AMPHITHEATER
RENTAL GUIDE

Sunset Cove Amphitheater
Burt Aaronson South County Regional Park
20405 Amphitheater Circle
Boca Raton, FL 33498

Seabreeze Amphitheater
Carlin Park
750 South S.R. A1A
Jupiter, FL 33477

Canyon Amphitheater
Canyon District Park
8802 Boynton Beach Blvd
Boynton Beach, FL 33472

CONTACT

General Information
pbcamphitheaters@pbcgov.org
561-966-7043
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**OVERVIEW**

**Sunset Cove Amphitheater** is a multipurpose facility with a 6,000 person capacity. This spacious outdoor venue is popular with national acts, touring festivals, cultural and private events, and more.

Programming highlights include the Zac Brown Band, Darius Rucker, Sublime with Rome, 30 Seconds to Mars, Kendrick Lamar and Imagine Dragons. Several community events are hosted at the venue including Palm Beach County’s annual 4th of July Celebration.

**Seabreeze Amphitheater** is a midsized, non-gated facility with a 3,000 person capacity on the lawn and up to 5,000 in Carlin Park. Located just west of Jupiter Beach along the scenic A1A highway.

Past events include Carlin Park After Dark, a tribute band concert series, the Jupiter Seafood Festival, Shakespeare By The Sea, Paws in the Park, as well as national acts.

**Canyon Amphitheater** is an entertainment facility with a 500 person capacity designed for more intimate concerts, fundraisers and community events.

Home to Palm Beach County Parks & Recreation’s annual Legends on the Lawn concert series bringing local musical acts to the community.
**APPLICATION PROCESS**

- **Completed Application**
  A Palm Beach County Amphitheater Application must be completed in order to review and approve event requests. Applications must be submitted four-six months before event date.

- **Making a HOLD Request**
  A hold will “hold” a specific date (s) in anticipation of moving to a formal reservation. Renter is required to place a booking deposit within 120 days of the requested date. Renters of the facility require a formal application to be submitted along with the hold request.

- **Business Listing**
  All renters and vendors of Palm Beach County Amphitheater facilities need to have an established business listing with the Florida Department of State Division of Corporations. Visit www.sunbiz.org for more information about the process of registering a business.

- **501 (c)(3) Documentation**
  All Non For Profit renters need to provide a Consumer's Certificate of Exemption, 501c3 Form as issued from the state registered in.

- **Insurance, Specialty Licenses, and Certifications**
  The renter, vendors and/or service personnel associated with the rental are required to submit a Certificate of Insurance (COI). The COI must meet all the criteria outlined in the Palm Beach County Risk Management Insurance Requirements and is due 14 days prior to event. All other specialty licenses, permits, and certifications need to be submitted 30 days prior to the event date. This includes but are not limited to, liquor licenses, fireworks permits, road closures, etc.

- **Payment**
  Payment process consists of three installments: Deposit, pre-settlement, final settlement.
  - **Non-Refundable Booking Deposit**: Due 120 days prior to event. Deposit is credited to final settlement.
  - **Pre-settlement**: Due 14 days prior to event.
  - **Final Settlement**: Due immediately following event.
RESERVATION PROCESS

APPLICATION REVIEW AND APPROVAL
Reservations and holds are processed on a first come first serve basis.

Palm Beach County has the exclusive right to permit or deny an individual or organization from facility use. All facility hold and reservation requests will be evaluated on the following criteria:
- Availability of the requested date
- Completed rental application
- Nature and character of the proposed event
- Financial condition of the applicant to undertake the event (County reserves the right to request financial statements and references)
- Ability of the applicant to properly manage the event
- Ability of the facility to safely accommodate the event without damage or destruction.
- Applicants prior rental history at Palm Beach County Amphitheaters or other similar venues
- Overall safety
- Impact on the surrounding community

RESERVATION & CHALLENGE POLICY

RESERVATION: A reservation secures the facility. The renter will be required to submit an Advance Facility Deposit and completed application 120 days prior to event. Upon approval of the application details, the reservation date will be awarded to the renter and a Standard Rental Agreement will be created.

