



THE SEABREEZE AMPHITHEATER
RENTAL GUIDE



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CONTACT

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GENERAL INFORMATION

Seabreeze Amphitheater is a medium-sized entertainment non gated facility hosting up to 2,000 patrons for theater, concerts, tribute bands, community fundraisers and movies. Event area can be gated for ticketed events at the cost of the promoter.

Amenities include a covered 36' x 35' stage, three dressing rooms, prop/costume storage, green room, rigging for sound and lighting, and access to power for production requirements.

Seabreeze Amphitheater is the home to the Palm Beach Shakespeare Festival, bringing high quality theater entertainment to the community. Thousands of County residents have enjoyed the opportunity to see live theater in park setting which is made possible through a partnership between Palm Beach County and the Shakespeare Festival.

Other regular events include the Carlin Park After Dark Tribute Concert Series, the annual Jupiter Seafood Festival, and Paws in the Park, as well as other large scale entertainment events.



RENTAL PROCESS

HOLD & RESERVATION POLICY

HOLD: A hold will “hold” a specific rental date(s) for an individual or organization in anticipation of moving to a formal reservation. Hold requests from first time renters of the facility require a formal application to be submitted along with the hold request. Renter is required to reserve the facility or release the hold within six months of their requested date.

RESERVATION: A reservation will secure the facility for a firm rental date. renter will be required to submit an Advance Facility Deposit and completed application in order to secure a reservation date. Upon approval of the application details the reservation date will be awarded to the renter and a Standard Rental Agreement will be created.

CHALLENGE: A renter may request a date previously held by another renter by “challenging” the requested hold date in writing and submitting a completed application. First holds have 48 hours to responds to a challenge by submitting the Advance Facility Deposit or releasing the hold. Challenges that do not receive a response after 48 hours will be released to the challenger. Challenger will be required to submit the Advance Facility Deposit upon being awarded the challenge.

COMPLETED APPLICATION

A Palm Beach County Amphitheater Application will need to be completed and signed in order to review and approve a requested hold or reservation request.

APPLICATION REVIEW AND APPROVAL

Reservations and holds are accepted on a first come first serve basis. The full facility may be reserved up to 6 months in advance upon receipt of a completed Rental Application and Advance Facility Deposit.

Palm Beach County has the exclusive right to permit or deny an individual or organization to use the facility. All facility hold and reservation requests will be evaluated on the following factors:

- Availability of the requested date
- Completion of the 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 to the facility
- Applicants prior rental history at Palm Beach County Amphitheaters or other similar venues
- Safety concerns
- Impact on the surrounding community

STANDARD AGREEMENT

Upon approval of the application details 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.

RENTAL PROCESS

BUSINESS LISTING

All renters and vendors of Palm Beach County Amphitheater facilities will need to have an established business listing with the Florida Department of State Division of Corporations. Please [visit www.sunbiz.org](http://www.sunbiz.org) to find out more about the process of registering a business with the Florida Department of State Division of Corporations.

501c3 DOCUMENTATION

All Non For Profit renters of Palm Beach County Amphitheater facilities will need to provide a Consumers Certificate of Exemption, 501c3 Form as issued from the state registered in.

INSURANCE REQUIREMENTS

The host/ renter as well as any vendors and service personnel associated with a particular rental will be required to submit a Certificate of Insurance meeting the criteria outlined in the Palm Beach County Risk Management Insurance Requirement documents. (*See Insurance Requirements Pg. 16-17*)

SPECIALTY LICENSE & CERTIFICATIONS

All specialty license, permits, and certifications will need to be submitted and filed with the Standard Rental Agreement approximately 3 months prior to the event date. Specialty licenses, permits and certifications include but are not limited to: liquor licenses, fireworks permits, road closures, etc.



