



## EVENT ORGANIZER RESPONSIBILITIES

This form is to be signed & attached with Event Application

**Event:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

Initial each line to indicate that you have understand and accept:

\_\_\_\_\_ Event Organizer must submit to the Cultural Events Coordinator, a FINAL map with the entire vendor layout and a corresponding list of all vendors with the type of vendors identified such as: (crafts, food, etc.) a minimum of one week prior to the event date. Once this list and map are submitted, no revision by the Event Organizer will be permitted.

\_\_\_\_\_ Event Organizer will complete a pre-inspection of all vendors prior to the City Inspection to ensure compliance and a smooth and easy City Inspection process.

\_\_\_\_\_ Event Organizer is responsible for the attendance of ALL vendors at the time of inspections.

\_\_\_\_\_ No Vendor Set-Up will be allowed after the following date and time: \_\_\_\_\_.

\_\_\_\_\_ Event Organizer will meet City Staff on \_\_\_\_\_ at \_\_\_\_\_ and will accompany City Staff for the entire duration of the vendor inspections.

\_\_\_\_\_ No Vendor Inspection will begin without the Event Organizer present.

\_\_\_\_\_ No Vendor may sale any items or services prior to passing the Vendor Inspection conducted by City Staff.

### **IMPORTANT NOTICE OF ITEMS PROHIBITED TO DISPLAY, SALE AND/OR PROMOTE:**

\_\_\_\_\_ The display, sale or promotion, by any vendor/participant, during City permitted events of these items is prohibited, marijuana, cannabis and cannabis by-products, CBD products, guns, knives, box cutters, sharp implements, ceremonial swords or sabers, or other dangerous or deadly weapon of like kind or character, decorations or props that will damage city building, Marquee, artificial turf or surfaces, helium and helium-filled balloons, illegal drugs, disabling chemicals such as spray or mace, non-permitted alcohol sales or distribution, smoking/vaping tobacco products, nudity, profane or unauthorized offensive signs/banners, any act, device, object or decoration, which may incite harm, damage or disturbance to an individual or property, anything that violates the Penal code, at any special event is prohibited.

\_\_\_\_\_ Event Organizer must obtain the required permits from the Development Department in City Hall prior to the Event.

\_\_\_\_\_ Event Organizer must collect signed Vendor Agreements from the City and keep all copies on hand at the time of inspections.

\_\_\_\_\_ Copy of the City Special Event Policies & Procedures was received by the Event Organizer.

\_\_\_\_\_ Event Organizer understands that not complying with the Special Event Policies & Procedures may result in vendors not being allowed to open for business, delayed start time of the event, and/or cancellation of the event.

\_\_\_\_\_ 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.

\_\_\_\_\_ No vendors or cooking are permitted under or near the shade canopies at Sims Park.

\_\_\_\_\_ Event Organizer understands that the estimate initial costs may vary from the final costs billed to me by the City of New Port Richey.

\_\_\_\_\_ Event Organizer has received and acknowledge that they must comply with the Requirements for Special Events Document issued by the City of New Port Richey Fire Dept.

\_\_\_\_\_ Event Organizer acknowledges that the \$500 per day damage deposit is refundable only after the event has been cleared of all damages.

\_\_\_\_\_ Alcoholic Beverage Special Event Application will go before NPR City Council on: \_\_\_\_\_

Print Name\_\_\_\_\_

Date\_\_\_\_\_

Signature\_\_\_\_\_