



PALM BEACH COUNTY PARKS AND RECREATION SPECIAL EVENTS APPLICATION

2700 6th Avenue South
Lake Worth, FL 33461

www.pbcparcs.com/specialevent
spevents@pbcgov.org

Your event qualifies as a special event if you or your organizers are planning an activity which involves one or more of the following:

- Fundraising
- Advertised as open to the public
- Admission fee, ticket exchange, or a requested donation
- Alcoholic beverage sales
- Sale of food, non-alcoholic beverages, merchandise, or other items
- Attendance exceeding the carrying capacity of the desired facility
- In variance of the general use of the park
- Creates additional impact to the general park use
- Takes place in an unmanaged park or area

Special Events requires submission of a completed event application for events hosted in a Palm Beach County owned and operated park. Submission of a special events application does not guarantee you will be issued a Special Events Permit. It is strongly recommended that any event should not be published or advertised until final approval is received. Applications must be submitted a minimum of 3 months in advance for Non-profit events and 6 months in advance for For-Profit events. We accept applications up to 1 year in advance. A \$300.00 booking fee and all other documentation must accompany your application at time of submission. Fees and requirements may be quoted, but not confirmed until the application is received and reviewed. You will be notified of fees, security deposit and event requirements upon review of the event application. All fees and requirements are due prior to receiving a permit to host the event.

APPLICANT INFORMATION

Organization hosting event _____

Organization website _____

Please check one:

Organization is a Non-Profit _____ For Profit _____ Government Agency _____

Other, please specify _____

If applicable, attach current verification of 501 (c) (3) status.

If applicable, attach current FL State Tax Exempt Certificate

Applicant Name _____

Mailing Address _____

City _____ State _____ Zip _____

Applicant's Contact Information: Office Phone _____ Cell _____

E-Mail _____ Event Web Site _____

Alternate Contact Name _____ Cell _____

EVENT COORDINATOR OR PROMOTER INFORMATION

Name of Coordinator/Promoter _____ Cell _____

Business Name _____ E-Mail _____

Mailing Address _____

City _____ State _____ Zip _____

EVENT DETAILS

Name of Event _____

Event Description/Purpose _____

First Time event in a PBC Parks & Recreation Facility ____

Returning event ____ How many years? ____

Name of Park _____ Specific Location/Pavilion _____

Anticipated Overall Attendance _____ Number of Volunteers _____

Number of Attendees Participating in Sporting Event _____ Number of Spectators _____

Set-up Date: _____ Set-up Hours: _____ AM or PM to _____ AM or PM

Event Date: _____ Event Hours: _____ AM or PM to _____ AM or PM

Registration Time: _____ AM or PM to _____ AM or PM

Tear-Down Date: _____ Tear-Down Hours: _____ AM or PM to _____ AM or PM

The event is: Open to General Public ____ Private ____

TYPE OF EVENT: *Check all that apply*

- | | | |
|--|--|--|
| <input type="checkbox"/> Athletic event (type _____) | If yes, is this a Palm Beach County Sports Commission event? _____ | |
| <input type="checkbox"/> Charity benefit | <input type="checkbox"/> Home/garden/trade show | |
| <input type="checkbox"/> Art/Craft show | <input type="checkbox"/> Children's/senior event | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Biking event (type _____) | <input type="checkbox"/> Church event | <input type="checkbox"/> Picnic/luncheon/dinner |
| <input type="checkbox"/> Beer and/or Wine Festival | <input type="checkbox"/> Club/convention meeting | <input type="checkbox"/> Political fundraiser/rally |
| <input type="checkbox"/> Boating/ski/swim event | <input type="checkbox"/> Food festival | <input type="checkbox"/> Theatre/concert performance |
| <input type="checkbox"/> Business/education/lecture | <input type="checkbox"/> Fishing event | <input type="checkbox"/> Other: _____ |

All special events hosted in a Palm Beach County Parks and Recreation facility require insurance from the organization hosting the event. A Certificate of Commercial General Liability Insurance, in the amount of \$1,000,000 listing Palm Beach County Board of County Commissioners as an additional insured and the certificate holder is required of the permittee as well as all caterers, vendors, entertainers, etc. If a master policy is used, the Certificate of Insurance submitted by the Permittee must clearly state that all such entities are "Named Insured". Additional insurance may be required depending on the event.

