



THE CITY OF
NEW PORT
RICHEY
 FLORIDA

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 \$150 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: Amanda Chittum

Title (if applicable): President

Name of Organization: New Port Richey Rotaract

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: 4150 Comet Dr.
 Street Address

New Port Richey FL 34652
 City State Zip Code

Phone: 727-777-1129 cell
 Daytime Phone Cell Phone

Email: amanda.chittum@gmail.com

EVENT

Name of Event: New Port Richway ~~Open Beer and Wine~~ ^{Rotaract's Craft Beer and Wine} Festival

Description of Event (Include purpose):

This is an event to fundraise money for the
NPR Rotaract Club including the Little Library
Project and promote local businesses

Location of Event: Sim's Park

Event/Organization Web Address: _____

Event Date(s) & Time(s):

Date	Day of the Week	Start Time	End Time
<u>6/4/22</u>	<u>Saturday</u>	<u>5 pm</u>	<u>8 pm</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Setup Date(s): June 4, 2022

Setup Time(s): 11 am to 4 pm

Cleanup Date(s) June 4, 2022

Cleanup Time(s): 8 pm to 9 pm

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):

600 This Year 300 Last year

Maximum number at peak time: 600

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

3. Approximate number of food vendors: 30

*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:

may have some sponsor / informational tables

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

Location of electricity Circle at stage

*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.) individual vendor tents around 10'x10'

Tables (high round tables, and short round tables) folding chairs
may try to include food trucks.

7. List entertainment type (bands, DJ, dancers, clowns, etc.): Live band if we can secure and if not, a DJ. IF those fail, we will play recorded music.

8. List dates and times of music and/or amplified sound: 5pm 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. Utilize Junk Jockeys dump trailer.
With self removal. Trailer removed same day.

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.

\$30 per person (admission)

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)

What is your Organization doing to fund or support Activities within the local Community?

NPR Rotaract's mission is to promote literacy & development in children through the donation of books via ~~local~~ local lending libraries, schools, and social services programs. As a branch of the NPR Rotary Club we support all of their initiatives and directives throughout the NPR community.

What Groups or Individuals received financial or other support from your Group in the past year?

Partnering with local businesses, service organizations, Boys + Girls Club, Churches, and we are a sister organization to New Port Richy Rotary Club.

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: Amanda Chittum

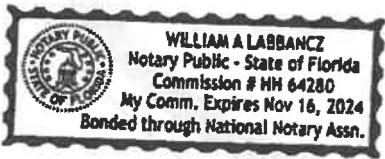
Signature of Applicant or Authorized Representative: Amanda Chittum

Date: 2/16/22

Subscribed and sworn to before me this 16th day of FEBRUARY, 2022
Who is personally known to me and/or produced _____ as identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public: William A. Labbanz [Signature]



My Commission expires: 11/16/2024

Authorization for Applicant's Representative(s)

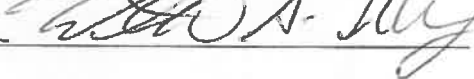
I Amanda Chittom, applicant, hereby authorize Amanda Perez, Dan Holback to act as my representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all representatives and agreements made by the designated representative.

Signature of Applicant(s): Amanda Chittom

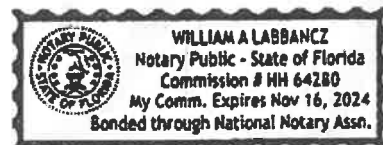
Date: 2/16/22

Subscribed and sworn to before me this 16th day of FEBRUARY, 20 22
Who is personally known to me and/or produced _____ as identification.

STATE OF FLORIDA, PASCO COUNTY

Notary Public: William A. Labbancz 

My Commission expires: 11/16/2024



Hold Harmless Agreement

I Amanda Chittum, agree to protect the City of New Port Richey, Florida against all losses arising out of claims, in connection with the New Port Richey Rotaract's 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 New Port Richey Rotaract 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 Amanda Chittum do certify that I am President of New Port Richey Rotaract 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: Amanda Chittum

Date: 2/16/22

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public WILLIAM A. LABBANCZ W.A. Labbancz

My Commission Expires: 11/16/2024

