

Agenda Item # \_C - 5\_\_\_\_\_

**Village of Royal Palm Beach  
Village Council  
Agenda Item Summary**

**Agenda Item:**

**APPROVAL OF A SPECIAL EVENT PERMIT FOR OUR LADY QUEEN OF THE APOSTLES CATHOLIC CHURCH TO HOLD A CHRISTMAS VILLAGE AND FESTIVAL AT 100 CRESTWOOD BOULEVARD ON DECEMBER 2, 3, 9, 10, 2022 FROM 4:00 P.M. UNTIL 11:00 P.M.; AND DECEMBER 4, 11, 2022 FROM 12:00 P.M. UNTIL 10:00 P.M.; BY CHRIS WINTERS.**

**Issue:**

The applicant is requesting a special event permit in order to hold a Christmas Village and Festival at Our Lady Queen of the Apostles Catholic Church, located at 100 Crestwood Boulevard on the following dates and times: Friday December 2, 2022 from 4:00 p.m. to 11:00 p.m.; Saturday, December 3, 2022, from 4:00 p.m. to 11:00 p.m.; Sunday, December 4, 2022 from 12:00 p.m. to 10:00 p.m.; Friday December 9, 2022 from 4:00 p.m. to 11:00 p.m.; Saturday, December 10, 2022 from 4:00 p.m. to 11:00 p.m.; and Sunday, December 11, 2022 from 12:00 p.m. to 10:00 p.m. The applicant has not requested any road closures for this event. The Church is requesting a special no fee permit for non-profit organizations. The applicant has submitted all necessary information and forms to the Village. Staff has reviewed this application and determined that the proposed use will not adversely affect the immediate area.

**Recommended Action:**

Approval of Special Event Permit, subject to the attached conditions (Exhibit A).

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Initiator:	Village Manager	Agenda	Village Council
P&Z Director	Approval	11/17/2022	Action

## **EXHIBIT A**

1. The event may only occur on Friday December 2, 2022 from 4:00 p.m. to 11:00 p.m.; Saturday, December 3, 2022, from 4:00 p.m. to 11:00 p.m.; Sunday, December 4, 2022 from 12:00 p.m. to 10:00 p.m.; Friday December 9, 2022 from 4:00 p.m. to 11:00 p.m.; Saturday, December 10, 2022 from 4:00 p.m. to 11:00 p.m.; and Sunday, December 11, 2022 from 12:00 p.m. to 10:00 p.m.
2. Any tents used shall be flame resistant.
3. A Business Tax Receipt is required and permits must be obtained for all temporary electrical services, generators or temporary power poles and must be inspected prior to commencement of sales.
4. All electrical circuits shall be GFI protected.
5. Signage shall be set back at least 10 feet from the property line and shall not interfere with sight lines along public roadways and shall conform to the requirements of Sec. 20-71 of the Village Code of Ordinances.
6. A clearly defined paved parking area must be provided.
7. The applicant shall provide for portable restroom facilities including at least one handicapped accessible facility if public facilities are not within 500' of accessibility.
8. Adequate trash receptacles shall be provided for tree trimming and other debris, which may accumulate on site.
9. If trailer is to be used on site for security purpose, the applicant shall obtain temporary trailer permit from the Village Building Department. This trailer may trailer permit from the Village Building Department. This trailer may not be used for overnight sleeping purposes.
10. No parking will be allowed in the swales of Crestwood Boulevard.
11. Adequate provision shall be made for overflow parking
12. The applicant shall be responsible for traffic safety, and shall coordinate traffic control with the Palm Beach County Sherrieff, if the need arises.

