



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: Liz Misemer

Title (if applicable): Executive Director

Name of Organization: Greater New Port Richey Main Street, Inc.

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: PO BOX 515

Street Address

New Port Richey FL 34652
City State Zip Code

Phone: 727-842-8064 727-597-3262
Daytime Phone Cell Phone

Email: MisemerMarketing@yahoo.com

EVENT

Name of Event: 20th Annual Cotee River SeaFest

Description of Event (Include purpose): 3 Day event to provide a variety of activities to attract and entertain both attendees and vendors from within & outside Pasco County. Blues concert, Boat show, classic car show, food & beverages. Arts & crafts, kids zone with inflatables & "Duactina" Race.

Location of Event: Sims Park, Orange Lake, Amphitheatre & Peace Hall

Event/Organization Web Address: www.nprmainstreet.com

Event Date(s) & Time(s):

Date	Day of the Week	Start Time	End Time
April 25, 2019	Thursday	3:00 pm	9:00 pm. Set-Up
April 26, 2019	Friday	5:00 pm	11:00 pm.
April 27, 2019	Saturday	10:00 a.m.	11:00 pm.
April 28, 2019	Sunday	10:00 a.m.	10:00 pm.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Setup Date(s): Thursday April 25, 2019

Setup Time(s): 2:00 p.m. to Completion

Cleanup Date(s): Sunday April 28, 2019 - Monday, April 29, 2019 - 5:00 p.m.

Cleanup Time(s): immediately following to completion of clean-up
best

Will this be an annual event? Yes No If yes, next year's date(s) April 17-19, 2020

EVENT LOGISTICS

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

8,000 - 10,000 Flow
This Year

8,000 - 10,000 Flow
Last year

Maximum number at peak time: 2,500

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

3. Approximate number of food vendors: 10-12

*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:

Arts & crafts - 20 / vendors - 12 / Food & Beverage 10-12

Kid zone - 4 / Boats & Watercraft - 12-15 / Disaster Expo vendors - 10

Classic Car Show - 1 / "Duck-tana" Race - 1

5. Will electricity be required?: Yes No Source Parks & Recreation Dept.

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.) (60) 10x10 tents, Food Trucks, 10x20 VIP Tent,

20 each cocktail tables, misc. tables & chairs.

7. List entertainment type (bands, DJ, dancers, clowns, etc.): Blues Festival Bands

8. List dates and times of music and/or amplified sound: Friday, April 26, 2019 (5:00 pm.)
Saturday April 27, 2019 (12:00 pm. - 11:00 pm.)
Sunday, April 28, 2019 - (12:30 pm. - 4:00 pm.)

9. Will private security be provided? Yes No
If yes, list organization: Florida Volunteer Force

10. Will portable restrooms be used? Yes No

If yes answer the following and list on site plan:

How many: 6 Installation Date: Thursday, April 25 Removal Date: Monday, April 29

11. Event holders are responsible for trash removal, and must provide their own dumpsters.

Please list your plan. Progressive Waste Solutions - 30yd. roll off
Container.

Will dumpsters be used? Yes No

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

How many: 1 Sizes: 30 ft. Roll off

Installation Date: Thursday, April 25 Removal Date: Monday, April 29

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

AAS & Crafts vendors - \$100, Food & Beverage - TBD
Vendors - \$200 Activity vendors varies, Boat & Watercraft
\$125 - \$300

13. Does the event require street closures? Yes No

If yes complete the following:

Date(s) of street closure: Begin Friday April 28th 11:00 a.m. End until end of Expo

Time of street closure: Monday Begin April 29th 9:00 a.m. End until end of car show

List street(s) to be closed: (see map)

*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:	MISS DAISY BOAT TOURS	A.F.I.R.E. "DUCKTINA" RACE
Time assembly to begin:	Saturday 12:00 p.m.	Sunday 12:00 p.m.
Time event starts:	12:00 p.m.	3:45 p.m.
Estimated ending time:	8:00 p.m.	4:00 p.m.

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

MISS DAISY BOAT TOURS

If yes, hours of use: Saturday - 12:00 - 8:00 p.m. & Sunday 12:00 - 6:00 p.m.

Location of dock: Sims Park

List vendors who will use the dock: MISS DAISY BOAT TOURS / A.F.I.R.E.

*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: Liz Misemer

Signature of Applicant or Authorized Representative: Elizabeth Misemer

Date: 3/15/19

Subscribed and sworn to before me this 15th day of March, 2019
Who is personally known to me and/or produced FLDL as identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public: Donna French

My Commission expires: _____



Authorization for Applicant's Representative(s)

I Liz Misemer, Executive Director, Greater New Port Richey Main St, Inc., applicant, hereby authorize Elizabeth Misemer 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): Elizabeth Misemer

Date: 03/15/19

Subscribed and sworn to before me this 15th day of March, 20 19
Who is personally known to me and/or produced FLDL as identification.

STATE OF FLORIDA, PASCO COUNTY

Notary Public: Donna French

My Commission expires:



Hold Harmless Agreement

Greater NPE

I Liz Misemer Executive Director, Main St, Inc, agree to protect the City of New Port Richey, Florida against all losses arising out of claims, in connection with the 20th Annual Cotee River Scopes.

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 New Port Richey Main Street, Inc. 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 Elizabeth Misemer do certify that I am Executive Director of New Port Richey Main Street, Inc., 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: Elizabeth Misemer

Date: 03/15/19

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public Donna French

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.