



**THE SUNSET COVE AMPHITHEATER
RENTAL GUIDE**



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CONTACT

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

GENERAL INFORMATION

Sunset Cove Amphitheater is an entertainment facility capable of hosting up to 6,000 patrons for national acts, tribute bands, festivals, cultural events, private events, community fundraisers, employee picnics, , etc.

Amenities include a 1,700 sq. ft. stage with rear screen projection capability, rigging for sound and lighting, air conditioned backstage and dressing rooms with showers, a box office, production office and loading dock, ADA accessibility, covered vendor area with patio for grilling and cooking, paved and overflow parking for 2,000+ vehicles. The spacious lawn offers excellent site lines and plenty of room for patron comfort. Highlights of our programming have included a host of profitable national acts concert events including the Zac Brown Band, Willie Nelson, Darius Rucker, Sublime with Rome, 30 Seconds to Mars, YES, Kendrick Lamar, Imagine Dragons, The Lumineers and many others.

Sunset Cove hosts several community events including the annual July 4th Concert and Fireworks event, which attracts thousands,

By nature of its capacity, Sunset Cove offers the greatest revenue potential through rental income from ticket sales percentages, vending and parking. The amphitheater continues to be in demand by concert promoters and talent agencies due to the capacity, location and area demographics.



RESERVATION PROCESS

HOLD & RESERVATION POLICY

Reservations and holds are accepted on a first come first serve basis. The full facility may be reserved a minimum of 3 to 6 months in advance upon receipt of a completed Rental Application and Advance Facility Deposit.

HOLD: A hold will “hold” a specific rental date (s) cost free for an 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 submit an Advance Facility Deposit and reserve the facility or release the hold within three months of an event 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, 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 two, (2) business days to respond to a challenge by submitting the Advance Facility Deposit or releasing the hold. Challenges that do not receive a response from the first hold after two, (2) business days will be released to the challenger. Challenger will be required to submit the Advance Facility Deposit within one, (1) business day upon being notified of the available date in order to reserve a specific date.

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

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 the Sunset Cove Amphitheater or other similar venues
- Safety concerns
- Impact on the surrounding community

STANDARD AGREEMENT

Upon approval of the completed and signed 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 Contractual Rental Agreement.

RESERVATION 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.

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. 17-18)*

SPECIALTY LICENSE & CERTIFICATIONS

All specialty license, permits, and certifications will need to be submitted and filed with the Standard Rental Agreement approximately three, (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 Advance 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

Pre Settlement due 14 days prior to Event. Renter shall make payment to County in accordance with the Pre/Post Rental Settlement form provided and will be credited to the Pre/Post Rental Settlement

Final Settlement due Immediately following Event, Renter is required to pay the County any and all balances due, including any additional fees and charges not shown on the Pre/Post Rental Settlement form.

FACILITY FEE SCHEDULE: FOR PROFIT

A NON-REFUNDABLE advance booking deposit of is required to reserve an event date. Management reserves the right to change or cancel the event date in writing to the renter. The booking fee will be credited to the final invoice. Renters will provide an Advance Booking Deposit, Pre Settlement 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 in 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 renter 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	\$ 4,000.00/event (Applied toward final balance)
Refundable Damage Deposit Fee	\$ 500.00—\$3000.00/event
Amphitheater Rental Fee	\$ 4,000.00/day or 10% of adjusted gross ticket sales up to \$12,000.00 which ever is greater
Load in/out fee daily	\$ 350.00/day
Parking fee	20% of collected fees including sales tax (If renter 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)
House Sound Technician	\$ 700.00/ per day
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. Renter 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. Facility Management will survey the property within three, (3) days of the event for damages and will advise the renter of any additional charges or refunds of security deposit. The renter 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 is required to reserve an event date. Management reserves the right to change or cancel the event date in writing to the renter. The booking fee will be credited to the final invoice. Renters will provide an Advance Booking Deposit, Pre Settlement 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. 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**.