ACTIVITY DETAILS

- | | | | |
|---------------------------------|--|--------------|--|
| Donation | <input type="checkbox"/> yes <input type="checkbox"/> no | Entry fee | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Registration fee | <input type="checkbox"/> yes <input type="checkbox"/> no | RV | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Fireworks (Special Permit Only) | <input type="checkbox"/> yes <input type="checkbox"/> no | Gated Event | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Road Closure Request | <input type="checkbox"/> yes <input type="checkbox"/> no | Ticket Sales | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Unarmed Security | <input type="checkbox"/> yes <input type="checkbox"/> no | Raffle | <input type="checkbox"/> yes <input type="checkbox"/> no |

EVENT COMPONENTS

- | | | | |
|----------------------|--|-------------------|--|
| Audio | <input type="checkbox"/> yes <input type="checkbox"/> no | Projection/Visual | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Barricades | <input type="checkbox"/> yes <input type="checkbox"/> no | Cones | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Fencing | <input type="checkbox"/> yes <input type="checkbox"/> no | Coffee Pot | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Freezer/Refrigerator | <input type="checkbox"/> yes <input type="checkbox"/> no | Ice Machine | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Generator | <input type="checkbox"/> yes <input type="checkbox"/> no | Grill/Cook Top | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Lighting | <input type="checkbox"/> yes <input type="checkbox"/> no | Tables/Chairs | <input type="checkbox"/> yes <input type="checkbox"/> no |

Palm Beach County Parks and Recreation does not provide equipment. You as the event organizer are responsible for providing your own equipment including necessary traffic control and safety equipment such as traffic cones, barricades, directional signage, fencing etc. It is your responsibility to properly place the equipment prior to your event and remove it upon conclusion of the event.

Having amplified sound and/or music?

- Amplified sound for announcements only
- Amplified sound for music (check one) CD/iPod for DJ music
- Small 4-5 piece live band
- Large 6+ piece live band
- Other _____
- Times of amplified sound _____ AM or PM to _____ AM or PM
- No amplified music at event

Amplified sound is permissible in select areas. Sound levels must adhere to Palm Beach County noise ordinances. Police, Park Ranger and Special Event staff may require the volume to be turned down or off.

Using electrical power?

- Using onsite electricity, if available*
- Bringing in generators**
- No need for electricity at event

**An electrical worksheet may be required depending on electrical needs. If there is insufficient electricity, you will be responsible to supplement with generators.*
***Must obtain permission from PBC Parks and Recreation for use of generators.*

Having alcoholic beverages at your event?

- Yes*, alcohol sales, serving, sampling, consumption, use at event.
- No alcohol at event.

*If yes, complete Addendum B

Having food and non-alcoholic beverages at your event?

- Vendors preparing food onsite
- Food trucks
- Food and non-alcoholic beverages being dropped off/delivered-vendors not onsite-not selling
- All food and non-alcoholic beverages handled by organizer; bringing in no outside vendors
- No food or beverages at event

Having selling and/or informational vendors at your event?

- Vendors selling food/non-alcoholic beverages # _____
- Vendors selling merchandise/service # _____
- Vendors passing out information only # _____
- Vendors giving out samples # _____
- No selling or informational vendors at event

Having kids activities?

- Inflatable bounce house # _____ Dimensions? _____
- Inflatable bouncer slide # _____ Dimensions? _____
- Rock climbing wall Height _____
- Arts & Crafts (i.e. craft making, face painting)
- Petting zoo
- Pony rides
- Other _____
- No kid activities at event

All vendors require a certificate of commercial general liability insurance in the amount of \$1,000,000 listing Palm Beach County Board of County Commissioners as an additional insured and the certificate holder. Automobile liability coverage may also be required for some vendors. Mechanical rides, water slides, and slip n slides are not permitted.

