



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: Doreen Scott

Title (if applicable): PRESIDENT

Name of Organization: Iona Foundation Corporation

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: 2107 Hammock Park Court
Street Address

Trinity City FL State 34655 Zip Code

Phone: (727) 505-9658 Daytime Phone (702) 994-1317 Cell Phone

Email: IonaFoundationCorporation@gmail.com

EVENT

Name of Event: 3rd annual Caribbean Festival & New Port Richey Carnival Festival

Description of Event (Include purpose):

Location of Event: Sims Park & Parade from Gulf & Grand Expanding @ Park

Event/Organization Web Address: _____

Event Date(s) & Time(s):

Date	Day of the Week	Start Time	End Time
<u>AUGUST 25th 2018</u>	<u>Saturday</u>	<u>11 AM</u>	<u>11 PM</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Setup Date(s): Friday AUGUST 24th 2018

Setup Time(s): 12 PM Friday to 8 PM Friday

Cleanup Date(s): AUGUST 25th midnight & AUGUST 26th duration

Cleanup Time(s): 11 PM to 1 AM

Will this be an annual event? Yes No If yes, next year's date(s) AUGUST 24th 2019

EVENT LOGISTICS

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

2500 This Year 1500 Last year

Maximum number at peak time: 2,000

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

3. Approximate number of food vendors: 7

*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:

10 Sponsors, 10 crafts, 10 commercials
10 informational

5. Will electricity be required?: Yes No Source _____

Location of electricity SIMS PARK

*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.) Chairs, Tents, Trucks,

Inflatables, booths, bounce houses, water slides,
ATM

7. List entertainment type (bands, DJ, dancers, clowns, etc.): BANDS, DJ's, DANCERS

8. List dates and times of music and/or amplified sound: AUGUST 25th

from 11 AM to 11 PM

9. Will private security be provided? Yes No

If yes, list organization: off duty police

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. Dumpster on site

Will dumpsters be used? Yes No

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

How many: 1

Sizes: 8 yard

Installation Date: AUGUST 25th

Removal Date: AUGUST 27th

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

FREE

13. Does the event require street closures? Yes No

If yes complete the following:

Date(s) of street closure: Begin 8/25/18 End 8/25/18

Time of street closure: Begin NOON End 5 PM

List street(s) to be closed: Start at GRAND BLVD & GULF
ends SIMS PARK

*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: GRAND BLVD @ GULF BY START
& PARADE TRAVELS NORTH ON GRAND TOWARDS ENDING AT
SIMS PARK.

Time assembly to begin: NOON

Time parade starts: 2 PM

Total number of units in parade: to be determined

Number of people in the parade: to be determined

Number of vehicles in the parade: to be determined

Number of animals in parade: to be determined

Number of floats: to be determined

Number of bands: to be determined.

*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: Diana Y. Doane

Signature of Applicant or Authorized Representative: Diana I Doane

Date: 7/3/18

Subscribed and sworn to before me this 3rd day of July, 2018
Who is personally known to me and/or produced _____ as
identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public: Richard A. Melton

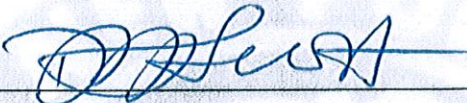
My Commission expires: April/25/2020



Richard A. Melton
Commission # FF985386
Expires: April 25, 2020
Bonded thru Aaron Notary

Authorization for Applicant's Representative(s)


I DOREEN SCOTT, applicant, hereby authorize DIANA BOWE 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: 7/3/18

Subscribed and sworn to before me this 3 day of July, 20 18
Who is personally known to me and/or produced _____ as identification.

STATE OF FLORIDA, PASCO COUNTY

Notary Public: 

My Commission expires: April 25, 2020



Richard A. Melton
Commission # FF985386
Expires: April 25, 2020
Bonded thru Aaron Notary

Hold Harmless Agreement

I Diana Pogue, agree to protect the City of New Port Richey, Florida against all losses arising out of claims, in connection with the

USE OF SIMS PARK

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 Diana Pogue do certify that I am Administrator (Tona Foundation Corporation)
of Tona Foundation Corporation
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: Deona Y Pogue

Date: 07/03/18

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public Richard A. Melton

My Commission Expires: April 25 2020



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.