

**Village of Royal Palm Beach  
Village Council  
Agenda Item Summary**

**Agenda Item: C - 6**

**APPROVAL OF A SPECIAL EVENT PERMIT FOR H.L. JOHNSON ELEMENTARY RPB VILLAGE SCHOOL, SDPBC, TO HOLD A WINTER CONCERT AT VRPB COMMONS PARK AMPHITHEATER STAGE AT 11600 POINCIANA BOULEVARD ON DECEMBER 10, 2024 FROM 5:00 P.M. UNTIL 8:00 P.M. AND DECEMBER 12, 2024 FROM 5:00 P.M. UNTIL 8:00 P.M.; BY CRYSTAL AMADO KUCHARSKI.**

**Issue:**

The Applicant is requesting a special event permit in order to hold a Winter Concert at the Village of Royal Palm Beach’s Commons Park. This request includes the use of the Commons Park Amphitheater on the following dates and times: Tuesday December 10, 2024 from 5:00 p.m. to 8:00 p.m. and Thursday, December 12, 2024, from 5:00 p.m. to 8:00 p.m. The Applicant has not requested any road closures for this event. The applicant has submitted all necessary information and forms to the Village. Staff has reviewed this application and determined that the proposed use will not adversely affect the immediate area.

**Recommended Action:**

Approval of Special Event Permit, subject to the Conditions of Approval set forth on Exhibit A.

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Initiator:	Village Manager	Agenda	Village Council
P&Z Director	Approval	11/21/2024	Action

**EXHIBIT A**

1. The special event may only occur on Tuesday, December 10, 2024 from 5:00 p.m. to 8:00 p.m. and Thursday, December 12, 2024, from 5:00 p.m. to 8:00 p.m.
2. Applicant shall arrange for and provide any necessary sound and lighting and two (2) Palm Beach County Sherriff's Office permit deputies at the Applicant's sole cost and expense during both event dates/times.
3. Applicant shall compensate the Village of Royal Palm Beach for two (2) Parks Department staff at a rate of \$35.00 per hour per staff member for the duration of both events.
4. Any tents used shall be flame resistant.
5. A Business Tax Receipt is required and permits must be obtained for all temporary electrical services, generators or temporary power poles and must be inspected prior to commencement of sales.
6. All electrical circuits shall be GFI protected.
7. Signage shall be set back at least ten (10) feet from the property line and shall not interfere with sight lines along public roadways and shall conform to the requirements of Sec. 20-71 of the Village Code of Ordinances.
8. A clearly defined paved parking area must be provided.
9. The Applicant shall provide for portable restroom facilities including at least one handicapped-accessible facility if public facilities are not within 500' of accessibility.
10. Adequate trash receptacles shall be provided for tree trimming and other debris, which may accumulate on site.
11. If trailer is to be used on site for security purpose, the Applicant shall obtain temporary trailer permit from the Village's Building Department. This trailer may not be used for overnight sleeping purposes.
12. No parking will be allowed in the swales of Crestwood Boulevard.
13. Adequate provision shall be made for overflow parking.
14. The Applicant shall be responsible for traffic safety, and shall coordinate traffic control with the Palm Beach County Sherriff's Office, if the need arises.

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Initiator:	Village Manager	Agenda	Village Council
P&Z Director	Approval	11/21/2024	Action



RECEIVED BY: Village of Royal Palm Beach

SEP 24 2024

Time: \_\_\_\_\_

**SPECIAL-EVENTS PERMIT APPLICATION**

**A FULLY COMPLETED APPLICATION MUST BE SUBMITTED TO THE VILLAGE CLERK 45 DAYS IN ADVANCE OF THE EVENT. FAILURE TO SUBMIT A COMPLETE APPLICATION MAY RESULT IN REJECTION OF THE APPLICATION.**

Date: September 23, 2024

I/We H.L. Johnson Elementary School  
(Name of applicant)

of 1000 Crestwood Blvd. North, Royal Palm Beach, FL 33411  
(Mailing address)

Name and phone number of contact person: Dr. Crystal Amado Kucharski

Email address: crystal.amadokucharski@palmbeachschools.org

On behalf of H.L. Johnson Elementary, RPB Village School, SDPBC  
(Name of person, corporation, organization, etc.)

hereby request a Special-Events Permit from the Village of Royal Palm Beach in order to:  
Use of Royal Palm Commons Park amphitheater stage and surroundings for H.L. Johnson

Elementary's Winter Concert

In support of such application, I submit the following information:

1. Proposed location: Royal Palm Beach Commons Park amphitheater, stage,  
sound and light system, field, restrooms and parking.  
(Owner's written consent and affidavit of responsibility is attached.)

2. Proposed date, time of commencement and duration of event:  
December 10 and December 12 from 5:00 pm to 8:00 pm

3. Approximate number of participants expected: 475 each night

4. Insurance company and policy number: Acord CL2352212208

(Copy of Certificate of Insurance showing general liability & property damage coverage is attached.)