Any additional elements unique to your event but not asked above?

____ Yes. Describe _____

____ No

TEMPORARY STUCTURES

Tents & Canopy tents: Stakes are not permitted. Tents must be weighed.

____ No tents being set-up at event

____ No canopy tents being set up at event

Size (s): _____ Total number: _____

Name of tent supply company: _____ Phone number: _____

Delivery date and time: _____ Removal date and time: _____

Canopy: Sizes _____ Total number _____

Stage/Platforms ____ No stage or platform at event

Name of stage/platform vendor: _____ Phone number: _____

Stage/Platform Dimensions: Length _____ Width _____ Height _____

Delivery date and time: _____ Removal date and time: _____

Restrooms: You are responsible for providing restrooms to accommodate your event expected attendees and participants. Depending on event type, size and location, you may have to supplement existing restrooms with portable toilets.

Name and telephone number of company supplying port-o-lets: _____

Number of units: _____ Number of handicap units: _____

Delivery date: _____ Time: _____ Removal date: _____ Time: _____

Dumpsters: You are responsible for cleaning up after your event. Depending on the size and location of your event, you may be responsible to rent dumpsters.

Name of dumpster company: _____ Phone number: _____

All vendors which include but not limited to rental equipment, port-o-lets, stage, dumpster etc. require a certificate of commercial general liability insurance in the amount of \$1,000,000 listing Palm Beach County Board of County Commissioners as an additional insured and the certificate holder.

EVENT MARKETING/ADVERTISING

How will the event be promoted (please check all that apply)?

TV Radio Newspaper Posters Invitations Website Social Media Other _____

If your event is open to the public and you plan to promote it on TV, radio, and or newspaper, please detail which stations, publications, websites, and the estimate number of times in which your ad will run?

PROCEEDS/REPORTING

Are patron admission, entry or participant fees required? yes no

If yes, please provide amounts: _____

Anticipated gross event revenues & projected proceeds from this event? \$_____ \$_____

_____ % of revenue paid to the promoter. _____ % of revenue paid to non-profit.

MISCELLANEOUS

Please describe or list any important details about your event not already asked on this application.

LAW ENFORCEMENT

Based upon anticipated attendance, site location and ability to assure public safety requirements, police detail may be required.

EMERGENCY MEDICAL

Depending on the size and nature of the event, you may be required to provide on-site emergency medical assistance/ambulance. You may coordinate services with Palm Beach County Fire Rescue or through a private company.

OTHER PERMITS

Please note that all components of the event are subject to Palm Beach County Parks & Recreation Department approval and may require approval by and/or permits from other County and/or City agencies. Palm Beach County Parks & Recreation Department approval does not constitute permission from other agencies.

PARKING

It is essential to consider the impact your event will have on parking in the area. Depending on the size of your event, alternative parking locations may have to be secured at the expense of the event organizer. A parking plan will need to be submitted outlining overflow lots. Additionally, providing a shuttle service is another way to lessen the impact to the immediate areas.

INCLEMENT WEATHER

All events are held rain or shine. In cases of severe weather when the parks are closed, refunds or rescheduling may be permissible.

SECURITY DEPOSIT

Any organization or individual that holds an event on County property that does not abide by the authorized use, rules, and regulations, or that causes additional costs to the County may lose all or a portion of its security deposit. A minimum of \$50 will be deducted from the security deposit for any occurrence. Any amount due over and above the security deposit will be billed directly to the organization/individual and must be paid upon receipt. Examples of situation that may require the loss of a security deposit, loss of permit privileges and/or event cancellation include, but are not limited to the following:

- property damage
- additional maintenance needed to restore or repair the facility
- additional need for crowd control
- failure to follow park rule and regulations

CANCELLATION POLICY

Events cancelled less than 45 days of the event date are subject to loss of all or a portion of the \$300.00 booking fee and/or facility rental fees. Cancelled events are subject to a \$50.00 processing fee.

