



**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: \_\_\_\_\_

I/We \_\_\_\_\_  
(Name of applicant)

of \_\_\_\_\_  
(Mailing address)

Name and phone number of contact person: \_\_\_\_\_

Email address: \_\_\_\_\_

On behalf of \_\_\_\_\_  
(Name of person, corporation, organization, etc.)

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

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

1. Proposed location: \_\_\_\_\_

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

2. Proposed date, time of commencement and duration of event:

\_\_\_\_\_  
\_\_\_\_\_.

3. Approximate number of participants expected: \_\_\_\_\_.

4. Insurance company and policy number: \_\_\_\_\_

\_\_\_\_\_  
(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:

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(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? \_\_\_\_\_

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Proposed impact mitigation plan: \_\_\_\_\_

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

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?

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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?

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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? \_\_\_\_\_

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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? \_\_\_\_\_

D. How is the proposed special event compatible with the character of the location for which it is proposed? \_\_\_\_\_

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).

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

\_\_\_\_\_  
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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, 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



VILLAGE OF ROYAL PALM BEACH  
OWNER'S AFFIDAVIT OF CONSENT AND RESPONSIBILITY

**\*DO NOT COMPLETE FOR EVENTS ON VILLAGE PROPERTY**

DATE: \_\_\_\_\_

APPLICATION FOR: Special-Events Permit \_\_\_\_\_ OR Seasonal Vendor Permit \_\_\_\_\_

PROPOSED LOCATION FOR SPECIAL EVENT OR TEMPORARY SALE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We, \_\_\_\_\_, own the property referenced above and hereby grant my/our consent for \_\_\_\_\_ to utilize the property for \_\_\_\_\_ acknowledging that I/we will be responsible for the activities conducted thereon.

\_\_\_\_\_  
Affiant Owner

\_\_\_\_\_  
Affiant Agent

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of [ ] physical presence or online [ ] notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ and \_\_\_\_\_, who are personally known to me or who have produced a Florida driver's license as identification and who did/did not take an oath (circle one).

\_\_\_\_\_  
Notary Public  
State of Florida

(Seal)



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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

WITNESSES:

_____	_____
Signature	Applicant
_____	_____
Printed Name	Printed Name
_____	
Signature	
_____	
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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by \_\_\_\_\_, 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).

\_\_\_\_\_  
Notary Public  
State of Florida

(Seal)



HOLD HARMLESS AGREEMENT FOR OWNER OF PROPERTY  
(IF DIFFERENT FROM APPLICANT)

**\*DO NOT COMPLETE FOR EVENTS ON VILLAGE PROPERTY**

The undersigned is the owner of the real property to be utilized for the proposed Special Event or Temporary Sale. The undersigned has granted the Applicant permission to apply for a Special Events/Seasonal Vendor permit (circle one) from the Village of Royal Palm Beach, Florida (“Village”), to use the undersigned’s property for this purpose, and acknowledges responsibility (owner’s affidavit is attached hereto).

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.

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 or Seasonal Vending conducted.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

WITNESSES:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Owner of Property

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by \_\_\_\_\_, 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.

\_\_\_\_\_  
Notary Public  
State of Florida

(Seal)



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

DATE: \_\_\_\_\_

I/We \_\_\_\_\_ of \_\_\_\_\_  
(Name of Applicant) (Mailing Address of Applicant)

on behalf of \_\_\_\_\_,  
(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: \_\_\_\_\_

1. The \_\_\_\_\_  
(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. \_\_\_\_\_ are bonafide members of the \_\_\_\_\_  
(Name of persons involved in project)  
\_\_\_\_\_ organization and will not receive any compensation, whatsoever, for the operation of the project.

3. The \_\_\_\_\_ (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 of Applicant

\_\_\_\_\_  
Office Held, if applicable

STATE OF FLORIDA            )  
COUNTY OF PALM BEACH )

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(Seal)

\_\_\_\_\_  
Notary Public  
State of Florida