

Agenda Item # C - 9

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

**Agenda Item:**

**APPROVAL OF A SPECIAL EVENT PERMIT FOR THE VILLAGE OF ROYAL PALM BEACH TO HOLD A MEMORIAL DAY SERVICE AT VETERANS PARK ON MONDAY, MAY 27, 2024, FROM 8:00 A.M. TO 11:00 A.M.; BY STEVEN POYNER.**

**Issue:**

The applicant, the Village of Royal Palm Beach, is requesting a special event permit in order to hold a Memorial Day Service at Royal Palm Beach Veterans Park. The event will take place on Monday, May 27, 2024, from 8:00 a.m. to 11:00 a.m. The Village is properly insured for such events.

The applicant has submitted all necessary information and forms to the Village. Staff has reviewed this application and determined that the proposal 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 Date	Village Council
Director of P&Z	Approval	4/18/24	Action

## EXHIBIT A

1. The event may only occur on May 27, 2024, from 8:00 a.m. to 11:00 a.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 debris, which may accumulate on site.

**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.**

FEB 26 2024

Time \_\_\_\_\_

VILLAGE OF ROYAL PALM BEACH  
SPECIAL EVENTS PERMIT APPLICATION

DATE: 2/16/2024

I/We Steven Poyner  
(Name of applicant)

of 151 Civic Center Way  
(Mailing address)

Name and phone number of contact person Steven Poyner 561-790-5192

Email address: Spoynere@royalpalmbeachfl.gov

On behalf of Village of Royal Palm Beach  
(Name of person, corporation, organization, etc.)

hereby request a Special Events Permit from the Village of Royal Palm Beach in order to:  
**Host Memorial Day Service**

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

1. Proposed location: Veterans Park

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

2. Proposed date, time of commencement and duration of event:  
May 27, 2024 8a-11a

3. Approximate number of participants expected:

4. Insurance company and policy number: Village Policy

(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: Village sponsored Event

(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? Event will be contained to Veterans Park and Ewing Park for additional parking

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?  
Onsite Restroom(s)

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?  
Event parking signs will be placed in front of condo entrances  
and additional parking will be available at Ewing Park.

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?

**No Event Parking signs placed in front of adjacent properties**

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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?

**Event will be contained to Veterans Park and will be monitored to ensure there are no impositions**

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

**Park was designed for events of this nature**

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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).

**N/A**

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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.

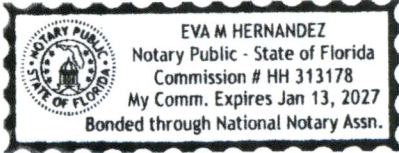
[Signature]  
Signature of Applicant

Steven Poyner Event & Facility Manager  
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 22 day of February, 2024, by Steven Poyner, 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.

[Signature]  
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 22 day of February, 2024.

WITNESSES:  
[Signature]  
Signature

JONATHAN BREWSTER  
Printed Name

[Signature]  
Signature

Brandon Pendergrass  
Printed Name

Steven Payner  
Applicant

[Signature]  
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 22 day of February, 2024 by Steven Payner, 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).

[Signature]  
Notary Public  
State of Florida

(Seal)