PAYMENT PROCESS

Non-Refundable Booking Deposit to be paid following the internal review and approval of the event application and rental date. Full amount is credited to the Pre/Post Rental Settlement

Presettlement due 14 days prior to Event. Renter shall make payment to County in accordance with the Pre/Post Rental Settlement form provided by Amphitheater Staff.

Final Settlement due Immediately following Event, Renter is required to pay the County any and all balances due, including any additional fees and charges shown on the Pre/Post Rental Settlement form.

FACILITY FEE SCHEDULE: FOR PROFIT

A NON-REFUNDABLE advance booking deposit of \$1,905.00 is required to reserve an event date. Management reserves the right to change or cancel the event date in writing to the promoter. The booking fee will be credited to the final invoice. Renters will provide and Advance Booking Deposit, Presettlement and Final Settlement payment as outlined in the Payment Process (Pg. 2) as well as in the Standard Rental Agreement. Final Settlement is due immediately following the event the case of ticketed events. For-profit events that do not have ticket sales must pay their invoice in full in advance of the event via Presettlement. All payments must be in the form of a company check, cashier's check, certified check or money order payable to **Palm Beach County Board of Commissioners or PBC BOCC**.

The promoter will be responsible for all costs associated with their event and for returning the venue back to its original state. A fee will be charged for load in and load out days in addition to the actual event day(s).

For-Profit Rental Fees

Pavilion Rental Fee	\$ 155.00/day
Non Refundable Advance Deposit	\$ 2,000.00/event
Refundable Damage Deposit Fee	\$ 500.00/ event
Load in/out fee daily	\$ 350.00/day
Amphitheater Rental Fee	\$ 2,000.00/day or 10% of adjusted gross ticket sales up to \$5,000.00 which ever is greater
Parking fee	20% of collected fees including sales tax (If Promoter is charging a fee to park)
Administrative Fee	\$250.00/ Late Submission or Large Change to Application
Special Requests	\$250.00/request
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	\$ 52.50/hour
Park Maintenance Fee	\$ 37.50/hour
Plumber Fees	\$ 37.50/hour
Facility Cleaning Fee	\$ 22.00/hour/person

* As dictated by the State of Florida Department of Revenue, rental fee of the venue and service charges will include an applicable sales taxes fee. *Sub-leasing or sub-contracting the facility out is not permitted. *Management reserves the right to request a minimum of three months (3) and as many as six (6) months lead time due to the complexity of certain events. Promoter experience level conducting similar events and adequate time for planning and promotion are major Management considerations.

DAMAGE DEPOSIT

Rental of Sunset Cove will require a damage deposit of \$500.00 Facility Management will survey the property within three (3) days of the event for damages and will advise the promoter of any additional charges or refunds of security deposit. The promoter may not make any changes to the existing facilities' electrical, plumbing, lighting, building, landscaping or design in any way.

FACILITY FEE SCHEDULE: NOT FOR PROFIT

A NON-REFUNDABLE advance booking deposit of \$1,350.00 is required to reserve an event date. Management reserves the right to change or cancel the event date in writing to the promoter. The booking fee will be credited to the final invoice. Renters will provide and Advance Booking Deposit, Presettlement and Final Settlement payment as outlined in the Payment Process (Pg. 5) as well as in the Standard Rental Agreement. Final Settlement is due immediately following the event the case of ticketed events. For-profit events that do not have ticket sales must pay their invoice in full in advance of the event via Pre-settlement. All payments must be in the form of a company check, cashier's check, certified check or money order payable to **Palm Beach County Board of Commissioners or PBC BOCC**. The promoter will be responsible for all costs associated with their event and for returning the venue back to its original state. A fee will be charged for load in and load out days in addition to the actual event day(s).