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Not-For-Profit Rental Fees

Pavilion Rental Fee	\$ 155.00/day
Non Refundable Advance Deposit	\$ 2,000.00/event (Applied toward final balance)
Refundable Damage Deposit Fee	\$ 500.00—\$3000.00/event
Full Facility Rental Fee	\$ 2,000.00/day or 7% of adjusted gross ticket sales up to \$7,000.00 which ever is greater
Load In/Load Out Fee	\$ 350.00/day
Parking fee	20% of collected fees including sales tax (If renter is charging a fee to park)
Administrative Fee	\$250.00/ Late Submission or Large Change to Application
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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

Sunset Cove Amphitheater requires the use of our House Pre-Approved Rigging Company to provide all rigging if rigging services are required by the renter. **It is the renters responsibility to procure and pay for the house approved 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. 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. A scissor lift is available for use by the house rigging crew at Sunset Cove Amphitheater.

SOUND AND LIGHTS

It is the renters 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 advance in writing by the Amphitheater Facility Manager. All Sunset Cove Amphitheater concerts & events tying into the house power will require the use of our House Sound Technician for each day of an event held on site. The renter will pay for the house sound technician at pre-settlement. 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.

PRODUCTION SCHEDULE

The renter 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. The renter will have access to a production office inside Sunset Cove Amphitheater. Ethernet Internet access is supplied at Sunset Cove. Wi-Fi is also available.

LOAD IN/LOAD OUT

The venue will be available on event day for logistical load-in and load out activities cost free. Pre/ Post event load In and load out days and times can be arranged at for an additional fee. Load in and Load Out is available Monday—Friday 9:00am—5:00pm.

CURFEW

Sunday to Thursday	10:00 PM
Friday and Saturday	11:00 PM
Holidays	10:00 PM

Palm Beach County event staff reserves the right to stop any event if curfew or Decibel Levels are not adhered to. Decibel levels may not exceed 100 db's at the Front of House position.

RENTAL POLICIES: PARKING & SECURITY

Depending on the size of your event, the renter may be responsible for hiring a specialized event parking and security company to assist with directional ingress and egress parking, as well as crowd control and security 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

404 Washington Avenue, Suite 720

Miami Beach FL. 33139

Phone: Scott Hamilton @ 561-889-6750

SCHamilton@lazparking.com

DERivera@lazparking.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 Parking Lot: 22 Vehicle Spaces; 2 handicapped spaces, 4 bus spaces, 1 bus space with off shore power, 2 semi truck trailer spaces at the loading dock

Main Paved Parking Lot: Approximately 400 Vehicles Spaces available in close proximity to Amphitheater Main Gates. Venue provided parking lot lights are available in this lot.

South Lot/ Overflow Parking: Approximately 400 Vehicles Spaces available. Venue provided parking lot lights are available in this lot.

East Lot/ Overflow Parking: Approximately 1300 Vehicles Spaces available.
(Procurement of portable light towers required)

****Vehicles are prohibited from parking on the grass areas, or to in a way which prevents emergency access through any parking lot in the event of an emergency.**

RENTAL POLICIES: PARKING LOCATIONS



RENTAL POLICIES: POLICE AND MEDICAL

PALM BEACH COUNTY SHERIFF OFF-DUTY POLICE CHARGES*

Palm Beach County Amphitheaters requires all renters to submit an Extra Duty Police Service Application to Palm Beach County Sheriffs Office prior to an event. The renter is financially responsible for providing public safety at an event via PBSO. In addition (1) PBSO Deputy will be required to remain on site until the renters contract expires. Event Security will be required in addition to PBSO deputies.

Palm Beach County Sheriffs Office

PBSO Deputy Sheriff	\$53.00 to \$73.00
Sergeant	\$64.00 to \$79.00
Lieutenant/ Captain	\$66.00 to \$86.00

Minimum 3 hour shift

PALM BEACH FIRE RESCUE CHARGES*

Depending on the size and scope of the event, Palm Beach County Amphitheaters requires renters to provide emergency medical service personnel at an event. The renter 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

RENTAL POLICIES: LOGISTICS



Depending on the size and scope of the event, the following logistical items may be required to be purchased and procured by the renter.

