



Special Event Application Checklist

Event Organizers,

Use this checklist as a step-by-step guide to the Special Events application process. It's designed to help organizers understand requirements, prepare materials, and to help you submit complete and accurate applications

1. Review the Special Events Policies & Procedures before completing your application. We highly recommend sending this document to all staff, volunteers, vendors, and sponsors.

2. Submit your Complete, Signed, and Notarized Special Event Application and application fee.

Please make sure the following items are submitted with your application.

- Site plan
- Pasco County Health Department Application for Temporary Event Sanitation
- Signed Fire Requirements (sign above the City Manager's signature)
- Signed and Initialed Special Event Organizer Responsibilities
- Flyer/brochure if available
- If your event includes alcohol - submit the Alcoholic Beverage Special Event Application (ABSEP) and \$350 application fee.
- If your event utilizes Sims Park - submit the completed Turf Terms & Conditions.
- If your event includes a parade - attach the route
- If your event includes a parade or street closure - attach the proof of notice to property owners along the route, including the addresses notified
- If your event includes a running/walking/biking/water component - attach the route
- If your event includes music or live performances - attach copies of the music licenses from BMI and ASCAP.
- It is recommended that each event has a recycling plan in place. The city's local waste provider, JD Parker & Sons, participates in recycling. Please consider contacting them to request a recycling dumpster and/or receptacles.

3. The Cultural Events Coordinator will reach out with any follow up questions and to schedule your SET (Special Event Team Meeting) to review your application. If your event includes alcohol, your event will be placed on a City Council Meeting Agenda for approval.

4. SET Meetings are held at the Cultural Events Conference Room on the 2nd floor of City Hall. The SET meeting is a critical step in the planning process and brings together representatives from multiple departments to review and discuss your event. At this time, we will determine what the estimated costs for City services will be.

5. Once approved, you will receive your Special Event Permit and Use Agreement signed by the City Manager.

6. At this time, you will need to submit the following:

- Certificate of Insurance naming the City of New Port Richey as an additional insured. The policy limits of the insured should be not less than: One million dollars (\$1,000,000) combined single limit for property damage, bodily injury or death. In addition, events involving the sale or distribution of food or alcoholic beverages shall include product liability coverage in the same amount. Events involving the sale or distribution of alcoholic beverages shall include liquor liability coverage with a minimum of one million dollars.
- City of New Port Richey Business Tax Receipt (required if you are a for-profit business outside of the City limits) – Billing and Collections located at 5919 Main Street, New Port Richey, 34652; (727) 853-1061
- Approved alcoholic beverage license from Florida Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco - 1313 N. Tampa Road, Suite 909, Tampa, 33602; (813) 272-2610
- Payment of required special event damage deposit. The rate is based Per-day and Per-area utilized of the approved event. This deposit is refundable only after all damages are cleared by the Cultural Events Coordinator. Any damages that occur will be calculated by the SET Committee and will be deducted from the total deposit up to the full amount. If the amount of damage exceeds the total damage deposit paid by the event holder the City of New Port Richey will issue an invoice/bill to the event holder for payment to cover the additional damage expenses.

7. You are now free to announce and advertise your event to the public!