5. Will state, municipal or county controlled property be involved? Yes X No \_\_\_\_\_

If yes, please describe:

Use of Royal Palm Beach Commons Park amphitheater stage and surroundings

for H.L. Johnson Elementary Winter Concert.

(State, municipal or county permit or written consent, if applicable,  
to utilize the above property is attached.)

6. How will this proposed event impact municipal traffic control, fire/rescue operations and/or utilities? This event will have a more positive impact on traffic and provide multiple access points for fire and rescue operations in case of emergency along with more parking available.

Proposed impact mitigation plan: Signs for parking and walking

7. Are animals involved in this event? Yes \_\_\_\_\_ No X

If yes, all certificates required by Chapter 5 of the Village Code of Ordinances must be attached hereto prior to the issuance of this permit.

8. What toilet facilities will be provided for use by event participants and the public?  
Common Park restroom facilities

9. Site plan for proposed location of special event showing layout of all facilities, including parking and signage, is attached hereto along with a fully executed hold harmless agreement as required by Section 16-12(a)(2) of the Village Code of Ordinances.

10. Please address the following items:

A. How will you assure that the proposed special event will have no adverse vehicular or pedestrian traffic impacts which cannot be prevented by the imposition of conditions?

H.L. Johnson will provide proactive communication, signage, maps and volunteers to

prevent traffic adversity.

B. How will you assure that the proposed special event will have no adverse impacts on adjacent properties and will not be detrimental to their use and peaceful enjoyment of their property? H. L. Johnson will comply with park rules and remain in designated areas during the special event to ensure the peaceful enjoyment of Royal Palm Common Park and adjacent properties.

C. How will you assure that the proposed special event will not cause objectionable noise,

vibrations, fumes, odors, glare or physical activity which cannot be prevented by the imposition of conditions? H.L. Johnson will adhere to all noise ordinances and regulations to minimize disruption to nearby residents. Furthermore, our winter concert will feature instrumental music accompanying student vocals.

D. How is the proposed special event compatible with the character of the location for which it is proposed? The Village of RPB strives to provide services and facilities to create an aesthetically pleasing, active and connected community. HLJES has been an integral part of this community for 40 years and due to our great reputation and growing student population our goal is to strengthen the bonds between the school and the village, fostering a sense of unity, creating memories and traditions at RPB Commons Park.

11. In addition to depicting proposed temporary signage on the provided site plan, please list below all signs to be displayed as part of the special event. Please include sign type, dimensions, square footage and proposed location(s) (See Village Code Section 20-71).

See Map - signs follow Village code and are directional for parking.

I affirm that all facts set forth herein are true and correct and understand that the Village of Royal Palm Beach may impose reasonable conditions upon the Special-Events Permit in order to reduce adverse impacts and to protect the health, safety and welfare of all. I further agree and understand that if my Special-Events Permit involves rental of the outdoor Amphitheater at Commons Park for a large event/performance with greater than 295 attendees that: 1) such use is limited to Monday-Thursday (excluding Village holidays); 2) I am required to arrange for and provide any necessary sound and lighting and two (2) Palm Beach County Sherriff's Office permit deputies at my sole cost and expense; and 3) I must to compensate the Village of Royal Palm Beach for two (2) Parks Department staff at a rate of \$35.00 per hour per staff member.

Crystal Amado Kucharski  
Signature of Applicant

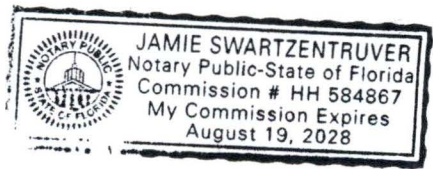
Crystal Amado Kucharski  
Print name and office held, if applicable

THE STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization this 23 day of Sept, 2024, by Crystal Amado, who is personally known to me or who has produced a Florida driver's license as identification and who did/did not take an oath (circle one).

(Seal)

Jamie Swartz  
NOTARY PUBLIC  
STATE OF FLORIDA





HOLD HARMLESS AGREEMENT FOR APPLICANT

The undersigned hereby requests a Special Events/Seasonal Vendor Permit (circle one) from the Village of Royal Palm Beach, Florida ("Village").

NOW, THEREFORE, for and in consideration of the issuance of the permit by the Village and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I/we agree as follows:

1. I/we hereby agree to abide by all regulations set forth in the VILLAGE OF ROYAL PALM BEACH Code of Ordinances and all other laws.

2. I/we hereby agree that I/we will indemnify and hold the Village harmless from and against any and all claims, demands, lawsuit, settlements, damages, costs and expenses, including attorneys' fees, suffered or incurred by the Village and arising out of or in connection with the Special Event, Temporary Sale, or Seasonal Vending conducted.

Executed this 23 day of Sept, 2024.

