

City of New Port Richey Special Event Application

- ☐ SMALL Event - \$250 Application Fee, one day events with limited impact and 999 or less attendance.
- ☐ MAJOR Event - \$500 Application Fee, events lasting more than 72 hours, a projected attendance of more than 1000, and/or will significantly impact public streets or right-of-ways.
- ☐ Railroad Square Event - \$150 Application Fee, for small one day events with limited impact utilizing Railroad Square only.
- ☐ Cavalier Square Event - \$75 Application Fee, for small one day events with limited impact utilizing Cavalier Square only.

Submit original signed and notarized application along with application permit fee to:

City of New Port Richey
City Hall, Office of Cultural Events, 2nd Floor
5919 Main St
New Port Richey, FL 34652

Event permit fee can be paid by check payable to: City of New Port Richey. Please include event name and year on the memo line. Or, to pay by credit card, appointments can be made by contacting Courtney King-Merrill at KingMerrillC@cityofnewportriches.org.

- **Complete app and payment must be submitted no less than 45 days and no more than 12 months prior to the event**
- **Do Not Advertise Your Event Until You Receive a SIGNED & APPROVED Event Permit**

Please direct all questions to the Cultural Events Coordinator, Courtney King Merrill, at KingMerrillC@cityofnewportriches.org or (727) 853-1287. Email is the preferred route for the initial outreach - please include your contact information and any backup documents needed for review.

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: _____
Preferred Phone Alternate Phone

Email: _____

Social Media Handles: _____

Additional Contact: _____

EVENT

Event Name: _____

Event Description:

Event Location: _____

Event/Organization Website: _____

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 Times(s): _____

Will this be an annual event? ☐ Yes ☐ No

If yes, next year's preferred date(s): _____

EVENT LOGISTICS

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

Expected for this Year: _____

Actual or Estimated from Last Year: _____

Maximum number at peak time: _____

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

**For events with alcohol, complete and submit the ABSEP and \$350 alcohol application fee*

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. Please note Prohibited Items listed in Event Policies and Procedures Manual - Section 9.

**You will need to provide copy of certificate of insurance for each vendor.*

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, etc.): _____

**You will need an ASCAP/BMI licenses if your event includes copyrighted music in a public setting. BMI: 1-888-689-5264. ASCAP 1-800-505-4052.*

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

9. Will private security be provided? ☐ Yes ☐ No

If yes, list organization & contact: _____

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.

What is 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: _____

**A Pasco County Health Dept "Application for Temporary Event Sanitation" will be required.*

12. Please list any and all charges - admission, registration, parking, donations, parking, etc.:

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 and businesses that will be directly impacted by a road closure. Attach that 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 Venues/Facilities you plan on using:

☐ Park Pavilion(s) ☐ Other _____

☐ Orange Lake

☐ Amphitheater*

☐ Peace Hall*

☐ Railroad Square*

☐ Cavalier Square*

**The "Special Event Fees Overview" document has the list of the facility rental fees for each venue. This form is the application only and is not inclusive of all costs associated with holding an event in the city.*

17. Where will the Lost & Found be located? _____

Who should patrons contact for Lost & Found after the event?

18. Where will Lost Children be reunited with their family? _____

COMMUNITY OUTREACH

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?

Signature Page

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.

Printed 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, COUNTY OF PASCO

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
- 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.

Additional Permits:

This application is for the Special Event Permit only and does not include additional permits such as tent, electrical, or gas permits. To apply for your additional permits, please go to the Development Department in City Hall located at 5919 Main Street in New Port Richey. For questions call (727) 853-1045.

Next Steps:

If you haven't already, please read the Special Event Application Checklist for a step-by-step guide to the application and approval process.

Site Plan Checklist

The following items should be on your site plan where applicable:

- Alcohol area aka Wet Zone
- Beer Trucks
- Food Vendors
- All other Vendor, Non-Profit, Sponsor Tents
- Stage(s)
- Heavy Equipment (ex. Cranes)
- Electrical Locations
- Fencing / Barricades
- VIP Area
- Box Office / Tix Sales / Will Call
- Bounce Houses / Activities
- Signage/Sponsor Banners
- First Aid
- Command Center
- Portable Restrooms / Comfort Stations
- Dumpsters
- Street Closures
- Parade Route
- Reserved Parking area(s)
- Carnival
- Any additional significant elements that pertain to your event