



PALM BEACH COUNTY PARKS AND RECREATION AMPHITHEATER RENTAL APPLICATION

2700 6th Avenue South
Lake Worth, FL 33461

www.pbcparcs.com/amphitheatres

A completed and signed application is required a minimum of 3 to 6 months in advance of events hosted at Palm Beach County Amphitheatres. Submission of an application does not guarantee a reservation. A Non Refundable Advance Deposit and Refundable Damage Deposit will be due 3 months in advance of an event date. Renters will be required to sign an Amphitheater Standard Rental Agreement and additional fees and requirements will be applicable upon receipt of deposits and confirmation of event details.

Event Name _____

Requested Amphitheater _____

1) _____ 2) _____ 3) _____

Event Date (s) - *Please provide three possible dates*

Set-up Date: _____ Set-up Time: _____

Breakdown Date: _____ Breakdown Time: _____

Event Times: from _____ to _____

Organization Name _____

Main mailing address City State Zip Code

(____) _____ (____) _____ (____) _____

Day phone Evening phone Emergency phone

(____) _____ (____) _____ (____) _____

Mobile Mobile used at event Fax

E-mail: organization contact's website _____

Main Contact Person Event Producer if applicable _____

Organization is a Non-Profit _____ For Profit _____ Government Agency _____

*** 501 (C) 3 Tax Exempt Certificate required with application if organization is a Non-Profit.**

Business references (please list 3 references, name and phone number)

ATTENDANCE:

Estimated Attendance _____ Open to the Public _____ Open to Members only _____

Ticketed Event Cost: \$ _____ Adult \$ _____ Senior \$ _____ Children \$ _____ Advanced

Is this the first time you have rented a Palm Beach County Amphitheater? yes _____ no _____

If no, please give date of previous rental _____

EVENT DESCRIPTION/PURPOSE:

TYPE OF EVENT:

<input type="checkbox"/> Athletic Event (type _____)	<input type="checkbox"/> Club/Convention meeting
<input type="checkbox"/> Art/Craft Show	<input type="checkbox"/> Food Festival
<input type="checkbox"/> Beer/ Wine/Food Festival	<input type="checkbox"/> Trade Show
<input type="checkbox"/> Business/Educational/Lecture	<input type="checkbox"/> Political Fundraiser/Rally (permit)
<input type="checkbox"/> Charity Benefit	<input type="checkbox"/> Theater Performance
<input type="checkbox"/> Children's/ Senior's event	<input type="checkbox"/> Concert Performance (type _____)
<input type="checkbox"/> Church Event	<input type="checkbox"/> Other _____

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.

Please indicate below the activities and equipment you would like to request permission to include with your production. You must provide accurate information. Failure to do so will impact fees and rental availability.

ACTIVITY DETAILS:

Admission Fee yes no
Alcohol Sales yes no
Alcohol Consumption yes no
Bounce House yes no
Non-Mechanical
Amusement Activities yes no
If yes, describe _____
Donations yes no
Drone Videography yes no
Fireworks yes no
Food/Soda Sales yes no
Gated Event yes no
Haze (fog) Effect yes no
Live Music/DJ yes no
Merchandise Sales yes no
Pyrotechnics yes no
Street Closing yes no
Ticket Sales/Takers yes no
Unarmed Security yes no
Armed Security yes no
Volunteers yes no
Other _____

EVENT COMPONENTS:

Audio yes no
Confetti yes no
Decorations yes no
Drone Video yes no
Dumpsters yes no
Freezers yes no
Generators yes no
Grills/BBQ yes no
Ice Machines yes no
Lighting yes no
Visual yes no
LED Screen yes no
Refrigerator yes no
Spot Lights yes no
Tents yes no
Oil Fryers yes no

Additional Sound and light load in day
prior to event day: yes no
(incurs additional fees/ requirements)
Other _____

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.*

***Must obtain permission from PBC Parks and Recreation for use of 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.

**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.*

Having food and non-alcoholic beverages at your event?

- Vendors preparing food onsite
- Food Trucks
- Food Trucks and non-alcoholic beverages being dropped off/ delivered-vendors not onsite selling
- 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 selling food/ non-alcoholic beverages # _____
- Vendors selling merchandise/ service # _____
- Vendors passing out information only # _____
- Vendors giving out samples # _____

Having kids activities?