Not-For-Profit Rental Fees

Pavilion Rental Fee	\$ 155.00/day
Non Rental Deposit Fee	\$ 1,500.00/event
Refundable Damage Deposit Fee	\$ 500.00/ event
Load in/out fee daily	\$ 350.00/day
Amphitheater Rental Fee	\$ 1,500.00/day or 7% of adjusted gross ticket sales up to \$3,000.00 which ever is greater
Parking fee	20% of collected fees including sales tax (If Promoter is charging a fee to park)
Administrative Fee	\$250.00/ Late Submission or Large Change to Application
Special Requests	\$250.00/request
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)
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Electrician Fees	\$ 52.50/hour
Park Maintenance Fee	\$ 37.50/hour
Plumber Fees	\$ 37.50/hour
Facility Cleaning Fee	\$ 20.00/hour/person

*Sub-leasing or sub-contracting the facility out is not permitted. *Management reserves the right to request a minimum of three months (3) and as many as six (6) months lead time due to the complexity of certain events. Promoter experience level conducting similar events and adequate time for planning and promotion are major Management considerations.

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RENTAL POLICIES: SOUND AND LIGHT

NOTE: All facility renters and vendors are responsible for providing general liability insurance of not less than \$1,000,000 and must list the Palm Beach County Board of County Commissioners as the additional insured and certificate holder.

RIGGING SYSTEM

Seabreeze Amphitheater comes equipped with a curtain and rigging system, the promoter is responsible for providing all rigging, services, sound, light, and backline equipment for their event. The promoter will pay for the a professional rigging specialist at their own cost. All rigging in the Amphitheater shall be in accordance with all national, state and local safety codes, including but not limited to OSHA, BOCA and County Policies. All attachments to any portion of the permanent structure of the facility shall meet accepted engineering and safety standards. All attachments shall have sufficient strength to support weight placed on them and be secured in such a way to prevent items from falling or causing damage. Amphitheater Management reserves the right to demand 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. Rigging is permitted on the main stage area only.

SOUND AND LIGHTS

On-site lighting and sound equipment is not available for use at rentals at Seabreeze Amphitheater. **It is the promoters responsibility to procure and pay all sound, light, and backline equipment for their event.** Applicant may only contract and use qualified, licensed and insured sound and lighting companies that have been approved in writing by the Amphitheater Facility Manager. All Seabreeze Amphitheater concerts/events utilizing house power require the use of our House Sound Technician for each day of an event held on site. The House Sound Technician is contracted and employed by Palm Beach County to protect our power and sound system components as well as to address Questions from sound production company. The promoter will pay for the house sound technician at their own cost. By contract the house sound technician is the only person permitted to connect or disconnect outside productions to house power. All sound and light companies must supply the County with general liability insurance of \$1,000,000.00 and the County must be additionally insured. *(See Insurance requirements, Pg. 16-17)*

PRODUCTION SCHEDULE

The promoter must supply the Amphitheater Manager with a detailed production schedule, stage plot/ rigging plot and technical rider for the event at least thirty (30) working days before the event. The schedule should include load in times, sound check times, artist performance time, and load out time, along with personnel contact information for day of event. Please include day of event cell phone numbers.

LOAD IN/LOAD OUT

The venue will be available on event day for logistical load-in and load out activities cost free. Additional logistical Load In and Load Out days and times can be arranged a \$250 per day fee. Load in and Load Out days are available Monday—Friday 9:00am—5:00pm.

CURFEW

Monday to Sunday	10:00 PM
Holidays	10:00 PM

Palm Beach County event staff reserves the right to stop any event if curfew is not adhered to. Decibel levels may not exceed 85 db's at the Front of House position.

RENTAL POLICIES: PARKING & SECURITY

Depending on the size of your event, the renter may be required to procure and pay for a specialized event parking and security company to assist with directional ingress and egress parking, as well as crowd control management. It is the renters responsibility to issue parking passes to the venue for Palm Beach County staff and contractors. Management will review and determine the number of personnel required, in coordination with the chosen Pre Qualified Parking Vendor. Vendors must supply the County with general liability insurance of \$1,000,000.00 and the County must be additionally insured.

