



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: Gregory D Smith

Title (if applicable): Club President

Name of Organization: Rotary Club of New Port Richey

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: 5822 Indiana Ave
Street Address

New Port Richey FL 34652
City State Zip Code

Phone: _____ 813-468-8825
Daytime Phone Cell Phone

Email: greg@savealator.com

EVENT

Name of Event: The Craft Beer and Wine Festival

Description of Event (Include purpose):

Rotary Club of New Port Richey sponsored
Community Rotaract Club Fundraiser
for School Projects

Location of Event: Sims Park

Event/Organization Web Address: _____

Event Date(s) & Time(s):

Date	Day of the Week	Start Time	End Time
<u>May 18, 2019</u>	<u>Saturday</u>	<u>5:00 PM</u>	<u>8:00 PM</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Setup Date(s): May 18, 2019

Setup Time(s): 1pm to 4pm

Cleanup Date(s): May 18, 2019

Cleanup Time(s): 8:00 PM to 9:00 PM

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

EVENT LOGISTICS

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

150 This Year 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

*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 Westside marked on electric map

*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.) _____

Tables (high tables)

7. List entertainment type (bands, DJ, dancers, clowns, etc.): Light background recorded music.

8. List dates and times of music and/or amplified sound: 5pm to 8pm

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. Self removal

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.
\$25⁰⁰ per person, \$100⁰⁰ table sponsorships

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: Gregory D. Smith

Signature of Applicant or Authorized Representative: Gregory D. Smith

Date: January 29, 2019

Subscribed and sworn to before me this 29th day of January, 2019
Who is personally known to me and/or produced _____ as
identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public: Amanda L. Hart



AMANDA L. HART
Commission # FF 233500
Expires September 12, 2019
Bonded Thru Budget Notary Services

My Commission expires: Sept. 12, 2019

Hold Harmless Agreement

I Gregory D. Smith, agree to protect the City of New Port Richey, Florida against all losses arising out of claims, in connection with the The Craft Beer and Wine Festival

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 Rotary Club of New Port Richey, LLC 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 Gregory D. Smith do certify that I am President of New Port Richey Rotary, 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: Gregory D. Smith

Date: 01/29/2019

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public Amanda L. Hart

My Commission Expires: September 12, 2019



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