street closure: SATURDAY APRIL 22, 2017  
Time of street closure: Begin 7:00am  
End: UNTIL END OF DISASTER EXPO

SUNDAY APRIL, 23, 2017  
Begin 9:00am  
End: UNTIL END OF CAR SHOW

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.

GRAND BLVD. FROM BANK TO NPR MAIN STREET OFFICE

14. Will there be a parade?  Yes  No

If yes complete the following: Street(s) that will be utilized for parade route:

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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:

List vendors who will use the dock:

**A.F.I.R.E - DUCKTONA RACE**

Day and Date:

SUNDAY APRIL 23, 2017

Time assembly to begin:

3:45pm

Time event starts:

4:00pm

Estimated ending time:

4:30pm

Event will be conducted on:

\_\_\_\_\_ Streets \_\_\_\_\_ Sidewalks X Body of water

\*Attach route map to application

List vendors who will use the dock:

**MISS DAISY BOAT TOURS**

Day and Date:

SATURDAY APRIL 22, 2017

SUNDAY APRIL 24, 2016

Time assembly to begin:

12:00pm

12:00pm

Time event starts:

12:00pm

12:00pm

Estimated ending time:

8:00pm

6:00pm

Event will be conducted on:

\_\_\_\_\_ Streets \_\_\_\_\_ Sidewalks X Body of water

\*Attach route map to application

16. Will a City dock be used for the event? X Yes \_\_\_\_\_ No

If yes, hours of use:

SATURDAY APRIL 22, 2017 12:00PM TO 8:00pm

SUNDAY APRIL 23, 2016 12:00pm TO 6:00pm

Location of dock:

SIMS PARK

\*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

X Amphitheatre (requires an additional rental fee)

X Peace Hall (requires an additional rental fee)



Cotee River Seafest  
2017

N  
W E  
S

Boat tours

PITHLACHASCOTEE RIVER

- 1 = Bnq & BHN Balloons
- 2 = Food vendors (cupemi)
- 3 = Beer 4 = Main St. Booth
- 5 = Boat
- 6 = Arts & Crafts
- 7 = drivable
- 8 = commercial vendors
- 9 = expo (sat.) / car show (sun)
- 10 = family cars

Overlook

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: 

Date: 03.10.2017

Subscribed and sworn to before me this 10<sup>th</sup> day of March, ~~2016~~ 2017

Who is personally known to me and/or produced Known Client as identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public: Rachel Mancuso



My Commission expires: May 15, 2018

# HOLD HARMLESS AGREEMENT

I Greater New Port Richey Main Street, Inc. agree to protect the City of New Port Richey, Florida against all losses arising out of claims, in connection with the: 17<sup>TH</sup> ANNUAL COTEE RIVER SEAFEST.

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 DAVID A. DORSEY do certify that I am TREASURER of GREATER NEW PORT RICHEY MAIN STREET, INC. 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: 03.10.2017

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public Rachel Mancuso

My Commission Expires: 03.10.2017



## SITE PLAN CHECKLIST

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

- Food Vendors 12 (a)
- Additional vendors/sponsors 45 ?
- Electrical locations
- Event equipment 60ea. 10 x 10 tents  
10 x 20 VIP TENT  
20ea. Cocktail Tables  
Misc Tables & Chairs
- Portable restrooms 5
- Dumpsters 1 ea – 30 yd roll-off container
- Street closures Grand Blvd from Bank to  
New Port Richey Main St building
- Parade route N/A
- Beer trucks 2
- Alcohol area Near Ampitheater & Arts & Crafts
- Fencing/barricades N/A
- Bounce houses YES
- Tents YES
- First Aid YES
- Command Center YES
- Carnival NO
- Any additional elements that will be on site for your event

# TEMPORARY EVENT SANITATION APPLICATION

This form is to be completed and submitted to:  
Pasco County Health Department  
Environmental Health Services

5640 Main Street  
New Port Richey, Fl. 34652  
(727) 841-4425 ext. 5  
(727) 816-1956 FAX #

13941 15<sup>th</sup> Street  
Dade City, Fl. 33525  
(352) 521-1450 ext. 5  
(352) 523-6913 FAX#

- 
1. Name of Event: 18<sup>th</sup> ANNUAL COTEE RIVER SEAFEST
2. Sponsor/Applicant/Agent Name: Greater New Port Richey Main Street, Inc.
3. Mailing Address (for the above): 6345 Grand Blvd, New Port Richey, FL. 34652
4. Telephone (for the above): 727.842.8066
5. Location of Event: Sims Park, historic downtown New Port Richey  
E-Mailed
6. Expected Number of attendance (per day): 2,500 (flow)
7. Duration of Event (days/dates/times): Thursday April, 20, 2017 Friday April, 22, 2017  
Saturday April 23, 2017 Sunday April 23, 2017  
Monday April 24, 2017
8. Will Overnight Camping Be Allowed:  YES  NO
9. Toilet service provided by: Port-O-Potty  
E-Mailed
10. Dumpsters/Trash pick-up provided by: Progressive  
E-mailed
11. Hand Washing sinks provided by: Port-O-Potty  
E-Mailed
12. Will Food Service be provided:  Yes  NO

The above ( ) does ( ) does not comply with the minimum requirements of Chapter 64E-6.010 of the Florida Administrative Code.