Palm Beach County Amphitheaters requires renters to procure and coordinate parking services from a Pre Qualified Parking Services vendor listed below.

LAZ Event Group Parking and Security

2149 Hollywood Blvd.

Hollywood FL, 33020

Phone: 954.927.4155

Fax: 954.337.0287

shamilton@accurateeventgroup.com

DAK Security Agency Incorporated

2666A NW 21st Terrace

Miami, FL 33142

Hollywood FL, 33020

Phone: 305.634.8426

dakdak@bellsouth.net

AVAILABLE PARKING AREAS

Production Staff & Paved Handicapped Parking:

A load in area is available next to the amphitheater. 50 Premiere vehicles spaces are available for production staff and handicapped parking within close proximity to the facility. Spaces will need to be reserved in advanced by a professional parking crew during normal park operating hours.

Beach Paved Parking: 240 vehicle spaces are available for guest parking. Beach Lot is open and available to public parking during normal park operating hours. **Beach lot paid or reserved parking is not available for use during normal park hours.** Larger daytime events will require the renter to secure offsite overflow parking and shuttles at their own expense.

South Paved Parking: 80 vehicle spaces are available for guest parking. Promoter will be responsible for directional signage light towers .

South Overflow Parking: Approximately 200 spaces are available for guest parking. Promoter will be responsible for directional signage light towers .

Tennis Court Parking: 50 + vehicle spaces are available for guest parking. Tennis Court is open and available to public parking during normal park operating hours. **Tennis Court Lot paid or reserved parking is not available for use during normal park hours** unless reserved in advance. Larger daytime events will require the renter to secure offsite overflow parking and shuttles at their own expense.

Offsite Overflow Parking: Depending on the size of your event, the renter may be responsible for securing off site parking and shuttle services for their event. Off-site parking is coordinated, procured and paid for at the customers expense.

RENTAL POLICIES: PARKING LOCATIONS



RENTAL POLICIES: POLICE AND MEDICAL

JUPITER POLICE OFF-DUTY POLICE*

Palm Beach County Amphitheaters requires all renters to submit an Extra Duty Police Service Application to the Jupiter Police Department prior to an event. The promoter is financially responsible for providing public safety at an event via Jupiter Police Extra Duty Police coverage. In addition (1) Jupiter Police officer will be required to remain on site until the renters contract expires. Event Security will be required in addition to Jupiter Police Extra Duty officers.

Jupiter Police Department Extra Duty Officers

Jupiter Police Officer

\$45.78 (plus \$5.00 Administrative fee Per Officer/ Per Hour)

Supervisor

\$51.23 (plus \$5.00 Administrative fee Per Supervisor/ Per Hour)

Minimum 3 hour shift

PALM BEACH FIRE RESCUE CHARGES*

Palm Beach County Amphitheaters requires all renters to provide emergency medical service personnel at an event. The promoter is financially responsible for providing this personnel and may do so through Palm Beach County Fire Rescue or a Private Service Provider. All Private Emergency Medical Service Providers will need to be listed on the Florida Department of State Division of Corporations and provide a Certificate of Insurance meeting Palm Beach County Risk Management insurance.

Palm Beach County Fire Rescue:

EMT \$40.00/person/hour

Required Equipment \$28.00/hour

EMT requires two (2) personnel and has a three (3) hour minimum

***All rates are subject to change.**

RENTAL POLICIES: REQUIRED LOGISTICS



CLEANING

Unless otherwise stated for by contract, the promoter is solely responsible for all costs of event maintenance. Management reserves the right to determine cleaning requirements for each event. Renter provided Janitorial vendor must be approved in advance by Amphitheater Manager.

