

**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 YOUR EVENT UNTIL YOU RECIEVE A SIGNED & APPROVED EVENT PERMIT**

- **SMALL Event** - \$250 Application Fee (one day events with limited impact and 999 or less attendance).
- **MAJOR Event** - \$500 Application Fee (are defined as events lasting more than 72 hours, a projected attendance of more than 1,000, or will significantly impact public streets or right-of-ways.)

Submit original signed and notarized application along with application permit 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: _____

Title: _____

Organization: _____

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: _____

Street Address

City State Zip Code

Phone: _____
 Daytime Phone Cell Phone

Email: _____

EVENT

Name of Event: _____

Description of Event (Include purpose):

Location of Event: _____

Event/Organization Web Address: _____

Event Date(s) & Time(s):

Date	Day of the Week	Start Time	End Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Setup Date(s): _____

Setup Time(s): _____ to _____

Cleanup Date(s) _____

Cleanup Time(s): _____ to _____

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):

_____ This Year _____ Last year

Maximum number at peak time: _____

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

3. Approximate number of food vendors: _____

*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 (*Please note Prohibited Items listed in Event Rules & Guidelines - Section 9 Selling*):

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

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.)

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

8. List dates and times of music and/or amplified sound: _____

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. _____

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.

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)

Railroad Square East (requires an additional rental fee)

Railroad Square West (requires an additional rental fee)

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

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

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: _____

Signature of Applicant or Authorized Representative: _____

Date: _____

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

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public: _____

My Commission expires: _____

Authorization for Applicant's Representative(s)

I, _____, applicant, hereby authorize _____ 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): _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, 20

Who is personally known to me and/or produced _____ as identification.

STATE OF FLORIDA, PASCO COUNTY

Notary Public: _____

My Commission expires: _____

Hold Harmless Agreement

I _____, agree to protect the City of New Port Richey, Florida against all losses arising out of claims, in connection with the _____.

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 _____

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 _____ do certify that I am _____

of _____, 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: _____

Date: _____

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public _____

My Commission Expires: _____

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.

Site Plan Checklist

The following items should be on your site plan if applicable.

- Food Vendors
- Additional vendors/sponsors
- Sponsor Banners
- 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