



**City of New Port Richey  
Parks and Recreation Department**  
Phone: 727-841-4560 Fax: 727-841-4562  
**Park Shelter/Bandstand Application**

Shelter #	_____
Date	_____
Park	_____
Approved By	_____

Park Name \_\_\_\_\_ Shelter # Requested \_\_\_\_\_

Describe Shelter Use \_\_\_\_\_

How many people will be attending? \_\_\_\_\_

Date \_\_\_\_\_ Time Desired: From \_\_\_\_\_ To \_\_\_\_\_

Will electricity be needed? YES \_\_\_\_\_ NO \_\_\_\_\_ (Sims Park Only)

Will a grill be needed? YES \_\_\_\_\_ NO \_\_\_\_\_ (not available at all shelters)

Will there be any inflatable funhouses, slides, dunk tanks etc? Yes\_\_ No\_\_

(If yes please describe. Insurance is required that lists the city as additionally insured.)

Name \_\_\_\_\_

DOB (required for account) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address \_\_\_\_\_  
(include city, state, zip)

Phone # \_\_\_\_\_ E-mail \_\_\_\_\_  
(email account is required for confirmation email)

**Please see back of application for Rules and Regulations and sign at the bottom**

**OFFICE USE ONLY**

**Shelter Reservation Charges**

**\*\* Staff Confirm Residency Prior to submitting \*\***

\_\_ City Resident (incorporated limits)                      \$25.00 (+ tax)

\_\_ Non-Resident    \$50.00 (+ tax)

**STAFF ONLY**

Date approved \_\_\_\_\_ Date paid \_\_\_\_\_

Insurance obtained (if needed) \_\_\_\_\_

Copy to Parks \_\_\_\_\_

**New Port Richey Parks and Recreation Department**  
**Rules and Regulations for Reservations**  
**For Park Shelters/Gazebo**

1. Reservation form must be filled out completely and submitted at least 2 weeks prior to event or activity and payment submitted at least one week in advance.
2. Staples, nails, screws, etc. are prohibited to use inside or outside of the building for attaching items/decorations.
3. Facility must be vacated at the end of rental time. Area or facility used must be cleaned and everything replaced in its original position.
4. All special arrangement requests must be written on the reservation form at the time the request is submitted for approval.
5. Activity may not disrupt the use of the park or facility by other patrons.
6. Building of fires of any sort is prohibited, except in the use of a grill. No grills or pressure cookers may be brought on site without prior written approval.
7. No alcoholic beverages or drugs are permitted.
8. Parking for vehicles is permitted in the designated areas ONLY, and not on the grass or edge of roadways.
9. No domestic animals are permitted in City Parks. Exception; dogs are allowed in the following parks: The Meadows, Orange Lake, Sims Park, and Cotee River Park. Dogs must be restricted to a 6' leash, and owners must clean up after their dogs.
10. No smoking in indoor facilities or in fenced recreational areas.
11. No weapons are permitted on premises unless in compliance with FS chapter 790.
12. It is prohibited to remove any Parks and Recreation Department equipment from the facility without the express written approval of the Recreation Director.
13. Removing, cutting, or destroying any tree, shrub, plant, or rock in any City Park is prohibited.
14. Control and safety is to be maintained at all times.
15. All City of New Port Richey Parks and Recreation Department policies, procedures, and ordinances, must be observed.
16. Rentals will NOT be approved beyond normal operating hours.
17. Additional fees and/or rules and regulations apply based on function.
18. No reservations will be accepted on city recognized holidays or at parks during the time of a major special event.

*Additional rules for Gazebo rentals*

19. Handicap parking only at the designated space at the Historical Parking Lot. All other parking is to be at designated City Parking Lots or legal street parking.
20. All items (including rental chairs and tables) must be removed from building at end of rental agreement. If items are left in the building or on the property, the applicant will be charged a full day's rental for each day items are left.
21. **If an advanced request submitted is not paid within 2 weeks of the requested date, the reservation will be canceled and opened back up to the public.**

**I/we do understand all rules and regulations concerning the use of the city parks, and will comply with all rules and regulations. I/we will be responsible for any damage done to the fixtures and equipment at the park.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*The City will not be responsible for items which are lost, stolen, or damaged before, during, or after your reservation/event.*