

Village of Royal Palm Beach
Village Council
Agenda Item Summary

Agenda Item: C - 6

APPROVAL OF A SPECIAL EVENT PERMIT FOR THE VILLAGE OF ROYAL PALM BEACH TO HOLD A GREEN MARKET AND BAZAAR AT VILLAGE HALL EVERY SATURDAY, BEGINNING OCTOBER 11, 2025 THROUGH MAY 16, 2026 FROM 7:00 A.M. TO 2:00 P.M., BY STEVEN POYNER.

Issue:

The applicant is requesting a special event permit in order to hold a Green Market and Bazaar at Village Hall on every Saturday beginning October 11, 2025 and ending May 16, 2026. The event will take place from 7:00 a.m. to 2:00 p.m. The Village is properly insured for such events.

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	09/18/2025	Action

EXHIBIT A

1. The event may only occur on Saturdays, beginning October 11, 2025 through May 16, 2026 from 7:00 a.m. to 2:00 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(Temporary Special Event Signs) 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.



RECEIVED BY:
Village of Royal Palm Beach

AUG 27 2025

SPECIAL-EVENTS PERMIT APPLICATION

Time: _____

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: 8/26/25

I/We Steven Poyner
(Name of applicant)

of 151 Civic Center Way, RPB, FL 33411
(Mailing address)

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

Email address: spoyner@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 RPB Green Market and Bazaar at Village Hall

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

1. Proposed location: Village Hall
1050 Royal Palm Beach Blvd, RPB, FL 33411
(Owner's written consent and affidavit of responsibility is attached.)

2. Proposed date, time of commencement and duration of event:
Every Saturday from 7 a.m. - 2 p.m. (including set-up and clean-up)
Starting October 11, 2025 to May 16, 2026

3. Approximate number of participants expected: 1500

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? Possibility of Additional Traffic. There will be sufficient parking at Ewing Park and Village Hall

Proposed impact mitigation plan: N/A

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?
Onsite Facilities / Cypress 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 16-12(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?

The Event will be contained at Village Hall.

Location has sufficient parking.

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? Event will be in Compliance with Village Ordinances.

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 in Compliance with Village Ordinances.

D. How is the proposed special event compatible with the character of the location for which it is proposed? There is sufficient space in the designated area at Village Hall to allow a successful and safe event

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).

4'x8' Banner posted at Veterans Park advertising Green Market.

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

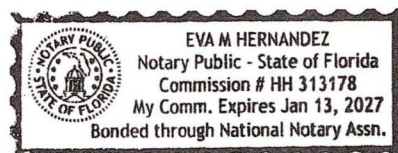
Steve Poyner Facility Manager
Print name and office held, if applicable

THE STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this 27 day of August, 2025, 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 (circle one).

(Seal)

[Signature]
NOTARY PUBLIC
STATE OF FLORIDA





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 26th day of August, 2025.

WITNESSES:

Signature

JONATHAN BREWER

Printed Name

Signature

David Ramcharan

Printed Name

Signature

Steven Poyner

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 27 day of August, 2025 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 (circle one).

Notary Public
State of Florida

(Seal)

