

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

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

**Agenda Item:**

**APPROVAL OF A SPECIAL EVENT PERMIT FOR PALM BEACH SHERIFF'S OFFICE TO HOLD A FOOD GIVE AWAY AT COMMONS PARK; THE DATES AND TIMES FOR THE FOOD GIVE AWAY WILL BE "AS NEEDED", BY DIANE SMITH.**

**Issue:**

The Applicant is requesting a Special Event Permit in order to hold a Food Give Away at Commons Park. The dates and times for the Food Give Away will be "as needed". The Applicant 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	4/18/2024	Action

**EXHIBIT A**

1. The event will occur at Commons Park on a “as needed” basis.
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 Sheriff, if the need arises.

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

MAR 26 2024

**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.**

VILLAGE OF ROYAL PALM BEACH  
SPECIAL EVENTS PERMIT APPLICATION

DATE: 3-25-24

I/We Palm Beach County Sheriff's Office + Restoration Bridge  
(Name of applicant)

of 3228 Gun Club Road, West Palm Beach, FL 33411  
(Mailing address)

Name and phone number of contact person:  
Diane Smith

Email address: smithdiane@pbsa.org

On behalf of PBSA  
(Name of person, corporation, organization, etc.)

hereby request a Special Events Permit from the Village of Royal Palm Beach in order to:

Give away food

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

1. Proposed location: Common's Park

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

2. Proposed date, time of commencement and duration of event:  
As Needed

3. Approximate number of participants expected: 100-200

4. Insurance company and policy number: self insured

(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:

PBSD Support Services Unit working w/  
Restoration Bridge

(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? N/A

Proposed impact mitigation plan:

N/A

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?

N/A

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 16-12(a)(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?

PBSD personnel on site.

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?

PBSO Personnel Present.

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?

N/A

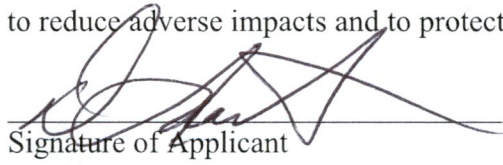
D. How is the proposed special event compatible with the character of the location for which it is proposed?

This type of event has taken place at park before.

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).

Variable Message Board

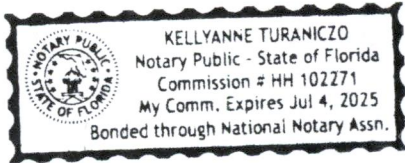
I affirm that all facts set forth herein are true and correct and understand that the Village of Royal Palm Beach may impose reasonable conditions upon the Special Events Permit in order to reduce adverse impacts and to protect the health, safety and welfare of all.

  
Signature of Applicant

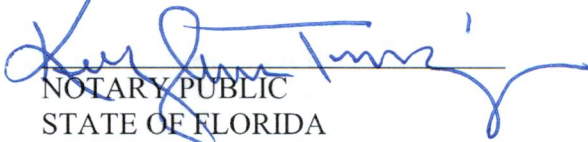
Diane M. Smith  
Print Name of Applicant

THE STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization this 25<sup>th</sup> day of March, 2024, by Diane Smith, 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 (circle one).



(Seal)

  
NOTARY PUBLIC  
STATE OF FLORIDA

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

DATE: \_\_\_\_\_

APPLICATION FOR: Special Events Permit

PROPOSED LOCATION FOR SPECIAL EVENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We, \_\_\_\_\_, own the property referenced above and hereby grant my/our consent for \_\_\_\_\_ to utilize the property for \_\_\_\_\_ acknowledging that I/we will be responsible for the activities conducted thereon.

\_\_\_\_\_  
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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ and \_\_\_\_\_, 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 (circle one).

\_\_\_\_\_  
Notary Public  
State of Florida

(Seal)

HOLD HARMLESS AGREEMENT FOR APPLICANT

The undersigned hereby requests a Special Events permit 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 conducted.

Executed this 25<sup>th</sup> day of March, 2024.

WITNESSES:

[Signature]  
Signature  
Jacqueline Shimkane-Dany  
Printed Name  
[Signature]  
Signature  
Robin Crank  
Printed Name

[Signature]  
Applicant  
Diane Smith  
Printed Name

STATE OF FLORIDA  
COUNTY OF PALM BEACH

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[Signature]  
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. The undersigned has granted the Applicant permission to apply for a Special Events permit 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 conducted.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

WITNESSES:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Owner of Property

\_\_\_\_\_  
Printed Name

STATE OF FLORIDA  
COUNTY OF PALM BEACH

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\_\_\_\_\_

Notary Public  
State of Florida

(Seal)

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

DATE: 3/25/24

I/We P.B.S.O., (Name of Applicant)  
of 3228 Gun Club Rd, West Palm Beach, FL 33411,  
(Mailing Address of Applicant)  
on behalf of Restoration Bridge,  
(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:

Common's Park

1. The Restoration Bridge + P.B.S.O.  
(Non-profit, Charitable, Veterans' Organization or others entitled to exemptions)

is a bona fide 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. P.B.S.O.  
(Name of persons involved in project)  
are bona fide members of the \_\_\_\_\_  
organization and will not receive any compensation, whatsoever, for the operation of the project.