WITNESSES:

[Signature]  
Signature  
Danica Aguilera  
Printed Name  
Karen Loebig  
Signature  
Karen Loebig  
Printed Name

[Signature]  
Applicant  
Crystal Amado Keckardt  
Printed Name

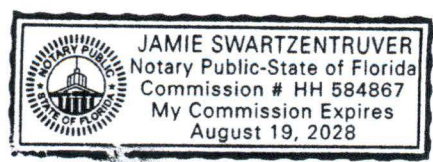
STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of [  ] physical presence or [  ] online notarization this 23 day of Sept, 2024 by Crystal AMADO, who (is personally known to me) or who has produced a Florida driver's license as identification and who did/did not take an oath (circle one).

[Signature]

Notary Public  
State of Florida

(Seal)





**AFFIDAVIT FOR SPECIAL NO FEE PERMIT  
NON-PROFIT, CHARITABLE, VETERANS' ORGANIZATIONS AND/OR OTHERS  
ENTITLED TO EXEMPTIONS**

DATE: September 23, 2024

I/We H.L. Johnson Elementary of 1000 Crestwood Blvd. N., Royal Palm Beach, FL 33411  
(Name of Applicant) (Mailing Address of Applicant)

on behalf of SDPBC, 501C3,  
(Non-profit, Charitable, Veterans' Organization or others entitled to exemptions)

hereby request a special no fee permit or reduced rate occupational license from the Village of Royal Palm Beach in accordance with Section 16-8 of the Village Code in order to operate the business as described below or to hold the following fundraising project and/or sale at the following location: Royal Palm Beach Commons Park amphitheater, stage, electricity for sound and light system, field, restroom and parking.

1. The SDPBC, 501C3  
(Non-profit, Charitable, Veterans' Organization or others entitled to exemptions)  
is a bonafide Non-Profit, Charitable, Veterans' Organization or other person/entity entitled to an exemption which operates without private profit for a civic, charitable, youth, service, fraternal or religious purpose. Attached is documentation to support this statement (i.e., incorporation certificate; 501c(3) status, etc.)

2. Crystal Amado Kucharski are bonafide members of the H.L. Johnson Elementary  
(Name of persons involved in project)  
organization and will not receive any compensation, whatsoever, for the operation of the project.

3. The H.L. Johnson Elementary (Name of Organization / Person) will abide by all regulations set forth in the Village of Royal Palm Beach Code of Ordinances.

4. I understand the above be investigated by the Village of Royal Palm Beach and that if there are any misrepresentation stated herein, any permit issued based on this affidavit shall be automatically revoked. I hereby swear that all facts stated herein are true and correct.

[Signature]  
Signature of Applicant

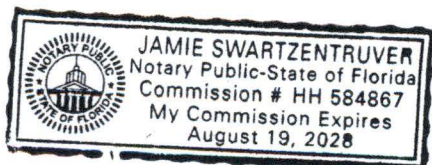
Principal  
Office Held, if applicable

STATE OF FLORIDA )  
COUNTY OF PALM BEACH )

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 23 day of Sept, 2024 by Crystal Amado who is personally known to me or who has produced a Florida driver's license as identification and who did/did not take an oath (circle one).

(Seal)

[Signature]  
Notary Public  
State of Florida











# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/17/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>		<b>CONTACT NAME:</b>	
The Beacon Group, Inc.		PHONE (A/C No. Ext): (561) 994-9994	FAX (A/C No): (561) 997-7087
6001 Broken Sound Pkwy., N.W.		E-MAIL ADDRESS:	
Suite 500		<b>INSURER(S) AFFORDING COVERAGE</b>	
Boca Raton FL 33487-2730		INSURER A: School Board of Palm Beach County	
<b>INSURED</b>		INSURER B:	
School Board of Palm Beach County		INSURER C:	
3370 Forest Hill Blvd.		INSURER D:	
Suite A-103		INSURER E:	
West Palm Beach FL 33406		INSURER F:	


**COVERAGES**                      **CERTIFICATE NUMBER: CL2451712956**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Also applies to Child Abuse and Molestation GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			SUBJECT TO INSURER A: FLA STATUTE 768.28 *200,000 PER PERSON *300,000 PER OCCURRENCE	07/01/2024	07/01/2025	EACH OCCURRENCE \$ 200,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 300,000 PRODUCTS - COMP/OPAGO \$ Included \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			SUBJECT TO INSURER A: FLA STATUTE 768.28 *200,000 PER PERSON *300,000 PER OCCURRENCE	07/01/2024	07/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 200,000 BODILY INJURY (Per accident) \$ 300,000 PROPERTY DAMAGE (Per accident) \$ Included \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N	SUBJECT TO INSURER A: FLA STATUTE 440	07/01/2024	07/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 This certificate supercedes and voids all previous certificates. The School Board of Palm Beach County is self insured under the laws of the State of Florida for the above limits for tort liability and workers compensation coverage.

If you no longer wish to receive future School District certificates of self -insurance please email frontdesk@beacongroupinc.com and ask to be deleted from our certificate holder list.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
Village of Royal Palm Beach 1050 Royal Palm Beach Blvd. Royal Palm Beach, FL 33411	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE D Dresback, CPCU, ARM 

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