



TOWN OF PALM BEACH

Office of the Town Clerk

PERMIT FEE
\$250.00

APPLICATION FOR SPECIAL EVENT PERMIT

Application is due in the Town Clerk's office not less than 30 days nor more than 90 days before the event date.

APPLICANT INFORMATION			
Name:			
Address:		E-mail:	
Phone Number:	() -	Cell Number:	() -

ORGANIZATION INFORMATION			
Name:			
Address:		E-mail:	
Phone Number:	() -	Cell Number:	() -

CONTACT INFORMATION			
Name:			
Address:		E-mail:	
Phone Number:	() -	Cell Number:	() -

EVENT INFORMATION			
Name:			
Address/ Location:			
Day and Date		Hours - 3 hour limit including assembly	
Purpose:			
Provide a detailed description of activities – include maps, pictures, and illustrations - Note: no amplified music:			
Approximate number of participants:		Approximate number of spectators:	

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TRAFFIC/PARKING INFORMATION

Will support facilities or services such as traffic control and crowd control be needed? If yes, please specify:

List the different forms of transportation to be used by participants:

Where will event attendees park? **(Note: Royal Poinciana Plaza parking is not permitted.)**

Provide a reasonable estimate of parking volume generated by the event and the type of parking that will be used:

Note: Temporary valet services require a separate permit unless the location of the special event possesses a current Town annual valet parking services permit. Failure to secure a temporary valet services permit may result in a fine and or shut down of the non-permitted valet services (www.townofpalmbeach.com) (On the Home page, click on "Doing Business", then go to "Permits and Licenses".)

STRUCTURE/TENT INFORMATION

Will a temporary structure/tent be used? If yes, provide the size **(a separate permit is required in the Planning, Zoning, and Building Department for tents/stages):**

INSURANCE INFORMATION

Name of Applicant's Insurance Company:

Address:

Phone Number: () -

Please attach a Certificate of Insurance naming the Town of Palm Beach as an additional insured under your General Liability policy with limits not less than \$1,000,000.00 per occurrence. There shall also be a 30-day notice of cancellation. **Confirm that the event name, location, and date is added in the Description of Operations box at the bottom of the form.** Y / N

CLEANUP INFORMATION

Outline provisions for immediate cleanup after Special Event:

PAYMENT INFORMATION

An application fee of \$250.00, **made payable to the Town of Palm Beach**, is required at the time the application is submitted.

For office use only:

Date payment received:		Cash	Check No.	Credit Card
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REGULATIONS

The following regulations apply to all Special Events held within the Town as per the attached Section 106.257 of the Town Code of Ordinances:

- 1. There shall be no more than one Special Event held at the location requested on any given day, without priority for any particular date, to be granted to the first person to submit a completed application designating that day.**
- 2. The maximum total duration of each Special Event and the assembly thereof shall be three hours.**
- 3. Any signs, props, or displays used in conjunction with the Special Event must be removed immediately after the time permitted for the Special Event has expired.**
- 4. The use of banners, flags (other than flags of official governmental bodies), streamers, balloons, or any similar devices, in connection with the event, shall be prohibited.**
- 5. The use of decorated vehicles and trailers in connection with the event is prohibited.**
- 6. The granting of a Special Event Permit under this article shall not require the complete blockading of streets or intersections to vehicular traffic, and the Town shall be empowered to apportion such streets and intersections for simultaneous use by Special Event participants and vehicular and pedestrian traffic.**
- 7. The concentration of persons and/or vehicles at the Special Event will not interfere unduly with proper fire and police protection of, or ambulance service to areas contiguous to the assembly area or other areas of Town.**
- 8. There are sufficient parking places near the site of the Special Event to accommodate the approximate number of automobiles reasonably expected to be driven to the Special Event.**
- 9. The event is not otherwise in violation of ordinances or regulations of the Town, state, or federal law.**

APPLICANT AGREEMENT

The applicant from page 1 by endorsement, agrees to the following statement:

I have read the provisions of the Town Code of Ordinances relating to the regulation of Special Events on public property and agree to abide by all provisions set forth therein including the requirement that the Special Event chairperson or other person heading or leading such Special Event shall carry the Special Event Permit upon his/her person during the conduct of the Special Event and shall present at the Special Event.

Any person determined to be in violation of the provisions of the Town Code regulating Special Events on public property, not relating to revocation of the permit, where such a violation also constitutes violation of any law or regulation of the State, such violation shall be punished in the same manner and with the same limits as is provided by law or regulation, it shall be punished by a fine of not more than \$500.00 or a term of imprisonment not in excess of 60 days, or both such fine and imprisonment, in discretion of the court.

WITNESS:

Signature of Applicant

Signature

Print Name

Print Name

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Return this application with payment (\$250.00) made payable to the Town of Palm Beach in the Office of the Town Clerk, Town of Palm Beach, Town Hall, 360 South County Road, Palm Beach, Florida 33480. Phone: (561) 838-5416.

APPROVALS

The foregoing approvals of various listed Department Directors of the Town are required prior to issuance of said permit by the Town Manager.

Having reviewed this Special Event Permit Application and the requirements of the Town of Palm Beach Code of Ordinances pertaining to the same and potential impacts of the Special Event relative to the operations and responsibilities of my Department, I hereby approve of said Special Event Permit Application. The following names have provided electronic approval of this Special Event Permit:

Kirk Blouin, Director of Public Safety

Beth Zickar, Director of Recreation

H. Paul Brazil Director, of Public Works

John Page, Director of Planning, Zoning, and Building

Kathleen Dominguez, Town Clerk