LIGHT TOWERS

Portable Light Towers will be required at Sunset Cove Amphitheater for events that require more than 800 vehicle spaces and will be procured and paid for by the renter. Light Tower Vendors will require a Certificate of Insurance meeting the Palm Beach County Risk Management Insurance requirements

PORTABLE RESTROOMS

Restrooms are available at Sunset Cove Amphitheater to accommodate events with attendance up to 3000 patrons. Portable Restrooms will be required at Sunset Cove Amphitheater for events with an attendance that exceeds 3000 patrons and will be procured and paid for by the renter. Portable Restroom Vendors will require a Certificate of Insurance meeting the Palm Beach County Risk Management Insurance requirements

DUMPSTER

Dumpsters will be required for Sunset Cove Amphitheater events with an expected attendance that exceeds 1000 patrons. Depending on event logistics and event details, dumpsters may also be required for events with 1500 or less attendance. Dumpsters will be procured by County staff and paid for by the renter. 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 with over 3000 expected attendance. Digital Message Boards will be procured and paid for by the renter and placed only at locations approved by amphitheater staff. Digital Message Board Vendors will require a Certificate of Insurance meeting the Palm Beach County Risk Management Insurance requirements

JANITORIAL

A house approved janitorial crew will be assigned based on application and event details. Crew will be managed by PBC Amphitheater staff. Janitorial will be procured by amphitheater staff and billed to renter in pre-settlement invoice, due 14 days in advance.

TECHNICAL INFORMATION: VENUE AMENITIES

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 2000 patrons. Concerts and events that exceed 2000 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.

TECHNICAL INFORMATION: STAGE DIMENSIONS

Stage

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.
300lbs/ft capacity with a total capacity of 16,800lbs.
Nine Support Points with a capacity of 1,867lbs per Point.

Side Trusses (Stage Left and Stage Right)

20' long.
200lbs/ft with a total capacity of 4,000lbs.
Five Support Points with a capacity of 800lbs per Point.

Upstage Truss

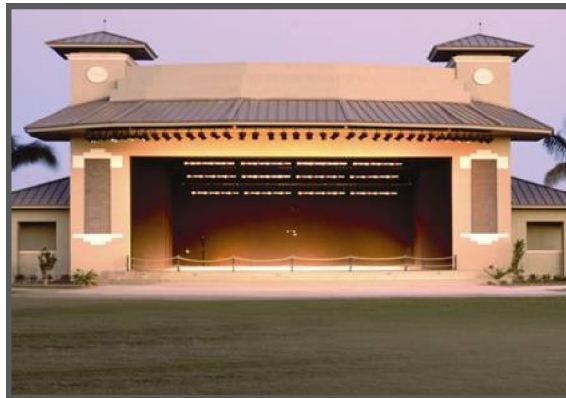
56' long.
16' above the stage.
200lbs/ft with a total capacity of 11,200lbs.
Nine Support Points with a capacity of 1,244lbs per Point.

