

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

Agenda Item: C - 6

APPROVAL OF A SPECIAL EVENT PERMIT FOR OUR LADY QUEEN OF THE APOSTLES CATHOLIC CHURCH TO HOLD A CHRISTMAS VILLAGE AND FESTIVAL AT 100 CRESTWOOD BOULEVARD ON DECEMBER 5, 6, 12, & 13, 2025 FROM 4:00 P.M. UNTILL 11:00 P.M.; AND DECEMBER 7 & 14, 2025 FROM 4:00 P.M. UNTIL 10:00 P.M.; BY CHRIS WINTERS.

Issue:

The applicant is requesting a special event permit in order to hold a Christmas Village and Festival at Our Lady Queen of the Apostles Catholic Church, located at 100 Crestwood Boulevard on the following dates and times: Friday December 5, 2025 from 4:00 p.m. to 11:00 p.m.; Saturday, December 6, 2025, from 4:00 p.m. to 11:00 p.m.; Sunday, December 7, 2025 from 4:00 p.m. to 10:00 p.m.; Friday December 12, 2025 from 4:00 p.m. to 11:00 p.m.; Saturday, December 13, 2025 from 4:00 p.m. to 11:00 p.m.; and Sunday, December 14, 2025 from 4:00 p.m. to 10:00 p.m. The applicant has not requested any road closures for this event. The Church 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).

Initiator:	Village Manager	Agenda	Village Council
P&Z Director	Approval	10/16/2025	Action

EXHIBIT A

1. The event may only occur on Friday December 5, 2025 from 4:00 p.m. to 11:00 p.m.; Saturday, December 6, 2025, from 4:00 p.m. to 11:00 p.m.; Sunday, December 7, 2025 from 4:00 p.m. to 10:00 p.m.; Friday December 12, 2025 from 4:00 p.m. to 11:00 p.m.; Saturday, December 13, 2025 from 4:00 p.m. to 11:00 p.m.; and Sunday, December 14, 2025 from 4:00 p.m. to 10:00 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 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 Sherrieff, if the need arises.

Initiator:	Village Manager	Agenda	Village Council
P&Z Director	Approval	10/16/2025	Action



RECEIVED BY:
Village of Royal Palm Beach

AUG 26 2025

Time: 12:30 pm

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 Rev. Z. Andy Rudnicki, Our Lady Queen of the Apostles Catholic Church

(Name of applicant)

of 100 Crewstwood Blvd. S. Royal Palm Beach, FL 33411

(Mailing address)

Name and phone number of contact person: (561)798-5661 ext 103

Email address: chrisw@olqa.cc

On behalf of Our Lady Queen of the Apostles Catholic Church

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

hereby request a Special-Events Permit from the Village of Royal Palm Beach in order to:
Christmas Festival and Village held over the first 2 weekends in December

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

1. Proposed location: Parish property see attached layout

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

2. Proposed date, time of commencement and duration of event:
December 5, 6, 12, and 13 from 4:00pm - 11:00p, and December 7 and 14

4:00pm - 10:00 pm

3. Approximate number of participants expected: 1200

4. Insurance company and policy number: Catholic Mutual Relief

(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 X

If yes, please describe:

(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? No or little impact as with previous Festival. Festil is on Church grounds and parking lot. Sheriffs explorers are hired to help with traffic control. We changed how we handle parking to avoid backups.

Proposed impact mitigation plan: Traffic control officer is hired.

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? Restrooms are available in our 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? We have parking attendants and offer overflow parking with a bus. The explorers do a great job with parking and overflow. We hired extra last year to make sure it would not back up on Crestwood.

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? The entertainment stage faces south with minimal entertainment All outdoor activity is done by 11:00pm

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? The event actually ends at 10 pm Friday and Saturday and 9 PM on Sunday. We give the extra hour for clean up. No entertainment goes past 10 pm

We get and extra dumpster to contain the extra garbage to prevent any odors or fumes.

D. How is the proposed special event compatible with the character of the location for which it is proposed? This event is a great community event with people from all ove the county coming to enjoy the spirit of the Holiday and well as

community and fellowship. It also helps as a fundraiser for our church to offset the cost of running the parish.

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).

(2) 3' x 8' signs near the front entrance of the church.

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.

Rev. Z. Andy Rudnicki
Signature of Applicant

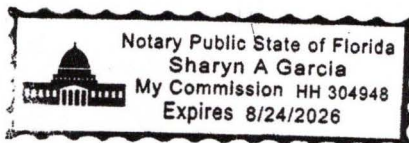
Rev. Z. Andy Rudnicki
Print name and office held, if applicable

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 August, 2025, by Rev. Z. Andy Rudnicki, 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)

Sharyn A Garcia
NOTARY PUBLIC
STATE OF FLORIDA





VILLAGE OF ROYAL PALM BEACH
OWNER'S AFFIDAVIT OF CONSENT AND RESPONSIBILITY

***DO NOT COMPLETE FOR EVENTS ON VILLAGE PROPERTY**

DATE: 8/22/2025

APPLICATION FOR: Special-Events Permit x OR Seasonal Vendor Permit _____

PROPOSED LOCATION FOR SPECIAL EVENT OR TEMPORARY SALE:

100 Crestwood Blvd. S.

Royal Palm Beach, FL 33411

I/We, Rev. Z. Andy Rudnicki, own the property referenced above and hereby grant my/our consent for our Parishioners to utilize the property for Christmas Festival and Village acknowledging that I/we will be responsible for the activities conducted thereon.

