



Request for Use of City of Property

Name: _____

Organization: _____

Billing Address: _____

City/State/Zip Code: _____

Phone Number: _____ Cell #: _____ Email: _____

Event Description: _____

Date (s) of Event: _____ Hours of Event (From & To): _____

Expected Attendance: _____ Location of Event: _____

Police Needed: _____ Tent (s): _____ Vendor (s): _____ Open to Public: _____

If your event is not open to the public, what portion of the City Park/property will you be using?

Processing fee due upon approval: \$90.00

All payments will be made directly to the City of Port Richey at the time of approval

Application must be submitted 60 days prior to the event.

I understand that no alcohol or inflatables are allowed in any City of Port Richey Park. I also agree and understand that I must abide to all State, City and County Rules, Laws and Ordinances as well as any requirements mandated by the City of Port Richey.

Applicant Signature: _____ Date: _____

FOR CITY USE ONLY

Insurance _____ Police _____ Site Plan _____ Tent (s) _____ Flyer _____

Building Official Approval: _____ Date: _____

City Manager Approval: _____ Date: _____