

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

**Agenda Item: C - 2**

**APPROVAL OF A SPECIAL EVENT PERMIT FOR THE VILLAGE OF ROYAL PALM BEACH TO HOLD A WINTER FESTIVAL AT ROYAL PALM BEACH COMMONS PARK ON SATURDAY, DECEMBER 6, 2025 FROM 2:00 P.M. TO 9:00 P.M. BY SYLVIO PIERRE LOUIS AND ASHLEY TURNQUEST.**

**Issue:**

The applicant is requesting a special event permit in order to hold a Winter Festival at Royal Palm Beach Commons, located at 11600 Poinciana Blvd. on Saturday, December 6, 2025, from 2:00 p.m. to 9:00 p.m. The applicant has not requested any road closures for this event. 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).

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Initiator:	Village Manager	Agenda	Village Council
P&Z Director	Approval	11/20/2025	Action

## **EXHIBIT A**

1. The event may only occur on December 6, 2025 from 2:00 p.m. to 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 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 Sheriff, if the need arises.

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Initiator:	Village Manager	Agenda	Village Council
P&Z Director	Approval	11/20/2025	Action



RECEIVED  
10/10/2025

**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: 10/9/25

I/We Sylvio Pierre Louis/Ashley Turnquest

(Name of applicant)

of 11600 Poinciana Blvd, RPB, FL 33411

(Mailing address)

Name and phone number of contact person: Sylvio Pierre Louis 561-790-5140

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:

Winter Fest at Royal Palm Beach Commons Park

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

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

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

2. Proposed date, time of commencement and duration of event:  
Saturday, December 6, 2025 from 2pm - 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.**

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(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 Poinciana Blvd., near park entrance. Will request PBSO police 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.

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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.**

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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.

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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.

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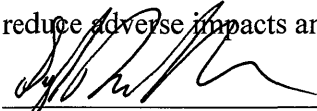
C. How will you assure that the proposed special event will not cause objectionable noise,

vibrations, fumes, odors, glare or physical activity which cannot be prevented by the imposition of conditions? Will be in accordance 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).  
Sponsorship signs will be placed by stage.

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 of Applicant

**Sylvio Pierre 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 9 day of October 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)

  
NOTARY PUBLIC  
STATE OF FLORIDA