3. The Palm Beach County Sheriff's Office  
(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.

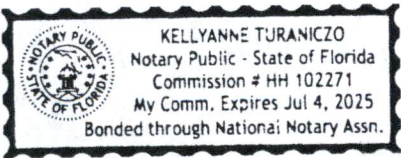
[Signature]  
Signature of Applicant

Diane Smith  
Printed Name of Applicant

STATE OF FLORIDA                    )  
  )ss:  
COUNTY OF PALM BEACH        )

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[Signature]  
Notary Public  
State of Florida





Village of Royal Palm Beach  
Royal Palm Beach, FL

The Palm Beach County Sheriff's Office is currently self-insured for Automobile, Workers' Compensation, General and Professional Liability pursuant to Chapter 768, Florida State Statute. Please direct any concerns regarding general and professional liability to the Palm Beach County Sheriff's Legal Office.

Auto and Workers' Compensation matters should be forwarded to our third party administrator:

**Workers' Compensation**

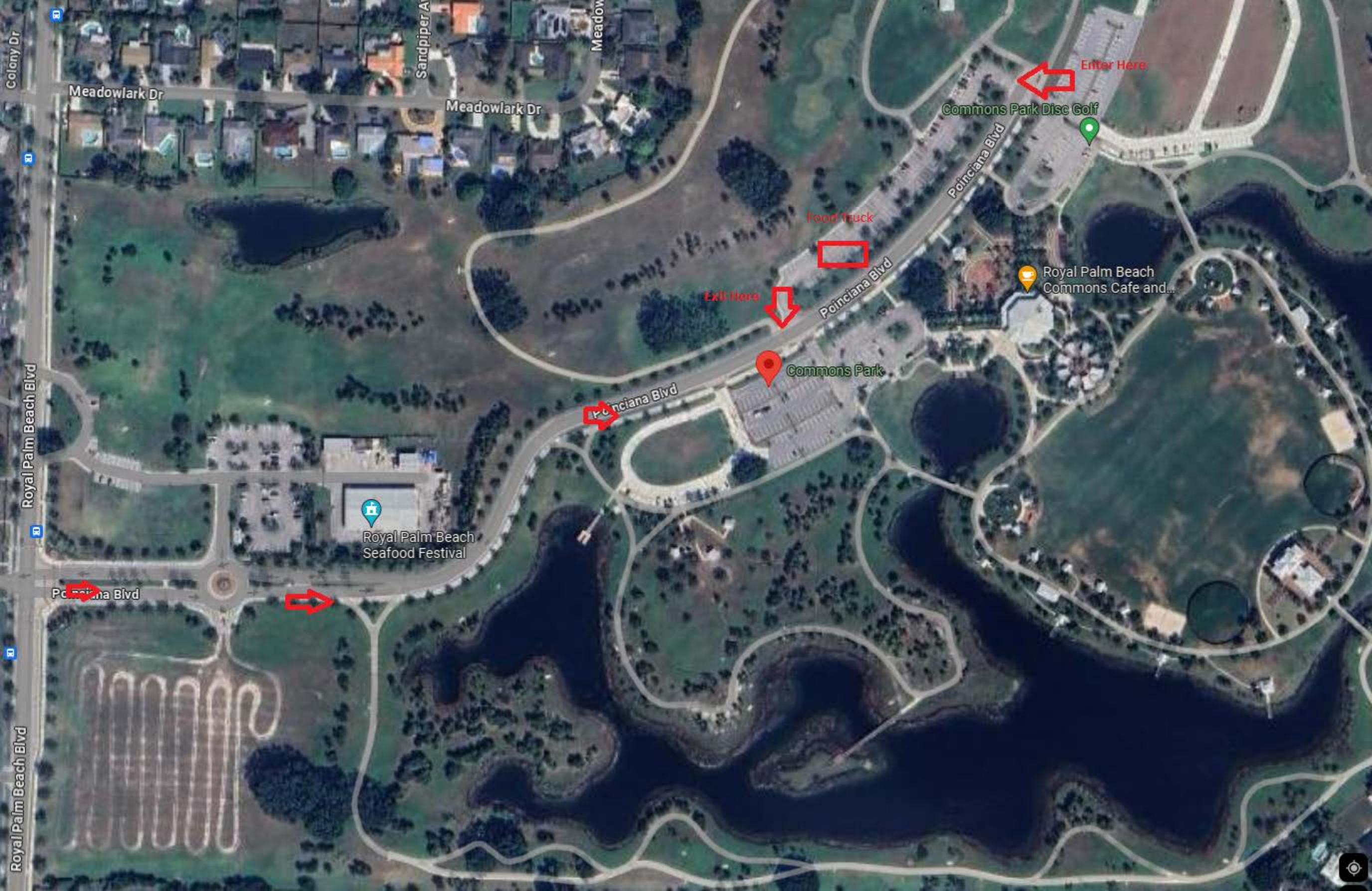
USIS/Amerisys  
P. O. Box 616648  
Orlando, Florida 32861-6648  
1-800-444-9098

**Departmental Vehicles**

Johns Eastern Company, Inc.  
Nick Mullins, A.I.C. Mgr.  
P. O. Box 110239  
Lakewood Ranch, FL 34211  
(800) 749-3044

All departmentally issued vehicles are covered under PBSO's auto third party administrator. All employees and volunteers are covered under our workers' compensation third party administrator, *provided* that the injury occurred under the employee/volunteer's scope of duties as defined by PBSO.

Catherine Adriance  
DM Risk Management



Enter Here

Commons Park Disc Golf

Royal Palm Beach Commons Cafe and...

Food Truck

Exit Here

Commons Park

Poinciana Blvd

Royal Palm Beach Seafood Festival

Poinciana Blvd

Royal Palm Beach Blvd

Royal Palm Beach Blvd

Colony Dr

Meadowlark Dr

Meadowlark Dr

Sandpiper A

Meadow

Poinciana Blvd

Poinciana Blvd

Poinciana Blvd