LIGHT TOWERS

Portable Light Towers are available at Seabreeze Amphitheater for events with 3000 or less patrons. For a rental fee. Portable Light Towers will be required for events with an attendance that exceeds 2000 patrons and will be paid for by the promoter. Additional Light Towers will need to be procured from a Light Tower vendor and paid for by renter for concerts with larger than 3000 attendance. Light Tower Vendors will require a Certificate of Insurance meeting the Palm Beach County Risk Management Insurance requirements

PORTABLE RESTROOMS

Restrooms are available to accommodate events with attendance up to 2000 patrons. Portable Restrooms will be required at Seabreeze Amphitheater for events with an attendance that exceeds 2000 patrons and will be procured and paid for by the promoter. Portable Restroom Vendors will require a Certificate of Insurance meeting the Palm Beach County Risk Management Insurance requirements

DUMPSTER

Dumpsters will be required for events and will be procured and paid for by the promoter. Dumpster Vendors will require a Certificate of Insurance meeting the Palm Beach County Risk Management Insurance requirements

MESSAGE BOARD

Digital Message Boards for traffic assistance may be required for events. Digital Message Boards will be procured and paid for by the promoter. Digital Message Board Vendors will require a Certificate of Insurance meeting the Palm Beach County Risk Management Insurance requirements

TECHNICAL INFORMATION: STAGE & VENUE

Covered stage: YES

Number of fixed seats: 0

Lawn: 2,000

Total Capacity: 3,000

Stage Depth centerline: 35'

Stage Width: 55'

Truss Heights: 26'

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

Loading Dock Height: 4' (side of stage)

Dressing Rooms: two at 210 S.F., one at 213 S.F.

Private Restrooms: two at 42 S.F. (no showers)

Costume / Prop Storage: two at 210 S.F.

Public Restrooms available: Not attached to building

No light or sound system available at Seabreeze

First Floor Dressing Rooms (total of 3 dressing rooms)

#1- 210 Square Feet

#2- 213 Square Feet

#3- 201 Square Feet

Costume / Prop Storage (Upstairs)