Other Services

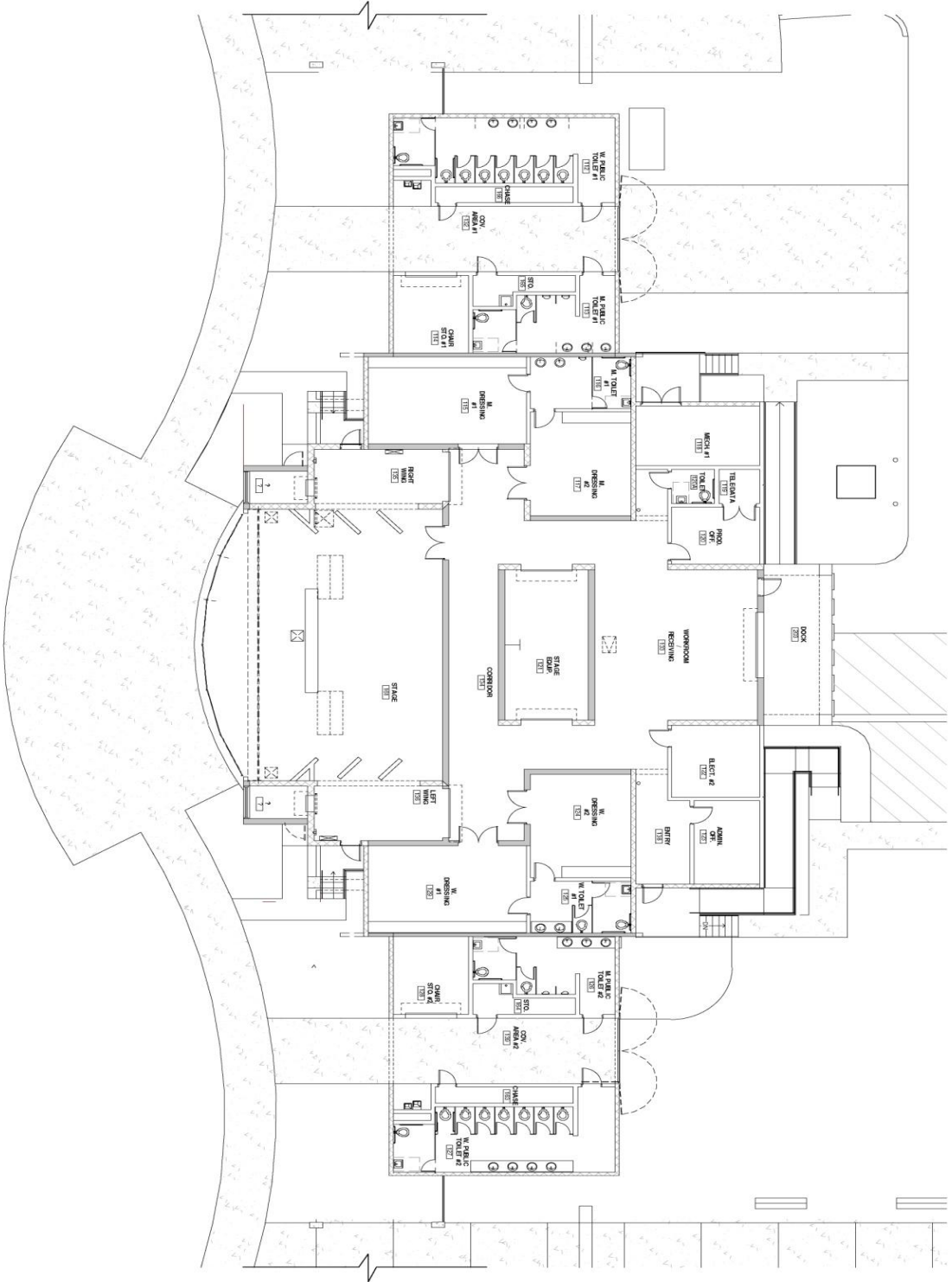
The services of required house technical personnel are billable to the renter.
Consult Amphitheater Manager for an estimate.

For More Information...

