



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

Application for use of: Phone: 727-841-4560 or Fax: 727-841-4562

**Queen of Peace Hall Reservation Form**

Applicant: \_\_\_\_\_  
(Organization, Club or Person)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Person Applying: \_\_\_\_\_

D. O. B. (for account) \_\_\_\_\_ Reason Desired: \_\_\_\_\_

Day and Date Desired: \_\_\_\_\_ Email \_\_\_\_\_ @ \_\_\_\_\_

Time Desired: From \_\_\_\_\_ To \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

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.

**OFFICE USE ONLY**

<b>Charges</b>	<b>Half Day (up to five hours)</b>	<b>Full Day</b>
___ City Resident (incorporated limits)	\$200.00 (+tax)	\$350.00 (+tax)
___ Non-Resident	\$300.00 (+tax)	\$550.00 (+tax)

\$21 After Hours Facility Securing Fee will be charged for any rentals past sunset.  
Applications will not be accepted for rentals past 10:00pm.

**DAMAGE/CLEANING DEPOSIT**

\$200.00 damage/cleaning deposit must be paid in addition to the rental amount above. You will be refunded (4-6 weeks) in full if there are no damages and the building is left clean after the rental.

Insurance Obtained (if needed) \_\_\_\_\_

Date Paid & Receipt # \_\_\_\_\_

Damage/Cleaning Deposit \_\_\_\_\_

Copy to Park Superintendant \_\_\_\_\_

**Building Capacity: 102**

\*\*\*Should you need a parks staff member for anything during your reservation, please call:  
(727) 992-3151 or (727) 243-8327

*New Port Richey Parks and Recreation Department  
Rules and Regulations for Reservation of Queen of Peace Hall*

1. Reservation form must be filled out completely and submitted at least two weeks prior to the reservation date.
2. Payment (including deposit) must be submitted at least one week in advance of the reservation date.
3. Staples, nails, screws, etc. are prohibited to use inside or outside of the building for attaching items/decorations to walls, ceilings or floors.
4. Hanging or decorating items on the Light Fixtures inside Peace Hall is prohibited.
5. Facility must be vacated by the end of the rental time. Facility and any outside area used must be cleaned and everything replaced in its original position.
6. All special arrangements must be noted on the reservation form at the time it is requested.
7. Parking for vehicles is permitted in designated areas only.
8. No animals are permitted, with the exception of licensed Seeing Eye dogs or service dogs.
9. No weapons are permitted on premises unless in compliance with FS chapter 790.
10. No drugs are permitted on premises.
11. It is prohibited to remove any Parks and Recreation Department equipment from the facility without written approval from the Parks and Recreation Director.
12. Removing, cutting or destroying any tree, shrub, plant or rock in any City Park is prohibited.
13. No fog machines are allowed.
14. All City of New Port Richey Parks and Recreation Department policies, procedures and ordinances must be observed.
15. Additional fees and/or rules and regulations may apply based on the function.
16. If served, alcohol must be given away in an open bar format. Cash bars and cover charges are not permitted.
17. Alcohol is not permitted while the facility is open to the public or at events that are targeted for those under 21 years of age.
18. Alcohol is limited to beer and wine only.
19. Alcohol may only be consumed inside the facility.
20. Alcohol may not be consumed, handled or served by anyone under the age of 21.
21. Control and safety are to be maintained at all times.
22. The City will not be responsible for items, which are lost, stolen or damaged before, during or after your event.

**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 any 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.**

User's Signature \_\_\_\_\_ Date \_\_\_\_\_