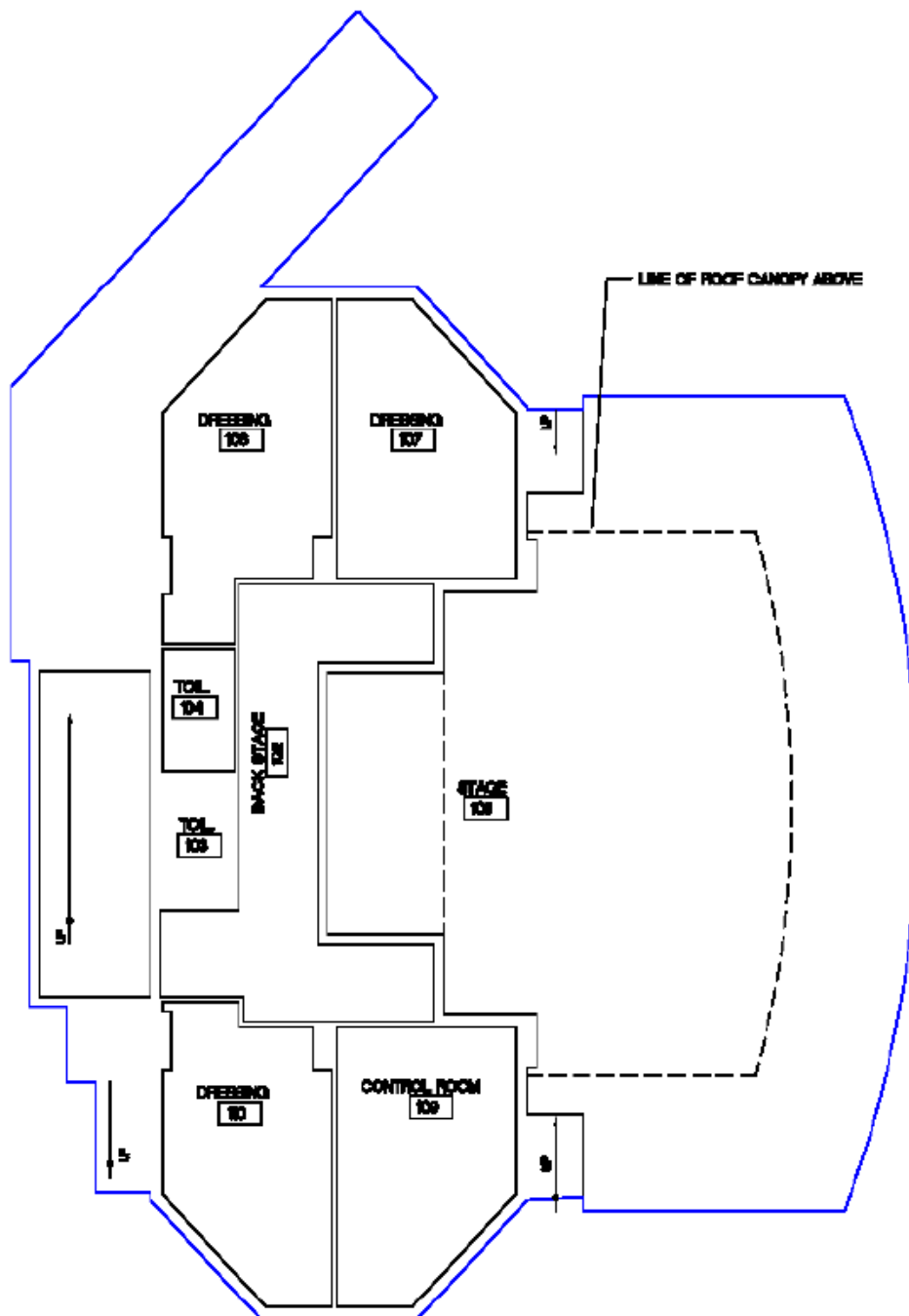
#1-210 Square Feet

#2-210 Square Feet

Green Room

167 Square Feet

TECHNICAL INFORMATION: FLOOR PLAN



FLOOR PLAN

SCALE 1/8"=1'-0"

TECHNICAL INFORMATION: SITE MAP



INSURANCE REQUIREMENTS

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 organizations 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" coverage's.

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.

INSURANCE REQUIREMENTS



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1

PRODUCER Insurance Agent /Broker Name Address Phone Number	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.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED 2	INSURER A: Name of Insurance Company	Enter NAIC#
	INSURER B: Name of Insurance Company (if applicable)	Enter NAIC#
	INSURER C: Name of Insurance Company (if applicable)	Enter NAIC#
	INSURER D: Name of Insurance Company (if applicable)	Enter NAIC#
	INSURER E: Name of Insurance Company (if applicable)	Enter NAIC#

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE THE PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
3	Y	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT LOC	Enter Policy Number 4	Enter Effective Date 5	Enter Expiration Date 5	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$N/A PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$1,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 \$	
6		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	Enter Policy Number	Enter Effective Date	Enter Expiration Date	COMBINED SINGLE LIMIT (Each Occurrence) \$500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
7		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<i>If Necessary</i> Enter Policy Number	<i>If Necessary</i> Enter Effective Date	<i>If Necessary</i> Enter Effective Date	EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$	
8		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	Enter Policy Number	Enter Effective Date	Enter Expiration Date	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$100,000 E.L. DISEASE - EA EMPLOYEE \$100,000 E.L. DISEASE - POLICY LIMIT \$500,000	
		OTHER 9					

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. (Event Name and Dates)

10

CERTIFICATE HOLDER

CANCELLATION

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS C/O SPECIAL EVENTS DEPARTMENT 2700 6 TH Avenue South Lake Worth, FL 33461 11	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS... AUTHORIZED REPRESENTATIVE 12 <i>Must be signed</i>
--	--

ACORD 25

ALCOHOL POLICY: REGULATIONS

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. Failure to produce a valid liquor license to law enforcement will place the event in jeopardy of being canceled. This can be a lengthy process and must be completed and submitted to the Amphitheater Manager ten (10) days prior to your event date.