CHALLENGE: If a renter is seeking a date already held by another renter they must “challenge” the requested hold date in writing and submitting a completed application. Renters with the first hold have 48 hours to respond to a challenge by either submitting the Advance Facility Deposit or releasing the hold. If a challenge does not receive a response after 48 hours the date in question will be released to the challenger. The challenger will be required to submit the Advance Facility Deposit upon being awarded the challenge.

AGREEMENT (CONTRACTS)
Upon approval of the application and receipt of the Advance Facility Deposit the reservation date will be awarded to the renter and they will be required to sign an Amphitheater Standard Rental Agreement. Contracts are created and processed 60 days prior to event date.
Palm Beach County policies and procedures require the department that contracts (permits) with an outside (YOUR) organization to monitor compliance with those contracts/permits. Since "insurance" is one of the contract /permit requirements, each department is required to ensure that YOUR organization complies with all of the terms and conditions of the insurance requirements. A Certificate of Insurance represents a “snapshot” of that organization’s insurance program as of the date the certificate is issued. EVERY entity, including but not limited to, concessionaires, exhibitors, entertainers, etc. participating in the event must provide individual proof of insurance as described below unless insured under a master policy issued to the Permittee. If a master policy is used the Certificate of Insurance submitted by the Permittee it must clearly state that all such entities are “Named Insureds”.

See the attached SAMPLE of the Certificate of Insurance form showing locations, by number, on where to place information on the following requirements:

1) The Certificate of Insurance’s issue date should not be more than 15 days from the date of its receipt and cannot be accepted if issued more than 30 days prior to date of receipt.
2) The name of the "Insured" should be the name of the entity (YOU) requesting the permit unless the Description of Operations section explains the relationship (i.e. ownership) between the “Insured” and YOU.
3) "Commercial General Liability" must be written on an "Occurrence" basis.
   * If the event involves an athletic competition or demonstration the Certificate of Insurance must clearly indicate that liability for unintentional injuries caused by participants/demonstrators to spectators is included.
   * If alcoholic beverages (including beer, wine, and spirits) are for sale at the event, the Certificate of Insurance must state that Liquor Liability coverage is included with a minimum limit of liability of $1,000,000 each occurrence.
   * If no admission or similar fee is charged at any type of event and alcoholic beverages are served at no charge, the Certificate of Insurance must state that Host Liquor Liability Coverage has been secured with a minimum limit of liability of $1,000,000 each occurrence.
   * The policy must not exclude either Personal Injury/Advertising Injury, Damage to Rented Premises, or Products/Completed Operations.
4) A "Policy Number" or binder number must be indicated. Florida binders are only valid for 30 days.
5) The "Effective Date" and “Expiration Date” must cover the entire duration of the event including set-up and take-down periods.
6) If Auto Liability is required by contract, the preferred coverage should be “Any Auto”, however “Scheduled” or “All Owned Autos” will be accepted, if transportation is being provided, they must also include “Hired and Non-Owned” coverages.
7) If necessary, the General Liability may be supplemented with Umbrella Liability, (number 7) provided the combined limits satisfy the minimum requirement and the County is listed as “Additional Insured” on the Umbrella Policy or the Umbrella policy is noted as “Follow Form” on the certificate.
8) Should the PERMITTEE have employees, Workers Compensation will be required in accordance with Florida Statute 440.
9) Special liability coverage such as Watercraft, Aircraft, etc., may be required, if staff indicates such coverages are required, place the details where appropriate on the Certificate.
10) "Palm Beach County Board of County Commissioners’ must be shown as “Additional Insured” in the Description of Operations section. This section may also be used to indicate other insurance related required information including the Name and date(s) of the event.
11) The “Certificate Holder” must list the following:
    Palm Beach County Board of County Commissioners  
c/o Special Events Department  
2700 Sixth Avenue South  
Lake Worth, Florida 33461
12) The Certificate must be signed by the insurance agent or an insurance company representative. Electronic signatures are acceptable on computer generated certificates.

