



**City of New Port Richey
Parks and Recreation Department**

Phone: 727-841-4560 Fax: 727-841-4562

Park Pavilion/Shelter Reservation Form

Pavilion #	_____
Date	_____
Park	_____
Approved By	_____

Park Name _____ Pavilion # Requested _____

Describe Pavilion 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 an inflatable funhouse? (For Frances Park Only) Yes__ No__

(If yes please describe. **Insurance is required that lists the city as Additionally Insured. Insurance must be submitted 2 weeks prior to rental date for use of Bounce House/Inflatable)**

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) \$32.00 (+ tax)

___ Non-Resident \$65.00 (+ tax)

STAFF ONLY

Date approved _____ Date paid _____

Insurance obtained (if needed) _____

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

Park Shelters are for Private Functions only and may not be used for an Activity/Event that invite the public to join Large Group for any reason. No food may be given out to the public without a Large Group Feeding Permit.

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. Shelter/Pavilion Maximum Capacity must not exceed 25 patrons, with exception to Sims Park Pavilion #5 & Frances Park Pavilion #3, which must not exceed a Maximum Capacity of 45 patrons.
3. Staples, nails, screws, etc. are prohibited to use inside or outside of the building for attaching items/decorations.
4. Facility must be vacated at the end of rental time. Area or facility used must be cleaned and everything replaced in its original position.
5. All special arrangement requests must be written on the reservation form at the time the request is submitted for approval.
6. Activity may not disrupt the use of the park or facility by other patrons. The playing of music or any sound loud enough to be heard outside of the square feet that occupy the Shelter/Pavilion is prohibited. Utilizing a DJ or amplifying sound loud enough to disturb the Public is prohibited.
7. 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.
8. No alcoholic beverages or drugs are permitted.
9. Parking for vehicles is permitted in the designated areas ONLY, and not on the grass or edge of roadways.
10. 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/Pets must be restricted to a 6' leash and owners must clean up after their dogs/pets.
11. No smoking in Pavilion/Shelters/Gazebos or in fenced recreational areas.
12. No weapons are permitted on premises unless in compliance with FS chapter 790.
13. It is prohibited to remove any Parks and Recreation Department equipment from the facility without the express written approval of the Recreation Director.
14. Removing, cutting, or destroying any tree, shrub, plant, or rock in any City Park is prohibited.
15. Control and safety is to be maintained at all times.
16. All City of New Port Richey Parks and Recreation Department policies, procedures, and ordinances, must be observed.
17. Rentals will NOT be approved beyond normal operating hours.
18. Additional fees and/or rules and regulations apply based on function.
19. No reservations will be accepted on city recognized holidays or at parks during the time of a major special event.
20. 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.
21. 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.
22. 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.
23. Inflatable Bounce Houses are allowed at Frances Park Only. If Frances Park Pav#1 or #2 are rented, one must provide a generator for said rental. Waterslides, dunk tanks or any other water type of inflatable are prohibited.

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 and damage done to the fixtures and equipment at the park. I/We understand by filling out and submitting this Reservation Form, all information on said Form becomes Public Record and can be administered to the Public upon request under Florida State Statute 119.01.

Signature _____ Date _____

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

2/25/21 mps