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Initiator:	Village Manager	Agenda	Village Council
P&Z Director	Approval	11/17/2022	Action

**A FULLY COMPLETED APPLICATION MUST BE SUBMITTED TO THE VILLAGE CLERK 45 DAYS IN ADVANCE OF THE EVENT. FAILURE TO SUBMIT A COMPLETE APPLICATION MAY RESULT IN REJECTION OF THE APPLICATION.**

RECEIVED BY:  
Village of Royal Palm Beach

SEP 12 2022

VILLAGE OF ROYAL PALM BEACH  
SPECIAL EVENTS PERMIT APPLICATION

DATE: September 8, 2022

Time \_\_\_\_\_

I/We Rev. Z. Andy Rudnicki, Our Lady Queen of the Apostles Catholic Church

(Name of applicant)

of 100 Crestwood Blvd. S., Royal Palm Beach, FL 33411

(Mailing address)

Name and phone number of contact person Chris Winters

Email address: chrisw@olqa.cc

On behalf of Our Lady Quen of the Apostles Catholic Church

(Name of person, corporation, organization, etc.)

hereby request a Special Events Permit from the Village of Royal Palm Beach in order to:  
Christmas Village and Festival. Held over two weekends in December.

In support of such application, I submit the following information:

1. Proposed location: parish property. See attached layout

(Owner's written consent and affidavit of responsibility is attached.)

2. Proposed date, time of commencement and duration of event:  
December 2nd, 3rd, and 9th, and 10th 4:00pm - 11:00 pm Sunday December 4th and 11th from 12-10 pm.

3. Approximate number of participants expected:

4. Insurance company and policy number: Catholic Mutual Relief Society of America

(Copy of Certificate of Insurance showing general liability & property damage coverage is attached.)

5. Will state, municipal or county controlled property be involved? Yes ☐ No ☒.

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

(State, municipal or county permit or written consent, if applicable,  
to utilize the above property is attached.)

6. How will this proposed event impact municipal traffic control, fire/rescue operations  
and/or utilities? Same as previous Festivals with little or no impact.

Festival is only on church grounds and parking is also on Church grounds.

Proposed impact mitigation

plan: If necessary traffic control officers will be hired

7. Are animals involved in this event? Yes ☐ No ☒

If yes, all certificates required by Chapter 5 of the Village Code of Ordinances must be  
attached hereto prior to the issuance of this permit.

8. What toilet facilities will be provided for use by event participants and the public?  
Restroom facilities will be available in Celebration Hall.

9. Site plan for proposed location of special event showing layout of all facilities, including  
parking and signage, is attached hereto along with a fully executed hold harmless agreement as  
required by Section 16-12A.2 of the Village Code of Ordinances.

10. Please address the following items:

A. How will you assure that the proposed special event will have no adverse vehicular or  
pedestrian traffic impacts which cannot be prevented by the imposition of conditions?

The pedestrian impact is always extremely light and we will have parking and attendants managing the flow in the parking lot.

\_\_\_\_\_

\_\_\_\_\_

B. How will you assure that the proposed special event will have no adverse impacts on adjacent properties and will not be detrimental to their use and peaceful enjoyment of their property?

The entertainment stage will be faced away from the residential area and all outdoor entertainment will cease at 11:00 pm.

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C. How will you assure that the proposed special event will not cause objectionable noise, vibrations, fumes, odors, glare or physical activity which cannot be prevented by the imposition of conditions?

Same as part B as far as the noise. (Past Festivals have not resulted in complaints from noise)

trash containers are away from residential area and odor is not an issue.

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D. How is the proposed special event compatible with the character of the location for which it is proposed?

This event is the church's largest fund raiser of the year and besides raising necessary funds to operate teh church it's also a great fellowship for our parishioners and neighbors alike.

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11. In addition to depicting proposed temporary signage on the provided site plan, please list below all signs to be displayed as part of the special event. Please include sign type, dimensions, square footage and proposed location(s) (See Village Code Section 20-71).  
3'x8' (2) vinal signs located at the front entrance of the church.

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I affirm that all facts set forth herein are true and correct and understand that the Village of Royal Palm Beach may impose reasonable conditions upon the Special Events Permit in order to reduce adverse impacts and to protect the health, safety and welfare of all.