PROVIDE YOUR INSURANCE AGENT AND ALL EVENT PARTICIPANTS WITH A COPY OF THESE INSTRUCTIONS AND THE SAMPLE CERTIFICATE OF INSURANCE TO ENSURE THE SPEEDY PROCESSING OF YOUR PERMIT APPLICATION.
## SAMPLE: CERTIFICATE OF INSURANCE

**CERTIFICATE OF LIABILITY INSURANCE**

**PRODUCER**
- Insurance Agent /Broker Name
- Address
- Phone Number

**INSURED**

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<th>Insurer</th>
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<td>Insurer E</td>
<td>Name of Insurance Company (if applicable)</td>
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**COVERAGES**

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.

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<th>Risk</th>
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**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**

Palm Beach County Board of County Commissioners is endorsed as an additional insured on commercial general liability.

**CERTIFICATE HOLDER**

Palm Beach County Board of County Commissioners
C/O Special Events Department
2700 S. Avenue South
Lake Worth, FL 33461

**AUTHORIZE REPRESENTATIVE**

Must be signed

ACORD 25
**SITE MAP**
Renters must provide a site map with vendor placement (where applicable) at least (30) days prior event. Renter must provide amphitheater management with power requirements for vendors at least fourteen (14) days prior to the event. Vendors must comply with all laws of the United States, the State of Florida, Palm Beach County, Police and Fire Departments, or any other applicable laws, codes and regulations.

**PRODUCTION SCHEDULE**
At least 30 days prior to the event, renter must supply amphitheater management with a detailed production schedule and contacts, stage and rigging plot, along with a technical rider and event day logistics and contacts. Day of show the renter will have access to a private production office inside the amphitheater. Ethernet and Wi-Fi internet is supplied.

**RIGGING SYSTEM**
**Renter is responsible for procuring and paying for a qualified rigging specialist.** All rigging must be executed in accordance with all national, state and local safety codes, including but not limited to OSHA, BOCA and County Policies.

Amphitheater management reserves the right to require clarification of welds and safe working loads, deny installation, demand removal of questionable attachments and/or require appropriately qualified personnel to install or remove such attachments. A scissor lift is available on the property for use by the house rigging crew. A spotter is required at all times.

**SOUND AND LIGHTS**
**Renter is responsible to procure and pay for all sound, light, and backline equipment.** Applicant may only contract and use qualified, licensed and insured audio/visual production companies that have been approved in writing by amphitheater management.

All rentals tying into the house power are required to have the House Sound Technician present until the renter disconnects from house power. By contract, the house sound technician is the only person permitted to connect or disconnect outside productions to house power.

**EARLY SOUND AND LIGHT LOAD-IN**
Access to the facility for production needs outside of event date can be arranged for a $350 daily fee. Access is typically permitted Monday—Friday, 9:00 AM—4:00 PM.

**CURFEWS**

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<tr>
<th>VENUE</th>
<th>DAY</th>
<th>TIME</th>
<th>Decibel Level</th>
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<tr>
<td>Sunset Cove Amphitheater</td>
<td>Sunday — Thursday</td>
<td>10:00 PM</td>
<td>110db <em>via front of house</em></td>
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<td>Friday and Saturday</td>
<td>11:00 PM</td>
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<tr>
<td>Seabreeze Amphitheater</td>
<td>Monday — Sunday</td>
<td>10:00 PM</td>
<td>85db <em>via front of house</em></td>
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<tr>
<td>Canyon Amphitheater</td>
<td>Monday — Sunday</td>
<td>10:00 PM</td>
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Palm Beach County event staff reserves the right to stop any event if curfew or decibel levels are not met.
Logistics: Depending on the size and scope of the event, vendors and additional services may be needed, including but not limited to, security, parking, concessions, emergency services, and/or fencing. All costs and procurements of additional services are the sole responsibility of the renter. Amphitheater management reserves the right to review and approve all vendors.

