

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

Agenda Item: C - 13

APPROVAL OF A SPECIAL EVENT PERMIT FOR POTTIC EVENTS TO HOLD A SEAFOOD FESTIVAL AT ROYAL PALM BEACH COMMONS ON SATURDAY, MARCH 15, 2025, FROM 11:00 A.M. TO 8:00 P.M. AND SUNDAY, MARCH 16, 2025, FROM 11:00 A.M. TO 6:00 P.M.; BY KATHY GILBERT.

Issue:

The request is for a special event permit in order to hold a Seafood Festival at Royal Palm Beach Commons. The event will take place on Saturday, March 15, 2025, from 11:00 a.m. through 8:00 .p.m. and Sunday, March 16, 2025, from 11:00 a.m. through 6:00 p.m. The Village is properly insured for such events.

The applicant has submitted all necessary information and forms to the Village. Staff has reviewed this application and determined that the proposal will not adversely affect the immediate area.

Recommended Action:

Approval of Special Event Permits, subject to the attached conditions (Exhibit A).

Initiator:	Village Manager	Agenda	Village Council
P&Z Director	Approval	2/20/2025	Action

EXHIBIT A

1. The event may only occur on Saturday, March 15, 2025, from 11:00 a.m. through 8:00 .p.m. and Sunday, March 16, 2025, from 11:00 a.m. through 6:00 p.m.
2. Any tents used shall be flame resistant.
3. 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.
4. All electrical circuits shall be GFI protected.
5. Signage shall be set back at least 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.
6. A clearly defined parking area must be provided.
7. The applicant shall provide for portable restroom facilities including at least one handicapped accessible facility if public facilities are not within 500' of accessibility.
8. Adequate trash receptacles shall be provided for any debris, which may accumulate on site.



RECEIVED 01/08/2025

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: 1/05/2025

I/We Kathy Gilbert
(Name of applicant)

of 1127 Royal Palm Beach Blvd Suite 169 Royal Palm Beach, FL 33411
(Mailing address)

Name and phone number of contact person: Kathy Gilbert Office 561-792-9260 or Cell 561-398-5595

Email address: info@pottcevents.com or piratetreasureco@aol.com

On behalf of POTTC Events
(Name of person, corporation, organization, etc.)

hereby request a Special-Events Permit from the Village of Royal Palm Beach in order to:
Hold the Royal Palm Beach Seafood Festival

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

1. Proposed location: Commons Park - Great Lawn

(Owner's written consent and affidavit of responsibility is attached.)

2. Proposed date, time of commencement and duration of event:
Saturday, March 15th from 11am - 8pm

Sunday, March 16th from 11am - 6pm

3. Approximate number of participants expected: 5,000 +

4. Insurance company and policy number: Amusement and Event Planners
Insurance Specialists Policy# 3AA826306

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

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

If yes, please describe:

Commons Park

(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? **No Anticipated Impact**

Proposed impact mitigation plan: **No Anticipated Impact**

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?
Restroom Facilities on site in addition to portable restrooms if needed

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?
No Adverse vehicular or pedestrian traffic impacts expected outside of Commons Park

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? **Event will go on during specified times as not to disturb 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? Event will be managed in the same manner as all other major events held at Commons Park over the past 10 years

D. How is the proposed special event compatible with the character of the location for which it is proposed? It would be similar to other events that are held at Commons Park multiple times throughout the year. The Seafood Festival will be going into its 8th year at 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).

Feather flags, 18" x 24" corrugated plastic signs, banners 3' x 6' and 3' x 10'

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.


Signature of Applicant

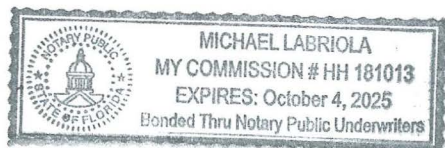
Kathy Gilbert
Print name and office held, if applicable

THE STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization this 7th day of January, 2024, by Kathy Gilbert, 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)


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 7th day of January, 2025.

WITNESSES:

Signature

Michael Davis

Printed Name

Signature

Joe Gall

Printed Name

Kathryn Gilbert
Applicant

Kathryn Gilbert
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 7th day of January, 2025 by Kathy Gilbert, 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)





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/23/2024

PRODUCER Amusement And Event Planners Insurance Specialists 25422 Trabuco Rd Suite 105-406 Lake Forest, CA 92630 Phone: (866) 380-3372	THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED POTTC Events 1127 Royal Palm Beach Blvd. Suite 169 Royal Palm Beach, FL 33411	INSURER A: Evanston Insurance Company	35378
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR/ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	3AA826306	10/06/2024	10/06/2025	EACH OCCURRENCE	\$ 1,000,000.00
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000.00
						MED EXP (Any one person)	\$ 5,000.00
						PERSONAL & ADV INJURY	\$ 1,000,000.00
						GENERAL AGGREGATE	\$ 2,000,000.00
						PRODUCTS - COMP/OP AGG	\$ INCLUDED
							\$
		AUTOMOBILE LIABILITY <input 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				COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
							\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OTH-ER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate Holder is added as an additional insured but only with respect to liability arising out of operations of the named insured during the policy period.

