

Village of Royal Palm Beach
Village Council
Agenda Item Summary

Agenda Item: C - 5

APPROVAL OF A SPECIAL EVENT PERMIT FOR THE VILLAGE OF ROYAL PALM BEACH TO HOLD “ROCK N FALL FEST” ON FRIDAY, OCTOBER 3, 2025; FROM 5:00 P.M. TO 10:00 P.M. AND SATURDAY, OCTOBER 4, 2025; FROM 3:00 P.M. TO 9:00 P.M. AT ROYAL PALM BEACH COMMONS: BY SYLVIO PIERRE LOUIS

Issue:

The applicants, Sylvio Pierre-Louis and Ashley Turnquest, on behalf of the Village of Royal Palm Beach, are requesting a Special Events Permit to conduct the Village’s annual Fall festival event titled “Rock N Fall Fest”. The event will take place at the Royal Palm Beach Commons Park from Friday, October 3, 2025 from 5:00 p.m. to 10:00 p.m. and Saturday, October 4, 2025 from 3:00 p.m. to 9:00 p.m.

Recommended Action:

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

Initiator:	Village Manager	Agenda Date	Village Council
Director of P&Z	Approval	09/18/25	Action

EXHIBIT A

1. The event may take place on Friday, October 3, 2025 from 5:00 p.m. until 10:00 p.m.; and Saturday, October 4, 2025 from 3:00 p.m. until 9:00 p.m. at Royal Palm Beach Commons.
2. Any tents used shall be flame resistant.
3. All electrical circuits shall be GFI protected.
4. A clearly defined parking area must be provided.
5. The applicant shall provide for portable restroom facilities including at least one handicapped accessible facility if public facilities are not within 500' of accessibility.
6. Adequate trash receptacles shall be provided for debris, which may accumulate on site.



RECEIVED

8/27/2025

SPECIAL-EVENTS PERMIT APPLICATION

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.

Date: 8/22/2025

I/We Sylvio Pierre Louis/Ashley Turnquest

(Name of applicant)

of 11600 Poinciana Blvd., Royal Palm Beach, FL 33411

(Mailing address)

Name and phone number of contact person: Sylvio/Ashley Turnquest 561-753-1232

Email address: spierrelouis@royalpalmbeachfl.gov & aturnquest@royalpalmbeachfl.gov

On behalf of The 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 Annual Rock and Fall Fest at Commons Park

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

1. Proposed location: Royal Palm Beach Commons Park Great Lawn

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

2. Proposed date, time of commencement and duration of event:
Friday, October 3rd 5pm-10pm

Saturday, October 4th 3pm-9pm

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 X 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? Additional traffic- along Royal Palm Beach Blvd at intersection of poiciana blvd.

Request Request PBSO pilice traffic control along RPB Blvd. PBSO to perform
Exit Strategy for patrons leaving park.

Proposed impact mitigation plan: Shuttle service on-site serviced by Village Employee.

7. Are animals involved in this event? Yes _____ No X

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?
On-site restrooms

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?

Park was designed to handle special events of this size. Bus shuttle service to be provided for

attendees, with overflow parking lots within Commons Park and additional off-site parking at Village Hall and Ewing Park.

Parking attendants will handle parking. PBSO will handle exit strategy & traffic control.

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? Park designed for events of this nature

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? Will be in compliance with all Village ordinances

D. How is the proposed special event compatible with the character of the location for which it is proposed? The park was designed for events of this nature

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).

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.