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.****

ALCOHOL WRIST BAND POLICY

Sunset Cove Amphitheater Management require that all events selling alcohol identify consumers of legal drinking age by using colored wrist bands. The promoter is required to purchase in advance the wrist bands and notify Management of the color wrist band to be used each day of the event. Failure to comply with this policy may result in the cancellation of alcohol sales.



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 seven (7) 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.

VENDOR REGULATIONS



We create opportunities for healthy, happy living!

AMPHITHEATERS - VENDOR RULES AND REGULATIONS (Page 1 of 2)

VENDOR BOOTHS: Vendors are responsible for being self sufficient. The amphitheater has water and power onsite. Management reserves the right to move any vendors that may be interfering with County utilities or that are in an unauthorized location. **Vending areas will be inspected by the amphitheater staff prior to event start for rules and regulations compliance.**

LOAD IN/ LOAD OUT: Vendors may only load-in & load-out during authorized dates and times only. Vendors are permitted to drive on roads or walkways only. Driving on amphitheater lawn or areas not intended for vehicles is strictly prohibited. Vendor vehicle traffic is prohibited a minimum of 30 minutes prior to event start for public safety. All materials must be removed from amphitheater property at conclusion of event.

PARKING- Vendors are not permitted to park their cars inside of the event area. All vehicles must park in the parking lot in parking areas designated by renter for the duration of event.

SECURITY: Renters are responsible for providing over night security if necessary to the vendor area. Renters are responsible for providing vendors with security credentials if required for event.

INSURANCE: Renters are responsible for collecting Certificates of Insurance from vendors. Coverage dates are applicable from load in through load out of event. Insurance must be current and list Palm Beach County Board of Commissioners as additional insured. Renters are required to provide all vendors with Palm Beach County Risk Management Insurance Requirements and Sample COI.

BOUNCE HOUSES & TENTS: Must be pre-approved by the facility manger. Tents larger than 10 x 20 feet, occupying more than 10 people require a tent permit to be submitted to the Palm Beach County Planning, Building and Zoning Department. Contact Planning, Building and Zoning Department for the permit process. **STAKING OF TENTS AND BOUNCE HOUSES ARE NOT PERMITTED. All tents must be weighted with sufficient water or concrete weights to secure tents.**

Vendors will 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.

VENDOR REGULATIONS



We create opportunities for healthy, happy living!

AMPHITHEATERS - VENDOR RULES AND REGULATIONS (Page 2 of 2)

ELECTRICAL: Vendors requesting electric must provide their own 200 ft. heavy duty outdoor use extension cords. Electrical cords in pedestrian pathways must be covered by a heavy duty electric crosswalk covers provided by renter or vendor. Taping down or matting the electrical cords is not permitted. Extension cords should be in good working condition and hazard free. Promoter must provide Management with Electrical Request Worksheets for vendors requiring non-standard power requirements fourteen (14) days prior to event.

OPEN FLAME SAFETY: Grilling is permitted only in approved grilling areas only. All grill areas should have materials placed underneath to catch grease etc. preventing staining or damage to facility pavement or concrete surfaces. Open flames are not permitted underneath temporary or permanent structures (i.e. Food and Beverage Pavilion or Tents) Place grills a safe distance from permanent or temporary structures. Food vendors that prepare hot foods are required to have a minimum of two (2) 10 lb. ABC fire extinguishers on site. All food vendor tents and their extinguishers may be checked by the Fire Department prior to event start.

COOKING/ FOOD WASTE: If cooking oils or charcoal is used, all waste products must be removed safely from the venue. **Do not pour used oils down the drainage systems. Do not pour hot coals on the grass.**

GLASS BOTTLES/ PLASTIC CUPS: Glass bottles are not allowed in the park or amphitheater. Most soft plastic cups are approved for the venue. Hard plastic cups which shatter when broken are not permitted.