Event Planner

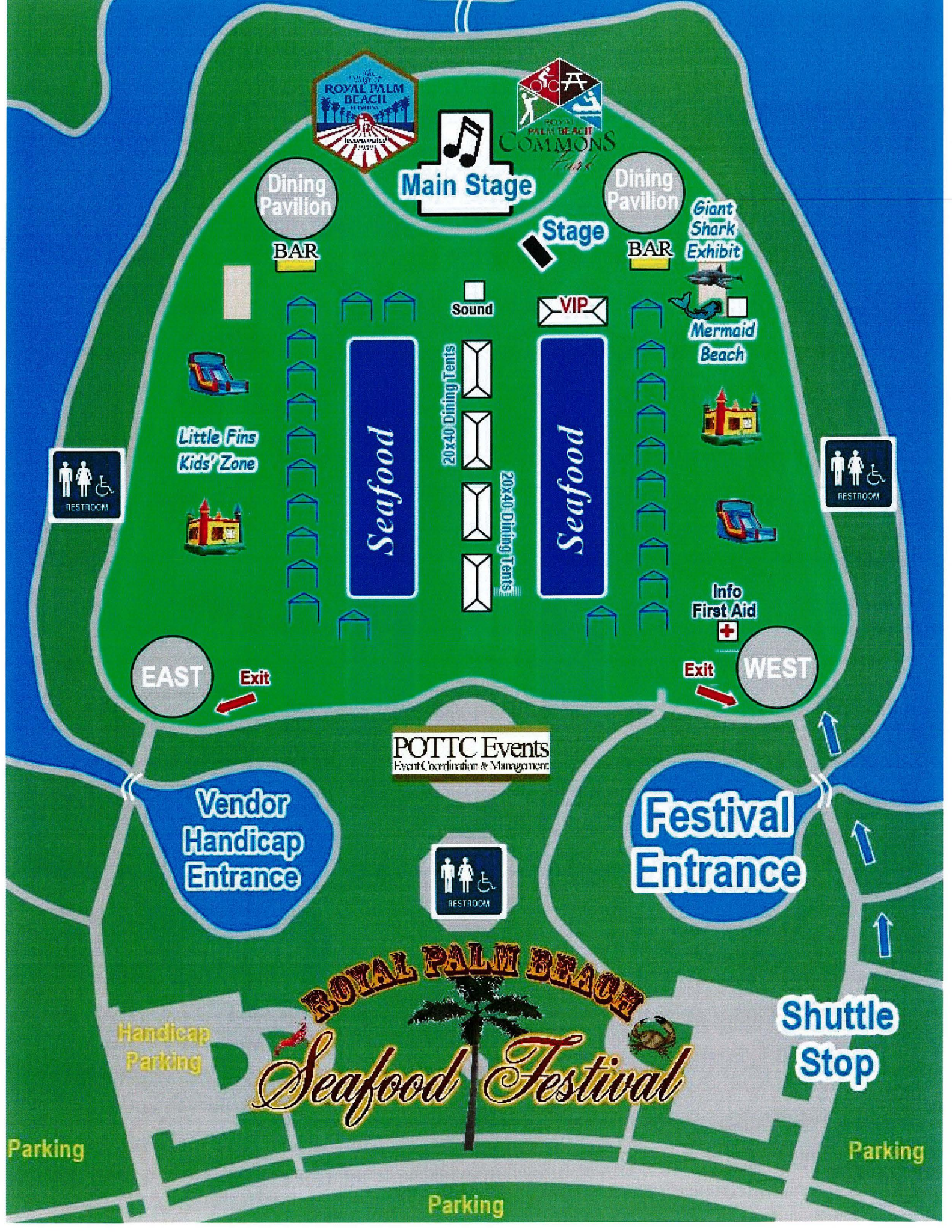
CERTIFICATE HOLDER

Village of Royal Palm Beach
 1050 Royal Palm Beach Blvd.
 Royal Palm Beach, FL 33411

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE Mike Lowry



Main Stage

Dining Pavilion
BAR

Dining Pavilion
BAR

Stage

Giant Shark Exhibit

Mermaid Beach

Little Fins Kids' Zone

Seafood

20x40 Dining Tents

Seafood

20x40 Dining Tents



Info First Aid



EAST

Exit

WEST

Exit

POTTC Events
Event Coordination & Management

Vendor Handicap Entrance

Festival Entrance



Shuttle Stop

ROYAL PALM BEACH
Seafood Festival

Handicap Parking

Parking

Parking

Parking