



TOWN OF PALM BEACH

Office of the Town Clerk

**NON-REFUNDABLE
APPLICATION FEE
\$300.00**

APPLICATION FOR SPECIAL EVENT PERMIT

Application is due to the Town Clerk's Office no less than 45 days and no more than 9 months for Palm Beach residents and 7 months for non-residents, prior to event date.

APPLICANT INFORMATION		
Name:		
Address:	E-mail:	
Phone Number:	Cell #:	

ORGANIZATION INFORMATION		
Name:		
Address:	E-mail:	
Phone Number:	Cell #:	
*501(c)3 #:		
*Will any fundraising be taking place during this event? Y/N		*If yes, a separate Charitable Solicitation Permit will be required.

CONTACT INFORMATION		
Name:		
Address:	E-mail:	
Phone Number:	Cell #:	

APPLICATION FOR SPECIAL EVENT PERMIT

EVENT INFORMATION

Name:			
Address/ Location:			
Day and Date			
Start and End Time			
Note: 5 hour time limit including set- up and clean-up			
Purpose:			
Provide a detailed description of activities – include maps, pictures, and illustrations. Note: No amplified music.			
Approximate number of participants:		Approximate number of spectators:	

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”.)	

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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 #:	

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 or an amount higher based upon the particular special event proposed. 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 proof of insurance form. Y / N**

CLEANUP INFORMATION

Outline provisions for immediate cleanup after Special Event:

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CHECKLIST

Before you sign and date your special event application, please make sure that the following steps have been completed:

- Complete all the necessary information
- Pay application fee \$300
- Attach a site plan
- Attach a Certificate of Insurance
- Set up a pre and post inspection meeting with Public Works Staff and Police (if applicable)
- For events that require tents – please fill out a tent permit application (separate)

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PAYMENT INFORMATION

An application fee of \$300 is due upon the time of submittal if the application is received at least 45 days in advance. A fee of \$100 will be assessed in the event of a late application.

Any individual or organization that holds an event on Town of Palm Beach property that does not abide by the authorized use, rules and regulations, or that causes additional costs to the Town may lose all or a portion of their damage deposit. **Damage deposit and the applicable usage fees are due upon receipt of the permit. Payments may be made by cash, credit card or by check made payable to the Town of Palm Beach. (see fee table below).**

For office use only:

Date application fee payment received:		Cash	Check No.	Credit Card
Date damage deposit and non-resident usage fee received:		Cash	Check No.	Credit Card

Fee Table for Special Events

Location	Non-Refundable Application Fee	Refundable Damage Deposit	Non-Resident Usage Fee
Bradley Park	\$300	50 people or less: \$400 51-100: \$1,000 Over 100: \$2,000	50 people or less: \$100/hr 51-100: \$250/hr Over 100: \$400/hr
Lake Drive Park	\$300	50 people or less: \$200 51-100: \$400 Over 100: \$1,000	50 people or less: \$100/hr 51-100: \$250/hr Over 100: \$400/hr
Phipps South Ocean Park	\$300	50 people or less: \$200 51-100: \$400 Over 100: \$1,000	50 people or less: \$100/hr 51-100: \$250/hr Over 100: \$400/hr
Phipps South Ocean Park (Chickee Hut Only)	\$300	\$150	\$100/hr
Public Beaches	\$250	\$150	\$0
All Other Public Spaces	\$250	\$150	\$0
Memorial Park	This park is no longer available for special events.		

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 including the set-up and clean-up thereof shall be five 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