



# PALM BEACH COUNTY PARKS AND RECREATION SPECIAL EVENTS APPLICATION

2700 6<sup>th</sup> Avenue South  
Lake Worth, FL 33461

[www.pbcparcs.com/specialevent](http://www.pbcparcs.com/specialevent)  
[spevents@pbcgov.org](mailto:spevents@pbcgov.org)



A completed and signed application is required a minimum of 90 days in advance of event. Submission of an application does not guarantee a reservation. A non refundable \$300.00 advance deposit is required a minimum of 90 days in advance to hold an event date. You will be notified of event fees, security deposit and event requirements upon review of the event application.

## APPLICANT INFORMATION

Organization hosting event \_\_\_\_\_

Organization is a \_\_\_\_\_

Other, please specify \_\_\_\_\_

**\* If applicable attach verification of 501 (c)(3) status AND FL State Tax Exempt Certificate**

Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant's Contact Information: Office Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail \_\_\_\_\_

## **EVENT COORDINATOR OR PROMOTER INFORMATION      Same as Applicant**

Name of Coordinator/Promoter \_\_\_\_\_ Cell \_\_\_\_\_

Business Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## **EVENT DETAILS**

Name of Event \_\_\_\_\_

Event Overview \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Park \_\_\_\_\_ Specific Location/Pavilion \_\_\_\_\_

Anticipated Overall Attendance \_\_\_\_\_

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Event Date (s)-Please provide three possible dates

Event Times: from \_\_\_\_\_ to \_\_\_\_\_

Set-up Date: \_\_\_\_\_ Set-up Time: \_\_\_\_\_

Breakdown Date: \_\_\_\_\_ Breakdown Time: \_\_\_\_\_

The event is: Open to General Public Private

*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:**

Bounce House            yes    no

Donations                yes    no

Drone Videography    yes    no

Gated Event             yes    no

Non-Mechanical        yes    no

Amusement Activities

If yes, describe: \_\_\_\_\_

Other, please describe: \_\_\_\_\_

*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  
Live Band/DJ

Other \_\_\_\_\_

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.*

**Having alcoholic beverages at your event?**

Yes, alcohol sales, serving, sampling, consumption, use at event. (\*If yes, complete Addendum B)  
Total number of vendors selling alcoholic beverages \_\_\_\_\_  
No alcohol at event

**Having food and non-alcoholic beverages at your event?**

Vendors preparing food onsite/ Food Trucks \_\_\_\_\_  
All food and non-alcoholic beverages being handled by event organizer/ no outside vendors \_\_\_\_\_  
No food or beverages at event

**Having selling and/or informational vendors at your event?**

Vendors/Stations selling food/non-alcoholic beverages \_\_\_\_\_  
Vendors/Stations selling alcoholic beverages \_\_\_\_\_  
Vendors selling merchandise/service \_\_\_\_\_  
Vendors passing out information only \_\_\_\_\_  
Vendors giving out samples \_\_\_\_\_  
No Vendors

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

Yes Describe \_\_\_\_\_

**TEMPORARY STRUCTURES** (May require Palm Beach County building permit)

**Tents & Canopy tents:**

- Stakes are not permitted. Tents must be weighed.

Size (s): \_\_\_\_\_ Total number: \_\_\_\_\_

**Stage/ Platforms:** Size (s): \_\_\_\_\_

**Port-o-lets**

**Dumpster**

**EVENT MARKETING/ADVERTISING**

Will this event be advertised?

Would you like PBC Parks and Recreation to advertise your event?

**PROCEEDS/REPORTING**

Are patron admission, entry or participant fees required?

If yes, please provide amounts: \_\_\_\_\_

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

**LAW ENFORCEMENT**

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

**PARKING**

Based upon anticipated attendance, site location and ability to assure public safety requirements, parking attendants 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.

**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 their security deposit. Permittee is required to comply with all PBC Special Event requirements, rules and regulations, and adhere to all federal, state and local laws and regulations, including Palm Beach County Code, Chapter 21, as may be amended, pertaining to Parks and Recreation, and special event standard operating procedures as all such laws, regulations, ordinances, and procedures apply to Permittee's use of park property. **Any damages to the park property during Permittee's use shall result in the loss of the security deposit, and if the damages exceed the amount of the security deposit, Permittee shall be required to pay the additional damage amount within (10) ten days notification by County to Permittee.**

**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.

**INDEMNIFICATION:** 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.*

Signed: \_\_\_\_\_  
Applicant/ Authorized representative

"The information provided in this document is a public record and is subject to disclosure in accordance with Florida Statute, Chapter 119"

## **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/Walk    Fun Run/Walk    Other    N/A

Distance: \_\_\_\_\_

Registration Time                      Race Time

Timing company \_\_\_\_\_

How many water stops \_\_\_\_\_

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.

Waste 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

Liquor

Name of event/entity carrying liquor license? \_\_\_\_\_

What are the hours that alcohol will be served or sold? from:                      to:

*\*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.*