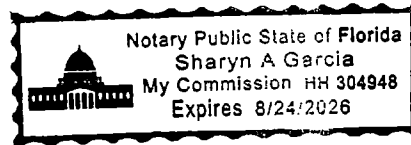
Rev. Z. Andy Rudnicki  
Signature of Applicant

Rev. Z. Andy Rudnicki, Pastor  
Print name and office held, if applicable

THE STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 9<sup>th</sup> day of September, 2022, by Rev. Z. Andy Rudnicki, who is personally known to me or who has produced a Florida driver's license as identification and who did/did not take an oath.

Sharyn A Garcia  
NOTARY PUBLIC  
STATE OF FLORIDA  
(Seal)



VILLAGE OF ROYAL PALM BEACH, FLORIDA  
OWNER'S AFFIDAVIT OF CONSENT AND RESPONSIBILITY  
DO NOT COMPLETE FOR EVENTS ON VILLAGE PROPERTY

DATE: September 8, 2022

APPLICATION FOR: Special Events Permit ✓ OR Seasonal Vendor Permit \_\_\_\_\_

PROPOSED LOCATION FOR SPECIAL EVENT OR TEMPORARY SALE:

100 Crestwood Blvd. S.

Royal Palm Beach, FL 33411

Rev. 2. Andy Rudnicki  
I/We, Our Lady Queen Apostles, own the property referenced above and hereby grant  
my/our consent for Our Lady Queen Apostles to utilize the property for  
Christmas Festival & Village acknowledging that I/we will be responsible for the activities  
conducted thereon.

Rev. 2. Andy Rudnicki

Affiant

Affiant

STATE OF FLORIDA

COUNTY OF PALM BEACH

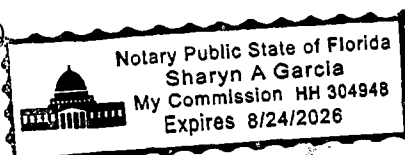
The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online  
notarization this 9th day of September 2022 by \_\_\_\_\_ and Rev 2 Andy Rudnicki who is  
personally known to me or who has produced a Florida driver's license as identification and who did/did not  
take an oath.

Sharyn A Garcia

Notary Public

State of Florida

(Seal)



HOLD HARMLESS AGREEMENT FOR APPLICANT

The undersigned hereby requests a Special Events/Seasonal Vendor permit (circle one) from the Village of Royal Palm Beach, Florida ("Village").

NOW, THEREFORE, for and in consideration of the issuance of the permit by the Village and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I/we agree as follows:

1. I/we hereby agree to abide by all regulations set forth in the VILLAGE OF ROYAL PALM BEACH Code of Ordinances and all other laws.

2. I/we hereby agree that I/we will indemnify and hold the Village harmless from and against any and all claims, demands, lawsuit, settlements, damages, costs and expenses, including attorneys' fees, suffered or incurred by the Village and arising out of or in connection with the Special Event, Temporary Sale, or Seasonal Vending conducted.

Executed this 9<sup>th</sup> day of September, 2022.

WITNESSES:

Chris Winters

Signature

Chris Winters

Printed Name

Arlene Laguerre

Signature

Arlene Laguerre

Printed Name

Rev. Z. Andy Budnicki

Applicant

Rev. Z. Andy Budnicki

Printed Name

STATE OF FLORIDA

COUNTY OF PALM BEACH

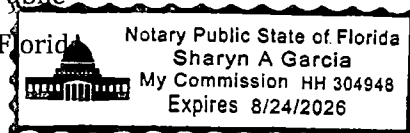
The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 9<sup>th</sup> day of September, 2022 by Rev. Z. Andy Budnicki who is personally known to me or who has produced a Florida driver's license as identification and who did/did not take an oath.

