

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

**Agenda Item: C - 7**

**APPROVAL OF A SPECIAL EVENT PERMIT FOR PALM BEACH COUNTY SHERIFF'S OFFICE TO HOLD A NIGHT OUT AGAINST CRIME AT ROYAL PALM BEACH COMMONS, ON WEDNESDAY, OCTOBER 15, 2025 FROM 6:00 P.M. UNTIL 9:00 P.M., BY MAJOR TRISTRAM MOORE.**

**Issue:**

The applicant is requesting a special event permit in order to hold a "Night Out Against Crime Event" at Royal Palm Beach Commons located at 11600 Poinciana Dr. The event will take place on Wednesday, October 15, 2025 from 6:00 p.m. until 9:00 p.m. Staff has reviewed this application and determined that the proposed event 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	9/18/2025	Action

## **EXHIBIT A**

1. The event may only occur on Wednesday, October 15, 2025 from 6:00 p.m. until 9:00 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 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.



APR 09 2025

Time: 9:48 am

**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: April 2, 2025

I/We Major Tristram Moore

(Name of applicant)

of Palm Beach County Sheriff's Office

(Mailing address)

Name and phone number of contact person: Diane M. Smith - 561-644-7116

Email address: smithdiane@pbso.org

On behalf of Palm Beach County Sheriff's Office

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

hereby request a Special-Events Permit from the Village of Royal Palm Beach in order to:  
Hold the annual Night Out Against Crime

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

1. Proposed location: Commons Park - Great Lawn & surrounding area

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

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

Wednesday, Oct. 15<sup>th</sup>, 2025 - 6:00 p.m. to 9:00 p.m.

3. Approximate number of participants expected: 600

4. Insurance company and policy number: Self Insured (Letter attached)

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

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

If yes, please describe:

Commons Park - specialty units with equipment on the perimeter of great lawn w/helicopter in center

(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? Traffic will not be impacted.

Proposed impact mitigation plan: law enforcement on site to mitigate if needed.

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?  
Bathrooms on site

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?

Law enforcement traffic enforcement on site if needed.

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? Law enforcement present to address if needed

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? Ends at 9:00 p.m.

D. How is the proposed special event compatible with the character of the location for which it is proposed? Excellent site for this event. It has been done in the past.

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 messaging boards will be used around the Village to advertise

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.

Major Zdobych  
Signature of Applicant

Major Tris Mobre  
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 2nd day of April, 20 24, by Tristan Mobre, 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 2 day of April, 2025.

WITNESSES:

Signature

Printed Name

Signature

Printed Name

Applicant

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 2nd day of April, 2025 by Tris Moore, 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





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

DATE: April 2, 2025

I/We Major Tristram Moore of 11498 Okeechobee Blvd., RPB, FL 33411  
(Name of Applicant) (Mailing Address of Applicant)

on behalf of The Palm Beach County Sheriff's Office,  
(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: \_\_\_\_\_

1. The Palm Beach County Sheriff's Office  
(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. Employees of PBSO are bonafide members of the Palm Beach County Sheriff's Office  
(Name of persons involved in project)  
\_\_\_\_\_ 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 / Person) will  
abide by all regulations set forth in the Village of Royal Palm Beach Code of Ordinances.
4. I understand the above be investigated by the Village of Royal Palm Beach and that if there  
are any misrepresentation stated herein, any permit issued based on this affidavit shall be  
automatically revoked. I hereby swear that all facts stated herein are true and correct.

Major Tristram Moore  
Signature of Applicant

Major - Western Regional Bureau  
Office Held, if applicable

STATE OF FLORIDA )  
COUNTY OF PALM BEACH )

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online  
notarization this 2nd day of April, 20 25 by Tristram Moore, 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





To: The Village of Royal Palm Beach  
Date: April 3, 2025  
Reference: National Night Out Against Crime  
Date of Event: Thursday, October 16, 2025

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 Office's department of Legal Affairs.

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***

Davies Claims North America, Inc.  
P. O. Box 110239  
Lakewood Ranch, FL 34211  
1-877-287-4656

All departmentally issued vehicles are covered under the Palm Beach County Sheriff's Office'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 Palm Beach County Sheriff's Office.





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*Handwritten note:* 1st Tee Box