Certain services are procured by the County, then billed to the renter unless otherwise outlined in the Amphitheater Standard Rental Agreement. Services include, sound and light production technician (does not include backline), janitorial services, plumber and electrician.

Inclement Weather: Amphitheater management will monitor lightning and address action plans based on both proximity and frequency to the event. Amphitheater staff reserves the right to delay, hold or cancel the event due to severe weather.

Alcohol Policies: It is mandatory for events in Palm Beach County parks to possess a liquor license when selling alcoholic beverages of any kind.
Sunset Cove Amphitheater is a multipurpose facility with a 6,000 person capacity. This spacious outdoor venue is popular with national acts, touring festivals, cultural and private events, and more. The amphitheater is operated by the Palm Beach County Parks and Recreation Department and located at Burt Aaronson South County Regional Park in Boca Raton, Florida.

The lawn offers excellent sightlines with configuration flexibility for both patron comfort and stronger attendance. Amenities include a 1,700 sq. ft. stage with rigging for sound and light, backstage air conditioning, production and box offices, and dressing rooms with showers. The facility provides a paved, covered patio for concessionaires and vendors with access to both power and water connections.
**Facility**
Covered Stage made of concrete and steel.
Total Capacity is 6,000 on the lawn with no fixed seating.
Building is 11,900 square feet

**Loading Dock**
Loading Door is 12’ High by 12’ Wide
Loading Dock fits two semi trucks at standard dock height
Useable Backstage Area is 24’ x 32’

**Front of House**
Front of House is 10’ x 14’ and is 80’ in front of the stage
20’ x 20’ tent

**Dressing Rooms**
Four (4) Dressing rooms. Two are 395 sq ft and two are 298 sq ft.
Two (2) shared Private Bathrooms with Showers at 149 sq ft.

**Back of House Restrooms**
Two (2) private (dressing room) available with showers at 149 S.F.
One (1) public single user restroom available. (no shower)

**Front of House Restrooms**
Four (4) public restrooms available. Public restrooms facilitate a capacity of 3,000 patrons.
Concerts and events that exceed 3,000 capacity require additional portable restrooms to be brought in by renter.

**Additional Showers**
Two (2) additional private showers are available on site for general use.

**Bus Parking**
Four (4) dedicated bus parking spaces
One bus spot has power(60 amps), water hook up available
Hoses are available for bus washing

**Grilling and Food Vending Area**
A covered vending area for vendors is available with 120 amp power hook up.
Additional power is available surrounding the seating area, 3 stations with 60 amps each.

**Scissor Lift**
One Genie IWP 30S is available for use. Maximum height is 28 feet
**Stage Dimensions**
- Performing Area is 32’ deep by 40’ wide.
- Stage Depth at Centerline is 39’
- Useable Downstage Height is 24’
- Useable Upstage Height is 16’
- Stage Access Door is 6’4” wide by 7’ high.

**Downstage Truss**
- 56’ long.
- 24’ above the stage.
- 300 lbs/ft capacity. Total capacity 16,800lbs.
- Nine Support Points with 1,867lbs capacity per point.

**Side Trusses (Stage Left and Stage Right)**
- 20’ long.
- 200lbs/ft. Total capacity 4,000lbs.
- Five Support Points 800lbs capacity per point.

**Upstage Truss**
- 56’ long.
- 16’ above the stage.
- 200lbs/ft. Total capacity 11,200lbs.
- Nine Support Points 1,244lbs capacity per point.
PRODUCTION PARKING LOT
22 vehicle spaces
4 bus spaces
1 bus spot with off shore power
2 semi-truck with trailer at the loading dock
2 handicapped spaces
SUNSET COVE: FACILITY FEES

The renter is responsible for all costs associated with their event and for returning the venue back to its original state. As dictated by the State of Florida Department of Revenue, rental fees and service charges will include applicable sales tax. Sub-leasing or sub-contracting the facility is not permitted.