Sharyn A. Garcia

Notary Public

State of Florida

(Seal)





HOLD HARMLESS AGREEMENT FOR OWNER OF PROPERTY  
(IF DIFFERENT FROM APPLICANT)

**DO NOT COMPLETE FOR EVENTS ON VILLAGE PROPERTY**

The undersigned is the owner of the real property to be utilized for the proposed Special Event or Temporary Sale. The undersigned has granted the Applicant permission to apply for a Special Events/Seasonal Vendor permit (circle one) from the Village of Royal Palm Beach, Florida ("Village"), to use the undersigned's property for this purpose, and acknowledges responsibility (owner's affidavit is attached hereto).

NOW, THEREFORE, for and in consideration of the issuance of the permit by the Village and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I/we agree as follows:

1. I/we hereby agree to abide by all regulations set forth in the VILLAGE OF ROYAL PALM BEACH Code of Ordinances and all other laws.

2. I/we hereby agree that I/we will indemnify and hold the Village harmless from and against any and all claims, demands, lawsuit, settlements, damages, costs and expenses, including attorneys' fees, suffered or incurred by the Village and arising out of or in connection with the Special Event or Seasonal Vending conducted.

Executed this 9<sup>th</sup> day of September, 2022.

WITNESSES:

Chris Winters

Signature

Chris Winters

Printed Name

Arline Laguerre

Signature

Arline Laguerre

Printed Name

STATE OF FLORIDA

COUNTY OF PALM BEACH

Rev. Z. Andy Rudnicki

Owner of Property

Rev. Z. Andy Rudnicki

Printed Name

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 9<sup>th</sup> day of September, 2022 by Rev. Z. Andy Rudnicki who is personally known to me or who has produced a Florida driver's license as identification and who did/did not take an oath.

Sharyn A Garcia

Notary Public

State of Florida

(Seal)

Notary Public State of Florida

Sharyn A Garcia

My Commission HH 304948

Expires 8/24/2026

**AFFIDAVIT FOR SPECIAL NO FEE PERMIT  
NON-PROFIT, CHARITABLE, VETERANS' ORGANIZATIONS  
AND/OR OTHERS ENTITLED TO EXEMPTIONS**

DATE: September 8, 201

I/We Rev. Z. Andy Rudnicki

(Name of Applicant)

of 100 Crestwood Blvd. S. Royal Palm Beach, FL 33411

(Mailing Address of Applicant)

on behalf of Our Lady Queen of the Apostles Catholic Church

(Non-profit, Charitable, Veterans' Organization or others entitled to exemptions)

hereby request a special no fee permit or reduced rate occupational license from the VILLAGE OF ROYAL PALM BEACH in accordance with Section 16-8 of the Village Code in order to operate the business as described below or to hold the following fundraising project and/or sale at the following location:

100 Crestwood Blvd. S.

Royal Palm Beach, FL 33411

1. The Church(Our Lady Queen of the Apostles)

(Non-profit, Charitable, Veterans' Organization or others entitled to exemptions)

is a bonafide Non-Profit, Charitable, Veterans' Organization or other person/entity entitled to an exemption which operates without private profit for a civic, charitable, youth, service, fraternal or religious purpose. Attached is documentation to support this statement, i.e. incorporation certificate; 501c(3) status, etc.

2. Parishioners

(Name of persons involved in project)

are bonafide members of the Our Lady Queen of the Apostles Catholic Church organization and will not receive any compensation, whatsoever, for the operation of the project.

3. The Our Lady Queen of the Apostles Catholic Church

(Name of Organization or Person)

will abide by all regulations set forth in the VILLAGE OF ROYAL PALM BEACH Code of Ordinances.

4. I understand that all facts stated herein may be investigated by the VILLAGE OF ROYAL PALM BEACH and that if there are any misrepresentation stated herein, any permit or occupational license issued on the basis of this Affidavit shall be automatically revoked. I hereby swear that all facts stated herein are true and correct.

Pel. 2. Andy Rudnicki

Signature of Applicant

Pastor

Office Held, if applicable

STATE OF FLORIDA )

)ss:

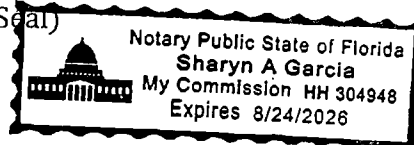
COUNTY OF PALM BEACH )

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 9<sup>th</sup> day of September, 2022 by Rev. Andy Rudnicki, who is personally known to me or who has produced a Florida driver's license as identification and who did/did not take an oath.