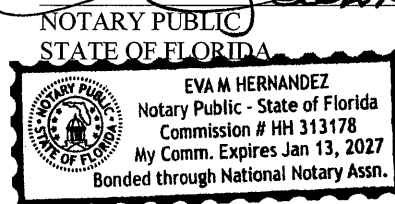
[Signature]
Signature of Applicant

Sylvio Perre Louis
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 26 day of August, 2025, by Sylvio Pierre Louis 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)



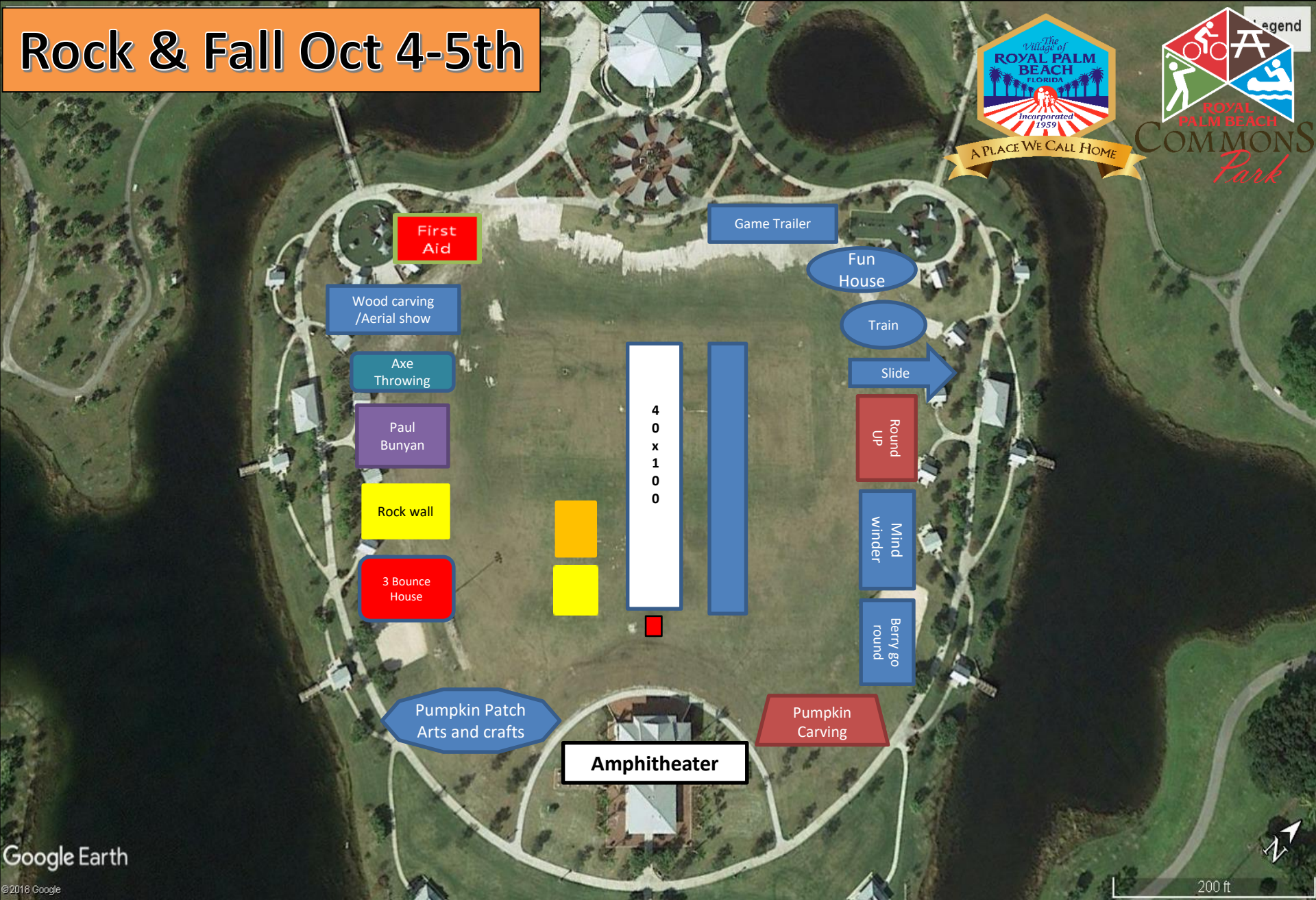
Rock & Fall Oct 4-5th



A PLACE WE CALL HOME



ROYAL PALM BEACH
COMMONS
Park



Google Earth

© 2018 Google

200 ft

VIP Tent 20x20

Sound Tent

PCI

Food and Craft Vendors

Vendors 10ft Apart