

## Special Event Guidelines

Special events can help to build a sense of belonging and community pride. Events should be family friendly and implemented without a negative impact on residents, visitors, area merchants or the City and its parks. Event guidelines are established to ensure public safety as well as for the protection of our natural resources.

The following items for discussion were derived from various sources: a Work Session with City Council in which our Residents, Event Organizers and Merchants were invited to attend, research with area Parks and Recreation Department Event Organizers, the City Special Event Team, the Parks & Recreation Advisory Board and the City Non-Profit Event Organizers. In a recent meeting with the City Non-Profit Event Organizers, there was a general consensus that they understand the mission of the City to host quality events in New Port Richey. Although everyone may not agree with each item listed below, the topics will provide direction for discussion during the work session. Following the work session, City Staff will finalize the Event Guidelines.

- Event Organizer Responsibilities:
  - Attend the Special Event Team Meeting and Wrap-Up Meeting instead of sending a representative.
  - Be on-site for Move-in, Vendor Inspections and Move-out.
  
- Tent Permits and Inspections:
  - Inspections will be conducted on all tents, but fees will only be assessed for tents larger than 10 X 10.
  
- Vendors:
  - Family Friendly.
  - Do not violate any City Codes or Ordinances. If the vendor represents a business that is not permitted to operate on Main Street, then the vendor will not be allowed to have a vendor space at any event in the City. Example: an adult entertainment business would not be allowed.
  - A ten foot set-back distance from the sidewalk for each vendor booth will be required. No sidewalk may be blocked.
  - There will be a ten foot space between every three non-food tents and a ten foot space between each food tent.
  
- Park Capacity:
  - Large events may be requested to provide a park and ride plan.

- Signage:
  - Approved locations only.
  - No banners or signs on any park shelters or shade structures.
  
- Set-Up on the Concert Venue:
  - No set-up under or within ten feet of any park shade structure. Exception: If the park is rented for a private event, the shade structures may be reserved.
  - No tents in front of the stage except for a small tent for sound production for concerts.
  - No tents may be stacked on the concert lawn grassed area.
  
- Golf Carts and ATV's:
  - Reduce number allowed by event organizers.
  - No ATV's without turf tires.
  
- Picnic Shelter and Peace Hall fees:
  - In the case of large events that prevent the picnic shelters and/or Peace Hall from being rented to the public, a rental fee will be charged to the event organizer for weekend dates only. This is to offset the potential loss of revenue to the City.
  - Picnic Shelters rental fees are \$25 per day for Residents and \$50 per day for Non-Residents. There are five shelters in Sims Park. Tax if applicable is additional.
  - Peace Hall rental fees are \$300 per day for Residents and \$500 per day for Non-Residents. Tax if applicable is additional.
  - The recommendation for rental fees during events is as follows:  
\$300 per weekend for Peace Hall. One day events would pay \$150.  
\$125 per weekend for the Picnic Shelters. One day events would pay \$65.