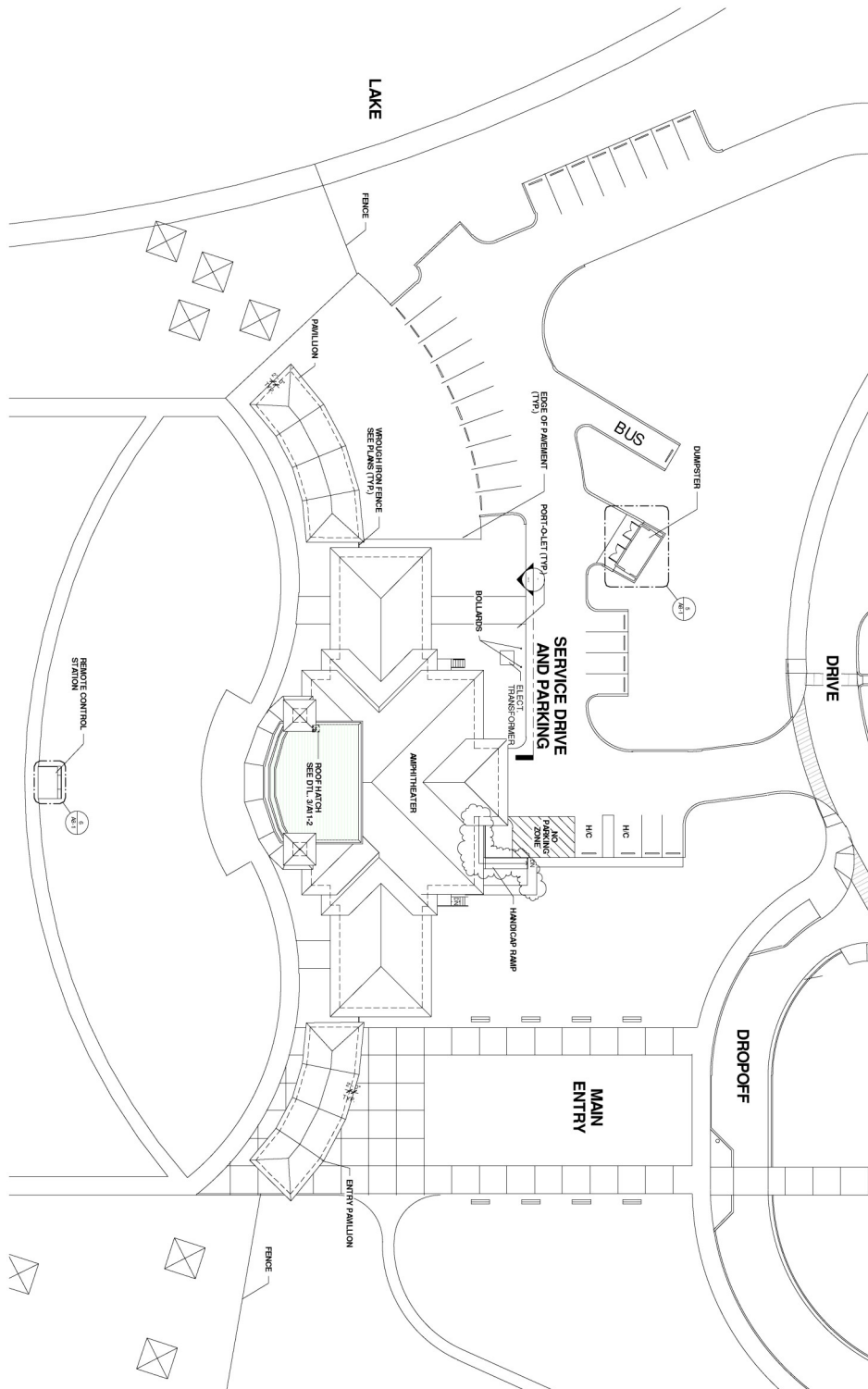
Donald Perez
Facility Manager,
Palm Beach County, Florida
Phone 561-966-7030
Fax 561-242-6964



TECHNICAL INFORMATION: FLOOR PLAN



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 INSR	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"/> _____ <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 OCCURENCE \$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"/> _____ <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 \$	If Necessary Enter Policy Number	If Necessary Enter Effective Date	If Necessary 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
	9	OTHER				

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 PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS C/O SPECIAL EVENTS DEPARTMENT 2700 6 TH Avenue South Lake Worth, FL 33461 11	CANCELLATION 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>
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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. 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.****

ALCOHOL POLICY

Wristbands are not required, however may be used in addition to identification. 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.**



VENDOR RULES & REGULATIONS

Renters must provide a site map with vendor locations and deliver to the Management office no later than thirty (30) days prior to the event. Management reserves the right to move any vendors that may be interfering with County utilities. Renter must provide Management with power requirements for vendors no later than ten (14) days prior to the event.

Renters are responsible for collecting all insurance certificates from vendors. Certificates of Insurance must be current and list the **Palm Beach County Board of County Commissioners** as additional insured. All Certificates of Insurance must be for a value not less than \$1,000,000.00 general liability. **Amphitheater Event Staff will be on site for the entire duration of event load-in and event load-out. Vendor area will be checked by PBC management prior to event opening for compliance of vending rules.**



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



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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

Sunset Cove 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.

Sunset Cove Amphitheater
20405 Amphitheater Circle Boca Raton, FL 33498

****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, (ticket takers, cashiers, ushers etc.) the renter will be responsible for providing this service. Renters must confirm the event ticket agent in advance for management approval. All for profit renters must provide Amphitheater Management with a valid settlement sheet from their ticket sales company after the box office has closed day of show.

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