**When this form is completed, fee paid and Pasco County Health Department has signed off, returns to:**

Pasco County Government Complex OR City Government Complex that the  
Development Review Division event is being held in

David A Dorsey - Treasurer (Electronic Signature)

Signature of Applicant/Agent/Sponsor

\_\_\_\_\_  
Pasco CHD Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

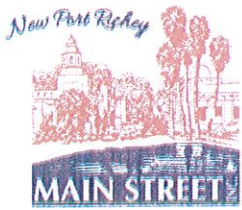
FEE: \$25 / \$60.00

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

Receipt # \_\_\_\_\_

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**Florida Department of Health – Pasco County**  
Environmental Health Services  
5640 Main Street, New Port Richey, Florida 34652  
PHONE: 727/841-4425 ext. 5 • FAX 727/816-1956



PRESENTS



SPONSORED BY AUTO ENTERPRISES

Dear Resident/Homeowner,

We are writing to remind you that we have a special event scheduled for Sims Park and Orange Lake on April 21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup> 2017. The 18<sup>th</sup> Annual "***Cotee River Seafest***"

This event will require some street closures on Grand Blvd. between Bank St. and alley by New Port Richey Main Street building.

Traffic for these days will be diverted east on Indiana Avenue and south on Adams St. We will also have a "soft barrier" at Grand and Massachusetts that will say "Local Traffic Only", so most of the southbound traffic on Grand will be diverted east on Massachusetts.

There may also be event attendees parking along the streets in your neighborhood; nothing different from any other special event.

We thank you for your patience in allowing us to put on events that show off our beautiful downtown and parks. We invite you to stop by for some great music, tasty seafood and many family activities!

Thank you again.

Cotee River Seafest  
Promotions Team

Greater New Port Richey Main Street, Inc.



PRESENTS: COTEE RIVER SEAFOOD AND BLUES FESTIVAL

SPONSORED BY: AUTO ENTERPRISE

ALL PRIVATE RESIDENCES AND BUSINESSES

6533 Circle Blvd Community Congregational Church

6431 Circle Blvd - WP Historical Society Museum

6501 Circle Blvd -

6503 Circle Blvd-

6505 Circle Blvd

6509 Circle Blvd

6515 Circle Blvd

6525 Circle Blvd

6334 Circle Blvd

6541 Circle Blvd

6543 Circle Blvd

6545 Circle Blvd

6549 Circle Blvd

6522 Washington St

6528 Washington St

6529 Washington St

6307 Grand Blvd

Karl Reef Restaurant

6332 Grand Blvd

Bissi & Associates -- Disability Advocates, LLC

6335 Grand Blvd

GulfCoast Networking

6337 Grand Blvd

Richard C. Williams Jr., PA Attorney at Law

6341 Grand Blvd

Law Offices of Samuel Williams

6324 Grand Blvd

Little Coronas Cigar Lounge

5641 Main St

Ottaway's Ice Cream Parlor

5644 Main St

Family Benefit Services

5647 Main St

Jouney church

5653 Main St

Law offices of Skipper & Skipper

5701 Main St

F.J. Velten & Sons, Inc

5703 Main St

Denmon & Denmon

5708 Main St

Estela's Mexican Restaurant

5723 Main St

Law Offices of Scott M McPherson

Banks St

Sugar Darlings

Porta-O-Potty, Inc.

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

# Invoice

Date	Invoice #

Bill To
Greater New Port Richey Main Street 6345 Grand Blvd. New Port Richey, FL 34652

P.O. No.	Terms	Due Date	Project

Quantity	Description	Rate	Amount
	18TH ANNUAL COTEE RIVER SEAFEST		
5ea	Portable toilet rentals		
1ea	Handicap Rental Units		
4ea	Bravo Sink Units		
1ea	Gray Water Tank		
10ea	Clean Units		
1ea	Cleaning Units - HT		
Thank you for your business!		<b>Total</b>	



WASTE CONNECTIONS  
*Connect with the Future®*

GREATER NEW PORT RICHEY,

We at Waste Connections Are confirming the 30 yd container to be delivered Friday April 21<sup>st</sup>, 2017 and removed Monday April 24<sup>th</sup>, 2017 for The Cottee River Seafood Festival Event being held in Sims Park New Port Richey.

Sincerely,

*Nick Chieco*

NICK CHIECO

# Certificate of Flame Resistance



REGISTERED  
APPLICATION  
CONCERN No.

GA-217

ISSUED BY

Tampa Tent & Rental Co., Inc.  
2102 W. Waters Ave.  
Tampa, Fla. 33604  
Ph. (813) 933-6555

Date treated or  
manufactured

April, 1984

This is to certify that the materials described on this certificate have been flame-retardant treated or are inherently nonflammable and were supplied to:

NAME: JILLY'S  
CITY: New Port Richey STATE: Florida 34652  
AT: 5313 Main St.

Certification is hereby made that

The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with Federal Specification

Method of application

Trade name of flame-resistant fabric or material used: INHERENTLY NON-FLAMMABLE BIG TOP 51  
Chem. Reg. No. E-121.4


The Flame Retardant Process Used Will Not Be Removed By Washing and is good for the life of the fabric. Renewal Certification unnecessary.

Color and weight of fabric: YELLOW, 13 ounce  
Description of item certified: 1 20 x 30 tent 2443

JOHN BOYLE & CO., INC

Name of Applicator or Production Superintendent

By

  
CALVIN C. OLIVER JR. MANAGER



## 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.



## 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.