Affiant Owner

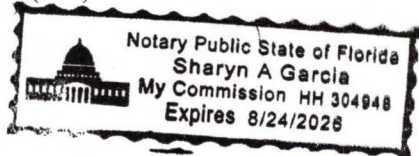
Affiant Agent

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of ☐ physical presence or online ☐ notarization this 22nd day of August, 2024 by Rev. Z. Andy Rudnicki and _____, who are personally known to me or who have 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/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 22nd day of August, 2025.

WITNESSES:

Chris Winters
Signature

Chris Winters

Printed Name

Arline Laquerre
Signature

Arline Laquerre

Printed Name

Rev. Z. Andy Rudnicki

Applicant

Rev. Z. Andy Rudnicki

Printed Name

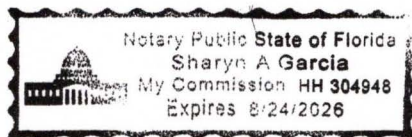
STATE OF FLORIDA
COUNTY OF PALM BEACH

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Sharyn A. Garcia

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 or Temporary Sale. The undersigned has granted the Applicant permission to apply for a Special Events/Seasonal Vendor permit (circle one) 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.

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 or Seasonal Vending conducted.

Executed this 22nd day of August, 2025

WITNESSES:

Signature

Chris Winters
Chris Winters

Printed Name

Signature

Arlene Laquerre
Arlene Laquerre

Printed Name

Rev. Z. Andy Rudnicki

Owner of Property

Rev. Z. Andy Rudnicki

Printed Name

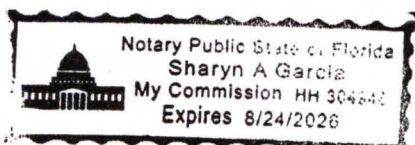
STATE OF FLORIDA
COUNTY OF PALM BEACH

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Sharyn A. Garcia

Notary Public
State of Florida

(Seal)





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

DATE: 8/22/2025

I/We Rev. Z. Andy Rudnicki of 100 Crestwood Blvd. S. Royal Palm Beach, FL 33411
(Name of Applicant) (Mailing Address of Applicant)

on behalf of Rev. Z. Andy Rudnicki,
(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: 100 Crestwood Blvd. S. Royal Palm Beach, FL 33411

1. The Our Lady Queen of the Apostles Catholic Church

(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. Parishioners are bonafide members of the Our Lady Queen of the
(Name of persons involved in project)
Apostles Catholic Church organization and will not receive any compensation, whatsoever, for the operation of the project.

3. The Our Lady Queen of the Apostles Catholic Church (Name of Organization / Person) will abide by all regulations set forth in the Village of Royal Palm Beach Code of Ordinances.

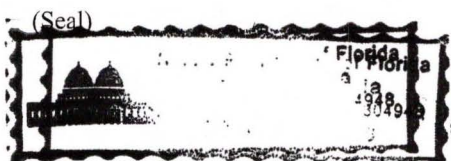
4. I understand the above be investigated by the Village of Royal Palm Beach and that if there are any misrepresentation stated herein, any permit issued based on this affidavit shall be automatically revoked. I hereby swear that all facts stated herein are true and correct.

Rev. Z. Andy Rudnicki
Signature of Applicant

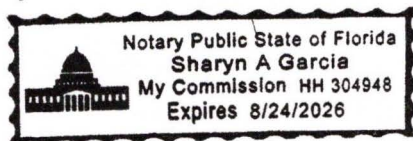
Pastor
Office Held, if applicable

STATE OF FLORIDA)
COUNTY OF PALM BEACH)

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Sharyn A Garcia
Notary Public
State of Florida



Certificate of Coverage

Date: 8/13/2025

Certificate Holder
 Diocese of Palm Beach, Inc.
 9995 North Military Trail
 Palm Beach Gardens, FL 33410-9650

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Company Affording Coverage
 THE CATHOLIC MUTUAL RELIEF
 SOCIETY OF AMERICA
 10843 OLD MILL RD
 OMAHA, NE 68154

Covered Location
 Our Lady Queen of the Apostles Catholic Church
 100 Crestwood Blvd. South
 Royal Palm Beach, FL 33411

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
Property				Real & Personal Property	
D. General Liability	9149	4/1/2025	4/1/2026	Each Occurrence	2,000,000
<input checked="" type="checkbox"/> Occurrence				General Aggregate	2,000,000
<input type="checkbox"/> Claims Made				Products-Comp/OP Agg	
				Personal & Adv Injury	
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
Excess Liability				Each Occurrence	
				Annual Aggregate	
Other				Each Occurrence	
				Claims Made	
				Annual Aggregate	
				Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)

Our Lady Queen of the Apostles Catholic Church's Christmas Festival December 5,6,7,12,13, & 14, 2025.

Holder of Certificate

Cancellation

Village of Royal Palm Beach
 1050 Royal Palm Beach Blvd.
 Royal Palm Beach, FL 33411

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative

Paul A. Peterson

0833002337



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-8012702249C-8	07/31/2021	07/31/2026	RELIGIOUS-PHYSICAL PLACE
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

OUR LADY QUEEN OF THE APOSTLES
CATHOLIC CHURCH
100 CRESTWOOD BLVD S
ROYAL PALM BEACH FL 33411-4701

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.