PLEASE SUBMIT SUPPORTING DOCUMENTS WITH APPLICATION IF REQUIRED

ADDENDUM A: ORGANIZED WALKS/RUNS

Complete Addendum A for any race, or walk held in a County park.

ADDENDUM B: ALCOHOL

Complete Addendum B if there will be any alcohol at the event.

INSURANCE INDEMINIFICATION:

The Permittee shall indemnify, defend and save harmless Palm Beach County from any and all injuries (including death), property damage and other claims, liabilities, losses and causes of action arising out of any negligent act or omission by Palm Beach County and the Permittee during the use of facilities described on the front of this form by Permittee or those acting under the authority of the Permittee, including participants and spectators in connection with the Permittee’s activities in and on the site.

By my signature, I agree to comply with all rules, regulations, laws and ordinances of Palm Beach County Parks and Recreation Department in regard to the rental and/or use of facilities and to the indemnification above. THANK YOU FOR YOUR COOPERATION.

Signed: _____ /____/____ (____)_____
Organization or event representative Date Telephone

IMPORTANT: You must submit the following with the completed application:

- _____ \$300.00 Booking Fee
- _____ FL State Tax Exempt Certificate (*if applicable*)
- _____ Proof of 501 (c)(3) statues
- _____ Proof of non-profit status (*if applicable*)
- _____ Addendum A (*if applicable*)
- _____ Addendum B (*if applicable*)

Make check payable to: Palm Beach County Board of County Commissioners or PBC BOCC.

Please make a copy of this application for your records and hand deliver, fax or e-mail application and inserts to:

**Palm Beach County Parks & Recreation
Special Events-Kara Cowser
2700 6th Avenue South
Lake Worth, FL 33461**

Telephone: 561-966-7047

E-mail: kcowser@pbcgov.org

ADDENDUM A

Race/Walk Application Event Details

Instructions: Please complete each field below, if not applicable to your event, please mark N/A.

Type of event: _____ Timed Run _____ Fun Run _____ Other _____
Distance _____ Distance _____ Distance _____
_____ Timed Walk _____ Fun Walk
Distance _____ Distance _____

Race Director _____ Phone Number _____

Is this your first time as Race Director? _____yes _____no

Registration Time _____ AM or PM Race Time _____AM or PM

Kids Fun Run _____AM or PM Awards_____AM or PM

Kids Fun Run course _____yes _____no

Are pets welcome? _____yes _____no

Timing company _____

First Aid Services: Who will be providing your on-site first aid?

Road closures outside of park _____ yes _____no

Road closures: Course routes that take place outside of County Parks on County roads will have to get written permission by Palm Beach County Department of Engineering and Public Works Traffic Division for temporary road closure.

Will you be filing a letter for road closure? _____yes _____no

Describe safety plan _____

How many water stops _____

Clean-up/Litter Management: You are responsible for all trash/waste generated by the race/walk, including water stops. Describe how you will collect and remove trash generated at your race:

ADDENDUM B

Alcohol

Instructions: Please complete each field below. If not applicable to your event, please mark N/A.

Please check type of alcohol use:

____ Alcohol Sales

____ Event providing at no charge

____ Sampling

What type of alcohol will be at event? Check all that apply:

____ Beer

____ Wine

____ Alcohol

Name of event/entity carrying liquor license? _____

What are the hours that alcohol will be served or sold? _____AM or PM to _____AM or PM

Please explain your plan to ensure the safe sale or distribution of alcohol at your event:

____ Will you be using wristbands?

____ Who will be dispensing the alcoholic beverages? _____

____ Who will be responsible for checking I.D.'s? _____

____ Who will be responsible for making sure alcohol does not leave restricted areas? _____

**If alcohol is sold at an event, the applicant is required to obtain a temporary liquor license from the Division of Alcoholic Beverages and Tobacco and users must obtain permission from PBC Parks and Recreation. Additional insurance requirements and police enforcement will be required.*