ALCOHOL POLICY: **Wristbands are not required.** Individuals must provide Proof of ID at all bars to served. Acceptable forms of identification: driver's license, State Issue ID, State Issue Drivers License or Passport. All beverages must be dispensed in plastic or paper containers. 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**

EVENT CLEAN UP: All trash must be gathered up and placed in the dumpsters provided by the facility. All vendor areas must be cleaned and returned to the original state.

Vendors will 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.

LIGHTNING SAFETY PLAN

Lightning Safety Plan for Outdoor Venues

Special Events and Community Outreach

BEFORE THE EVENT

If thunderstorms are forecast for the day of the event, staff will review the safety plan with the event organizers and identify the responsible officials and chain of command to implement the safety plan.

Typical chain of command will be:

Lead Parks and Recreation Staff Person – This person will ultimately make decision to delay if needed.

Event Organizer – Will be consulted and closely communicated with about safety plan and its implementation.

If thunderstorms are in the forecast, Lead Staff Person will assign someone to notify patrons via social media and over the public address system at the venue if a delay in opening is implemented prior to the event beginning. Patrons will be asked to take shelter in their motor vehicles during thunderstorms.

DURING THE EVENT

Lead Staff Person will use weather monitoring and lightning detection tools to help determine the proximity of lightning and which safety actions to implement. The direction and speed of an approaching storm should be taken into account. If lightning is in the vicinity the following procedures are recommended:

When lightning is detected within 8 miles of venue

Lead staff person will notify event organizer of elevated lightning monitoring.

Staff and event organizers should prepare for a delay in the event and prepare to notify patrons.

When lightning is detected within 5 miles of venue

Lead staff person notifies event organizer of lightning threat and an event delay is implemented.

Event organizers and associates suspend activities.

An evacuation of the venue begins; police, security and support staff are notified accordingly. Patrons are directed to motor vehicles, patrons without vehicles are directed to permanent restroom facilities. Picnic shelters **are not** safe structures during a storm.

PUBLIC ADDRESS SYSTEM EVACUATION ANNOUNCEMENT

*"Inclement weather, including lightning is in the vicinity and the event has been suspended until the weather no longer poses a danger to this area. Please begin to evacuate the facility in a calm and orderly manner for everyone's safety. Please seek shelter in your vehicles or if you do not have a vehicle please seek the nearest permanent bathroom facility. Picnic shelters **are not** safe structures during a storm. Once the storm clears, we will notify patrons of resumption of the event via (social media, PA Announcement etc.) You will be permitted to re-enter with your ticket stub."*

RESUMING THE EVENT

The lead staff person will continue to monitor the proximity of thunderstorms and utilize local observations to make an informed decision, determining the appropriate time to resume the event. Activities will be allowed to resume after 20 minutes of no detected lightning strikes within a 6-mile radius of the venue.

AFTER THE EVENT

Lead staff person and event organizer will evaluate the effectiveness of the safety plan and its implementation. That evaluation will be submitted to the Special Event and Community Outreach Coordinator and a copy sent to the Special Facilities Supervisor.

ADVERTISING

Seabreeze Amphitheater logos are available via email. Arrangements can be made to have your event listed on our Parks and Recreation web site and facebook page at no charge.

To request a logo please contact Facility Manager:

Donald Perez
AMPHITHEATER MANAGER
dmperez@pbcgov.org
(561)966-7030

All advertising material must include the venue logo and correct address.

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

****Please provide Manager with any final drafts of printed material for approval prior to placement.****

TICKET POLICY

We do not offer a box office service or building; the promoter will be responsible for providing this service.

The promoter has the right to distribute 200 complimentary tickets. Those tickets are not subject to ticket surcharge.

All for profit promoters must provide Amphitheater Management with a valid settlement sheet from their ticket sales company after the box office has closed day of show.

