

Reserve the Ideal Location for Your Special Event-

LOCATION	PARKS	PAVILION(S)
Jupiter	Burt Reynolds	Waterway
	Carlin	Beach Gumbo Limbo Sea Oats
	DuBois	Pavilion
	Ocean Cay	Anita Lankler Perry Como
Juno Beach	Loggerhead	Gail F. Nelson
Riviera Beach	Ocean Reef	Pavilion
West Palm Beach	Dyer	Ibis
	Lake Lytal	Lake Lytal
	Okeehreece	Alligator Micanopy Osceola Tuskegee
Lake Worth	John Prince	Center Drive Island Mound Circle Osborne Smythe
Delray Beach	Lake Ida West	Heron Ibis
	Morikami	Lake Biwa
Boca Raton	South County Regional	Pond Apple Sunset
Loxahatchee	Loxahatchee Groves	Palomino Pine
	Samuel Friedland	Mockingbird
Belle Glade	Glades Pioneer	Pavilion
Lake Harbor	John Stretch	Pavilion

Pavilions have access to water and electrical outlets.

Palm Beach County Parks & Recreation Department Special Events

2700 6th Avenue South
Lake Worth, Florida 33461

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

Special Events Representatives:

North County
(561) 966-7049

South County
(561) 966-7048

Recreation Programs Coordinator
(561) 966-7047



Palm Beach County Board of County Commissioners

In accordance with ADA provisions, this brochure may be requested in an alternate format. Please call (561) 966-7047.

November 2010



Special Event Guidelines



**Palm Beach County
Parks & Recreation Department**
2700 6th Avenue South
Lake Worth, Florida 33461
www.pbcparcs.com



Consider a County park when you or your organization needs a location for a community building special event! Palm Beach County offers a variety of ocean-side, lake-side, and interior park locations for events from Jupiter to Boca. Many satisfied area agencies choose park locations annually for creating awareness and fund-raising efforts.

What Makes Your Event Special?

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

- **Fund-raising**
- **Advertised as open to the general public**
- **Admission fee, ticket exchange, or a requested donation**
- **Alcoholic beverage sales**
- **Sale of food, non-alcoholic beverages, merchandise, or other items**
- **Band, amplifiers, DJ, or a PA system as part of a concert or production**
- **Attendance exceeding the carrying capacity of the desired facility**

Our experienced Special Event team will guide you through the process of obtaining the necessary permits to hold a special event in a County park from start to finish. We are committed to providing excellent customer service because we want your event to be successful.

Planning is the Key to Success

Special Events requires a minimum lead time of three months for non-profit activities and six months or more for commercial activities. Events can be booked up to one year in advance (subject to availability).

It is essential to consider the impact your event will have on parking in the area. Choose a location that provides ample parking for attendees. Visit the park to make sure the pavilion and surrounding amenities will meet your needs prior to booking your event.

Booking Your Event

The special event application form and other guidelines are available on our website at www.pbcparcs.com/specialevent. Submit completed applications and booking fee of \$100 (check made payable to *Palm Beach County Board of County Commissioners*). If you are a non-profit charitable organization, include a copy of your State of Florida Consumer's Certificate of Exemption (DR-14). A Special Event representative will contact you after receiving your booking request.

Fees and Deposits

Fees are collected to offset the cost of providing clean and attractive facilities for your event. Please ask your event specialist for further details and current rates.



Insuring a Safe Environment

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 certificate holder is required of the permittee as well as all caterers, vendors, entertainers, etc.



Tips for a Successful Event

Prepare a backup plan in case of inclement weather. All events are held rain or shine. Fees are non-refundable.

Volleyballs/nets and tug-of-war ropes are available on a first-come, first-served basis. Reserve equipment in advance to ensure that it is available for your event.

To book your special event or to inquire about our various facilities, please call (561) 966-7047