



## 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.

\* Do not advertise our event until you receive an approved event permit.

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: \_\_\_\_\_

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: \_\_\_\_\_

Street Address

\_\_\_\_\_  
City State Zip Code

Phone: \_\_\_\_\_  
Daytime Phone Cell Phone

Email: \_\_\_\_\_

**EVENT**

Name of Event: \_\_\_\_\_

Description of Event (Include purpose):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Event: \_\_\_\_\_

Event/Organization Web Address: \_\_\_\_\_

Event Date(s) & Time(s):

Date	Day of the Week	Start Time	End Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Setup Date(s): \_\_\_\_\_

Setup Time(s): \_\_\_\_\_ to \_\_\_\_\_

Cleanup Date(s): \_\_\_\_\_

Cleanup Time(s): \_\_\_\_\_ to \_\_\_\_\_

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):

\_\_\_\_\_ This Year \_\_\_\_\_ Last year

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

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

3. Approximate number of food vendors: \_\_\_\_\_

\*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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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.

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

\_\_\_\_\_  
\_\_\_\_\_

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

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

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: \_\_\_\_\_

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.

13. Does the event require street closures? ☐ Yes ☐ No

If yes complete the following:

Date(s) of street closure:      Begin \_\_\_\_\_      End \_\_\_\_\_

Time of street closure:      Begin \_\_\_\_\_      End \_\_\_\_\_

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.

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/Areas you plan on using.

☐ Pavilion(s)

☐ Orange Lake

☐ 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 \$1,000,000.00 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.

Print Name of Applicant or Authorized Representative: \_\_\_\_\_

Signature of Applicant or Authorized Representative: \_\_\_\_\_

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

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

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public: \_\_\_\_\_

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

## Authorization for Applicant's Representative(s)

I \_\_\_\_\_, applicant, hereby authorize \_\_\_\_\_ 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: \_\_\_\_\_

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

STATE OF FLORIDA, PASCO COUNTY

Notary Public: \_\_\_\_\_

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



# Hold Harmless Agreement

I \_\_\_\_\_, 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 \_\_\_\_\_ do certify that I am \_\_\_\_\_

of \_\_\_\_\_, 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: \_\_\_\_\_

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public \_\_\_\_\_

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
- If the event includes music or live performances, attach a copy of the music license from BMI and ASCAP.  
BMI (Broadcast Music Inc.) 1-888-689-5264  
ASCAP (American Society of Composers, Authors and Publishers) 1-800-505-4052
- It is recommended that each event has a recycling plan in place. Local waste collection providers all participate in recycling. Please consider contacting your waste collection agency and request a recycling dumpster and/or receptacles.

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.

## Special Event Checklist

Thank you for your interest in having a special event in the City of New Port Richey. Once you submit the application, there will be a SET meeting in approximately two weeks to review your application. At this time they will determine what the estimated costs for City services will be. If your event includes alcohol, your event will be placed on a Council Agenda for approval.

Submit Special Event Application along with \$100 application fee to the New Port Richey Recreation and Aquatic Center, 6630 Van Buren Street, New Port Richey, FL 34653. Checks should be made payable to New Port Richey Parks and Recreation. Events that will include alcohol must also submit the Alcoholic Beverage Special Event Permit Application along with a \$250 application fee.

Should you have any questions regarding the application or process contact the Events and Community Outreach Coordinator at (727) 841-4560.

Please make sure the following items are submitted with your application if applicable:

- Site plan
- Pasco County Health Department *Application for Temporary Event Sanitation* - 11611 Denton Avenue, Hudson 34667; (727) 861-5661
- 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.
- If applicant is an organization include list of current officers.
- Flyer/brochure if available.
- If the organization is a non-profit please submit IRS determination letter. If the organization is a 501(c)3, submit tax exempt certificate.
- If the event includes music or live performances, attach a copy of the music license from BMI and ASCAP.
  - BMI (Broadcast Music Inc.) 1-888-689-5264
  - ASCAP (American Society of Composers, Authors and Publishers) 1-800-505-4052

Once approved you will need to submit the following:

- Certificate of Insurance naming the City of New Port Richey as an additional insured. The policy limits of the insured should be not less than:  
One million dollars (\$1,000,000) combined single limit for property damage, bodily injury or death. In addition, events involving the sale or distribution of food or alcoholic beverages shall include product liability coverage in the same amount. Events involving the sale or distribution of alcoholic beverages shall include liquor liability coverage with a minimum of one million dollars.
- City of New Port Richey Business Tax Receipt (required if you are a for-profit business outside of the City limits) – Billing and Collections located at 5919 Main Street, New Port Richey, 34652; (727) 853-1061

- Approved alcoholic beverage license from Florida Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco - 1313 N. Tampa Road, Suite 909, Tampa, 33602; (813) 272-2610
- Payment of required special event damage deposit. The rate is **\$500 per day** of the approved event. This deposit is refundable only after all damages are cleared by the City of New Port Richey Parks and Recreation Department. Any damages that occur will be calculated by the Parks and Recreation Department and will be deducted from the total deposit up to the full amount. If the amount of damage exceeds the total damage deposit paid by the event holder the City of New Port Richey will issue an invoice/bill to the event holder for payment to cover the additional damage expenses.

### **City Event Sponsorship Application**

Annually the City reviews projects which have requested assistance through "in kind" support from the various departments whose services are deemed to be appropriate or through other sponsorship or co-sponsorship allocations. The "in-kind" services could include traffic control, crowd control, public safety and public works deemed by the organizer and/or the City to be appropriate for the event depending on its scale and the length and timing of the event

The purpose of the New Port Richey Special Event Sponsorship Program is to provide funding to local organizations to assist them in producing local special events that:

- Promote the City as a destination for visitors;
- Promote local businesses;
- Produce hotel room nights;
- Show economic impact to the City and its businesses; and
- Provide a family-friendly program.

Special event sponsorship applications are due to the City Manager's Office by September 1 of each year. The City Manager will review the applications and make recommendations to the City Council. The City Council will decide during the budget process which events will be sponsored and for what amount. The number and amount of each grant award will be dependent upon the availability of designated funds. Applicants are required to provide the following information in writing. Local special events that may receive funding must demonstrate a history of economic impact and/or the potential to draw visitors to the area. The following application should specify the grant dollar amount requested, and a detailed proposed use of the requested funds.

Once completed, submit the following application to the Office of the City Manager, City Hall, 5919 Main Street, New Port Richey, Florida 34652. You can also fax it to (727) 853-1023 or via email to [meyersj@cityofnewportrichey.org](mailto:meyersj@cityofnewportrichey.org). For questions regarding the sponsorship process contact the office of the City Manager at (727) 853-1248.