



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 6 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  
Port Richey, FL 34653

**APPLICANT**

Name of Applicant: West Pasco Chamber of Commerce / Liz Misemer

Title (if applicable): Director of Events & Marketing

Name of Organization: West Pasco Chamber of Commerce

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. -SDI clp

Mailing Address: 5443 Main Street  
Street Address

New Port Richey City FL State 34652 Zip Code

Phone: 727-842-7651 Daytime Phone 727-597-3242 Cell Phone

Email: Liz @ westpasco.com

**EVENT**

Name of Event: WPC "Business Development Week" Mixer

Description of Event (Include purpose):

Mixer with food, beer and wine being sold. No food trucks.  
No cooking under tents.

WPC Networking Mixer in Sims Park during Business Development Week

Location of Event: Sims Park - NPR

Event/Organization Web Address: westpacd.com

Event Date(s) & Time(s):

Date	Day of the Week	Start Time	End Time
<u>January 17</u>	<u>Thursday</u>	<u>5:00 pm</u>	<u>8:00 pm.</u>
_____	_____	_____	_____
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Setup Date(s): Thursday, January 17, 2019

Setup Time(s): 2:00 pm to 5:00 pm

Cleanup Date(s): Thursday, January 17, 2019

Cleanup Time(s): 8:00 pm to 9:00 p.m.

Will this be an annual event?  Yes  No If yes, next year's date(s) TBD

**EVENT LOGISTICS**

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

100 people This Year ~~0~~ N/A Last year

Maximum number at peak time: 100

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

3. Approximate number of food vendors: 20 max

\*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:

20 Max vendors total

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

Location of electricity TBD

\*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.) Bandshell for music entertainment,

seating in front of stage and tents for vendors

7. List entertainment type (bands, DJ, dancers, clowns, etc.): Mullins Music students-  
1 Band - TBD

8. List dates and times of music and/or amplified sound: Thursday, January 17, 2019  
5-8 p.m.

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. WRCC volunteers will do clean up  
immediately following event.

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.

Admission is Free

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 *\* Possibly*

If yes, hours of use: 5-8 pm.

Location of dock: \_\_\_\_\_

List vendors who will use the dock: Captain Ray and/or Windsong Boat Rentals

\*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)