- Inflatable Bounce House # _____ Dimensions _____
- Inflatable Bounce House Slide # _____ Dimensions _____
- Rock Climbing Wall Height _____
- Arts & Crafts (i.e. craft making, face painting)
- Petting zoo
- Pony rides
- Other _____

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

Yes Describe _____

All vendors which include but not limited to rental equipment, port-o-lets, stage, dumpster etc. require 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.

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
 Alcohol

Name of event/entity carrying liquor license? _____

What are the hours that alcohol will be served or sold? _____AM or PM to _____AM or PM

Please explain your plan to ensure the safe sale or distribution of alcohol at your event:

- Will you be using wristbands?
 Who will be dispensing the alcoholic beverages? _____
 Who will be responsible for checking I.D.'s? _____
 Who will be responsible for making sure alcohol does not leave restricted areas? _____

DISPENSING OF ALCOHOLIC BEVERAGES

It is mandatory for events in Palm Beach County parks to possess a liquor license if selling alcoholic beverages of any kind. This can be a lengthy process and must be completed and submitted to the Amphitheater Manager fourteen (14) days prior to your event date. Failure to produce a valid liquor license to law enforcement will place the event in jeopardy of being canceled.

HOW TO APPLY FOR A TEMPORARY LIQUOR LICENSE

Obtain a letter from the Amphitheater Manager confirming your permit is in process. Please submit your completed application to your local district office at least thirty (30) working days prior to the first date of the event to ensure the permit is issued by the event date. Contact The Division of Alcoholic Beverages and Tobacco at 561-650-6840 for further instructions on obtaining a temporary liquor license for your event.

ALCOHOL DISPENSING

All beverages must be dispensed in plastic or paper containers. No glass bottles may be dispensed. No more than two (2) alcoholic beverages may be sold to one individual at a time.

****All alcohol sales must cease 30 minutes prior to the end of the event.****

****All food sales must cease 15 minutes prior to the end of the event.****

EVENT MARKETING/ADVERTISING

How will the event be promoted (please check all that apply)?

TV Radio Newspaper Posters Invitations Website Social Media Other_____

If your event is open to the public and you plan to promote it on TV, radio, and or newspaper, please detail which stations, publications, websites, and the estimate number of times in which your ad will run?

PROCEEDS/REPORTING

Are patron admission, entry or participant fees required? yes no

If yes, please provide amounts: _____

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

_____ % of revenue paid to the promoter. _____ % of revenue paid to non-profit.

MISCELLANEOUS

Please describe or list any important details about your event not already asked on this application.

LAW ENFORCEMENT

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

PARKING

It is essential to consider the impact your event will have on parking in the area. Depending on the size of your event, alternative parking locations may have to be secured at the expense of the event organizer. A parking plan will need to be submitted outlying overflow lots. Additionally, providing a shuttle service is another way to lessen the impact to the immediate areas.

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.

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 its security deposit.

IMPORTANT: You must submit the following with the completed application:

_____ Renter/ Name of Business or Organization applying as listed on www.sunbiz.org

_____ Application Renter/ Signor must be an Executive Officer listed on www.sunbiz.org

_____ FL State 501 (c)(3) Tax Exempt Certificate (*if applicable*)

_____ Alcohol/ Addendum B (*if applicable*)

A non-refundable Advance Deposit and refundable Damage Deposit will be due ninety, (90) days in advance of event dates. Renters are required to comply with all Amphitheater 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 amphitheater standard operating procedures as all such laws, regulations, ordinances, and procedures apply to renter’s use of the Amphitheater. **Failure to comply will result in the loss of your rental deposit and cancellation of your event.**

Indemnification: The Renter 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 act or omission by the Renter during the use of the facilities described on page one of this application by Renter or those acting under the authority of the Renter, including participants and spectators in connection with the Renters activities in and on the site.

By my signature, I agree to comply with all the requirements, rules and regulations, laws and ordinances of Palm Beach County and the Parks and Recreation Department in regard to the rental and/or use of the facilities and I agree to the above indemnification.

_____ Phone _____

Print Name

_____ Date _____

Signature

Please retain a copy of this application for your records. Please remember to include a rental deposit check payable to: Palm Beach County Board of Commissioners or PBC BOCC

Please mail/ email completed & signed applications to:

P.B.C. Parks and Recreation/Amphitheaters

2700 Sixth Avenue South

Lake Worth, Fl. 33461

Attention: Amphitheater Manager

Phone: 561-966-7030

DMPerez@pbcgov.org