

City of New Port Richey

"The Gateway to Tropical Florida"

6630 Van Buren St., New Port Richey, FL 34653

Phone 727-841-4560

FAX 727-841-4562



Sims Park/Orange Lake Pier Rental Request Form

Applicant _____ D.O.B. _____

Address _____

City _____ State _____ Zip _____

Phone _____ Alternate Phone _____

Email Address _____ @ _____

Pier Requested: Pier 1(Playground) _____ Pier 2(Central Blvd.) _____

To be used for _____

Number of people expected _____

Date(s) requested _____

Times: From _____ To _____

*(please include set-up and clean-up.

Special arrangements requested _____

I/We understand all rules and regulations concerning the use of the City parks and facilities, and will comply with all rules and regulations. I/We will be responsible for any damage done to the equipment and/or facility used. 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 _____

(OFFICE USE ONLY)

****Confirm Residency Prior to Submitting****

Resident (Yes) or (No) _____ Res# _____

Reservation Request Received (Date) _____

Request Approved _____ or Denied _____

Charges _____

Date Paid _____ Receipt # _____

Insurance Obtained (if required)* _____ Tax Exempt Form (if needed)* _____

** (attached)

**New Port Richey Parks and Recreation Department
Rules and Regulations for Reservations
Sims Park/Orange Lake Piers**

1. Each Pier Rental does not include the Board Walk/Walkway leading to the Pier, this area does need to remain open to the Public during the Pier Rental.
2. Reservation form must be filled out completely and submitted at least 2 weeks prior to event or activity.
3. Pier must be vacated at the end of rental time. Area or Pier used must be cleaned and everything replaced in its original position.
4. All special arrangement requests must be written on the reservation form at the time the request is submitted for approval.
5. Activity may not disrupt the use of the park or facility by other patrons.
6. 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.
7. No alcoholic beverages or drugs are permitted.
8. Parking for vehicles is permitted in the designated areas ONLY, and not on the pier, grass or edge of roadways.
9. 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 must be restricted to a 6' leash, and owners must clean up after their dogs.
10. No weapons are permitted on premises unless in compliance with FS chapter 790.
11. It is prohibited to remove any Parks Equipment or Items from the facility without the express written approval of the Recreation Director.
12. Removing, cutting, or destroying any tree, shrub, plant, or rock in any City Park is prohibited.
13. Control and safety is to be maintained at all times.
14. All City of New Port Richey Parks and Recreation Department policies, procedures, and ordinances, must be observed.
15. Rentals will NOT be approved beyond normal operating hours.
16. Additional fees and/or rules and regulations apply based on function.
17. If the request submitted is not paid immediately or within 5 business days of the requested date, the reservation will be considered void and canceled.
18. A Maximum of one Pier may be Rented/utilized per Day.
19. No Items or Decorations, such as banners, bows, balloons, etc. can be tied/adhered to any part of the Pier, Pier Structure or Pier Furniture.
20. Fishing or Boating from either Sims/Orange Lake Pier are both prohibited.
21. There are No Electric Outlets on either Pier.

FEES FOR PIER RESERVATIONS

	Resident	Non-Resident
Pier Rental Half Day (Up to 5 Hours of Use or less)	\$200	\$300
Pier Rental Whole Day (Over 5 Hours of Use)	\$350	\$550

*Price Does Not Include Tax

**Pier Capacity = 45 people

There is a required \$200.00 Damage Deposit for use of a Sims Park/Orange Lake Pier