**Ticket Policy**: The renter is responsible for providing all box office services; i.e. ticket takers, cashiers, ushers. Renter must confirm the event ticket agent in advance for management approval. Renters are required to produce a third party ticket sales audit the day of show in order to calculate final settlement. If renters elect to not use a third party ticket sales provider, a negotiated rate will be determined by Amphitheater management.

**Ticketed Events**: Final settlement is due immediately following the event.

**Non-Ticketed Events**: Must pay the invoice in full 14 days prior to event day via Pre-Settlement.

**Rental Fees**
- Non Refundable Advance Deposit $4,000.00/event (applied to final balance)
- Non Refundable Advance Deposit: Not-For-Profit $2,000.00/event (applied to final balance)
- Refundable Damage Deposit Fee $500.00—$3,000.00/event
- Load in/out Fee* $350.00/day
- House Sound Technician $700.00/ per day
- Amphitheater Rental Fee $4,000/day or 10% of adjusted gross ticket sales up to $12,000 which ever is greater
- Amphitheater Rental Fee: Not-For-Profit $2,000.00/day or 7% of adjusted gross ticket sales up to $7,000.00 which ever is greater
- Parking Fee* 20% of collected fees including sales tax*
- Food and Beverage Vendors
  - $300.00/ (1-5 Stations)
  - $700.00/ (6-10 Stations)
  - $1,000.00/ (11 or more Stations)
- Alcohol Vendors
  - $600.00/ (1-5 Stations)
  - $1,200.00/ (6-10 Stations)
  - $2,500.00/ (11 or more Stations)
- Merchandise Vendors
  - $300.00/ (1-5 Stations)
  - $600.00/ (6-10 Stations)
  - $800.00/ (11 or more Stations)
- Electrician Fees $54.00/hour
- Park Maintenance Fee $38.50/hour
- Plumber Fees $51.00/hour
- Facility Cleaning Fee (Janitor) $24.00/hour/person
- Facility Cleaning Fee (Supervisor) $26.00/hour/person
- Administrative Fee $250.00-$4,000/ Late submission or application change
- Special Requests $250.00/request

Payment instructions will be included on the invoice.

**Required Damage Deposit—Refundable**

The renter may not make any changes to the existing facilities’ electrical, plumbing, lighting, building, landscaping and/or design in any way. Facility management will survey the property within five (5) days post event to assess for damages. The full deposit, or a portion, may be retained based on evaluation.
Seabreeze Amphitheater is a midsized, non-gated facility with a 3,000 person capacity on the lawn and up to 5,000 in Carlin Park. Seabreeze Amphitheater is operated by the Palm Beach County Parks and Recreation Department. Located just west of Jupiter Beach this venue is nestled between the shoreline and the intimate Carlin Park. A perfect location for live music events, festivals, community activities, and more.

Amenities include a covered 36’ x 35’ stage, four dressing rooms, large storage space, green room, rigging for sound and lighting, and access to power for production needs.

The amphitheater is home to the Palm Beach Shakespeare Festival, an event that has provided high-quality live theater entertainment to thousands of county residents for decades. Other events include Carlin Park After Dark, a tribute band concert series, the Jupiter Seafood Festival, Paws in the Park, as well as national acts.
SEABREEZE: AMENITIES

**Facility**
Covered stage
Brazilian wood paneling stage floor

**Stage**
Stage Depth centerline: 35’
Stage Width: 55’
Truss Heights: 26’
Loading Dock: Access Ramp

Lawn: 3,000
Total Capacity: 5,000

Electrical Power: Sound and Light – 3 phase 120/208 400 amp.
Front of House Location and Size: 18’ x 16’/ 100’ from center stage
Spot Locations: Front of House
No light or sound system available at Seabreeze Amphitheater

**Dressing Rooms:** 4
Showers: No
Private Restrooms: 2
Storage/Closets: 2
Public restrooms available
Storage (2nd Floor)
SEABREEZE: SITE MAP
SECOND FLOOR
Production Staff & Paved Handicapped Parking:
A load-in area is available next to the amphitheater. (50) premium vehicle spaces are available for production staff and handicapped parking that is in close proximity to the facility.

