



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: James MacDonald

Title (if applicable): \_\_\_\_\_

Name of Organization: Ashtray Monument

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: 5931 Tennessee Ave

Street Address

New Port Richey FL 34652

City

State

Zip Code

Phone: 727-237-7975

Daytime Phone

Cell Phone

Email: MacDonaldJay@gmail.com





Cleanup Time(s): 11pm to 2am

Will this be an annual event?  Yes  No If yes, next year's date(s) 10/21/23

**EVENT LOGISTICS**

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

500

This Year

300

Last year

Maximum number at peak time: 500

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

3. Approximate number of food vendors: 2

\*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:

1 charity, 5 artists, 2 products

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

Location of electricity Railroad Square

\*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.) Stage, tents/tables for vendors

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

8. List dates and times of music and/or amplified sound: 10/22/22 from approximately 12pm to 11pm

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: 2 Installation Date: 10/21 Removal Date: 10/23

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

Please list your plan. \_\_\_\_\_

Keep Pasco Beautiful to provide recycling bins. Will have regular trashcans for refuse and will remove that weekend

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.

We did \$20 last year, and will probably do \$20 again this year



13. Does the Event Require Street Closures?  Yes  No

If yes complete the following:

Date(s) of street closure: Begin 10/22 End 10/22

Time of street closure: Begin 8am End 2am

List street(s) to be closed: \_\_\_\_\_

Railroad Square. This is already closed on weekends, so if that is the case nothing additional is required

\*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)