



PALM BEACH COUNTY PARKS AND RECREATION SPECIAL EVENTS APPLICATION

2700 6th Avenue South
Lake Worth, FL 33461

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

A completed and signed application is required a minimum of 3 to 6 months in advance of event. Submission of an application does not guarantee a reservation. A \$300.00 security deposit is required a minimum of 3 months in advance to hold an event date. You will be notified of 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

A \$300 security deposit shall be due ninety (90) days in advance of event date. 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. **Failure to comply will result in the loss of your security deposit and/or cancelation of your event. Cancelation of your event within (30) thirty days of event date is subject to forfeiture of security deposit. 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.

INDEMINIFICATION: 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.*