Beach Paved Parking:
(240) vehicle spaces are available for guest parking. Beach Lot is open and available to public parking during park operating hours, sunrise to sunset.

South Paved Parking
(80) vehicle spaces are available for guest parking.

South Overflow Parking
Approximately (200+) spaces are available for guest parking.

Offsite Overflow Parking
Depending on the size of the event, the renter may be responsible for securing off site parking and shuttle services for their event.
SEABREEZE: FACILITY FEES

The renter is responsible for all costs associated with their event and for returning the venue back to its original state. As dictated by the State of Florida Department of Revenue, rental fees and service charges will include applicable sales tax. Sub-leasing or sub-contracting the facility is not permitted.

TICKET POLICY: The renter is responsible for providing all box office services; i.e. ticket takers, cashiers, ushers. Renter must confirm the event ticket agent in advance for management approval. Renters are required to produce a third party ticket sales audit the day of show in order to calculate final settlement. If renters elect to not use a third party ticket sales provider, a negotiated rate will be determined by Amphitheater management.

Ticketed Events: Final settlement is due immediately following the event.
Non-Ticketed Events: Must pay the invoice in full 14 days prior to event day via Pre-Settlement.

Rental Fees
Non Refundable Advance Deposit $ 2,000.00/event (applied to final balance)
Non Refundable Advance Deposit: Not-For-Profit $ 1,500.00/event (applied to final balance)
Refundable Damage Deposit Fee $ 500.00—$3,000.00/event
Load in/out Fee* $ 350.00/day
House Sound Technician $ 700.00/ per day
Amphitheater Rental Fee $ 2,000/day or 10% of adjusted gross ticket sales up to $5,000 which ever is greater
Amphitheater Rental Fee: Not-For-Profit $ 1,500/day or 7% of adjusted gross ticket sales up to $3,000.00 which ever is greater
Parking Fee
*If renter is charging a parking fee 20% of collected fees including sales tax*
Food and Beverage Vendors
$ 300.00/ (1-5 Stations)
$ 700.00/ (6-10 Stations)
$ 1,000.00/ (11 or more Stations)
Alcohol Vendors
$ 600.00/ (1-5 Stations)
$ 1,200.00/ (6-10 Stations)
$ 2,500.00/ (11 or more Stations)
Merchandise Vendors
$ 300.00/ (1-5 Stations)
$ 600.00/ (6-10 Stations)
$ 800.00/ (11 or more Stations)
Electrician Fees
$ 54.00/hour
Park Maintenance Fee
$ 38.50/hour
Plumber Fees
$ 51.00/hour
Facility Cleaning Fee
$ 22.00/hour/person
Administrative Fee
$250.00-$4,000/ Late submission or application change
Special Requests
$250.00/request

Payment instructions will be included on the invoice.

REQUIRED DAMAGE DEPOSIT—Refundable
The renter may not make any changes to the existing facilities’ electrical, plumbing, lighting, building, landscaping and/or design in any way. Facility management will survey the property within five (5) days post event to assess for damages. The full deposit, or a portion, may be retained based on evaluation.
Canyon Amphitheater is an entertainment facility with a 500 person capacity designed for more intimate concerts, fundraisers and community events.

Located in Boynton Beach west of Florida’s Turnpike on Boynton Beach Boulevard, this venue sits inside Canyon Town Plaza. Most events that take place are open and free to the public encouraging patrons to bring lawn chairs or blankets to enjoy the outdoor entertainment.

Canyon Amphitheater is home to Palm Beach County Parks & Recreation’s annual concert series, Legends on the Lawn bringing local musical acts to the community.

Amenities include a covered 800 sq. ft stage and access to standard power for minimal production needs.