Sharyn A Garcia

Notary Public  
State of Florida

(Seal)



# Certificate of Coverage

Date: 3/1/2022

**Certificate Holder**  
The Roman Catholic Diocese of Palm Beach, Inc.  
9995 North Military Trail  
Palm Beach Gardens, FL 33410-9650

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

**Company Affording Coverage**

THE CATHOLIC MUTUAL RELIEF  
SOCIETY OF AMERICA  
10843 OLD MILL RD  
OMAHA, NE 68154

**Covered Location**  
Our Lady Queen of the Apostles Catholic Church  
100 Crestwood Blvd. South  
Royal Palm Beach, FL 33411

## Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate 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 coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
Property				Real & Personal Property	
D. General Liability	9149	4/1/2022	4/1/2023	Each Occurrence	2,000,000
<input checked="" type="checkbox"/> Occurrence				General Aggregate	2,000,000
<input type="checkbox"/> Claims Made				Products-Comp/OP Agg	
				Personal & Adv Injury	
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
Excess Liability				Each Occurrence	
				Annual Aggregate	
Other				Each Occurrence	
				Claims Made	
				Annual Aggregate	
				Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)  
Coverage only extends to the Village of Royal Palm Beach for Our Lady Queen of the Apostles Catholic Church's permit application for the term of the certificate.

## Holder of Certificate

Additional Protected Person(s)

Village of Royal Palm Beach  
1050 Royal Palm Beach Blvd.  
Royal Palm Beach, FL 33411

## Cancellation

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative

*Michael A. Antunovic*

0833000441



Department of the Treasury  
Internal Revenue Service  
ATLANTA, GA 39901

DATE OF THIS NOTICE: 07-18-88  
EMPLOYER IDENTIFICATION NUMBER: 65-0057159

07086340

B W

For assistance you may  
call us at:

1-800-424-1040

OUR LADY QUEEN OF THE APOSTLES  
CATHOLIC CHURCH  
8895 N MILITARY TRAIL SUITE 201 C  
PALM BEACH GARDENS FL 33410

or you may write to us at the  
address shown to the left. If you  
write, be sure to attach the bottom  
part of this notice.

## Notice of New Employer Identification Number Assigned

Thank you for your Form SS-4, Application for Employer Identification Number (EIN). The number assigned to you is shown above. This number will be used to identify your business account and related tax returns and documents, even if you do not have employees.

Please keep a copy of this number in your permanent records. Use this number and your name, exactly as shown above, on all Federal tax forms that require this information, and refer to the number on all tax payments and tax-related correspondence or documents. Incomplete information or any variation used when filing tax returns, making FTD payments or subsequent payments may result in improper or delayed posting of payments to your account and/or the assignment of more than one EIN.

If your business is a partnership which must obtain prior approval for its tax year, the tax year you entered in Block 3 of your Form SS-4 does not establish a tax year. For guidance in determining if you must request prior approval and the method of doing so, see IRS Publication 538, Accounting Periods and Methods, available at most IRS offices.

Please note that the assignment of this number does not grant tax-exempt status to nonprofit organizations. Any organization (other than a private foundation) having annual gross receipts normally of not more than \$5,000 is exempt by statute if it meets the requirements of section 501(c)(3) of the Internal Revenue Code. These organizations are not required to file Form 1023 (Application for Recognition of Exemption) or file Form 990 (Return of Organization Exempt from Income Tax). However, if the organization wants to establish its exemption with the Internal Revenue Service and receive a ruling or determination letter recognizing its exempt status, it should file Form 1023 with the Key District Director. For details on how to apply for this exemption, see IRS Publication 557, Tax-Exempt Status for Your Organization, available at most IRS offices.

Thank you for your cooperation.