

Village of Royal Palm Beach
Village Council
Agenda Item Summary

Agenda Item: C - 5

APPROVAL OF A SPECIAL EVENT PERMIT FOR THE PALM BEACH SHERIFF’S OFFICE AND PALM BEACH COUNTIES SHERIFF’S FOUNDATION TO HOLD A KICKBALL EVENT FOR EMPLOYEES. THE EVENT WILL TAKE PLACE ON SATURDAY, JANUARY 17, 2026 FROM 6:00 AM UNTIL 5:00 PM AT THE BOB MARCELLO BASEBALL COMPLEX BY DIANE SMITH.

Issue:

The applicant, Diane M. Smith of Palm Beach County Sheriff’s (PBSO) Foundation, is requesting a special event permit in order to hold a kickball event for employees. The event will include alcohol (beer only), but will not be sold and will be restricted to the kickball area that’s monitored by PBSO. The event will take place on Saturday, January 17, 2026 from 6:00 a.m. until 5:00 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. The applicant is requesting a special no fee permit for non-profit organizations.

Recommended Action:

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

Initiator:	Village Manager	Agenda	Village Council
P&Z Director	Approval	12/18/2025	Action

EXHIBIT A

1. The event may only occur on January 17th, 2026 from 6:00 a.m. to 5:00 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.

Initiator:	Village Manager	Agenda	Village Council
P&Z Director	Approval	12/18/2025	Action



RECEIVED BY:
Village of Royal Palm Beach

NOV 26 2025

Time: _____

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: 11/25/2025

I/We Section Mgr. Diane M. Smith

(Name of applicant)

of Palm Beach County Sheriff's Foundation

(Mailing address)

Name and phone number of contact person: 561-644-7116

Email address: smithdiane@pbso.org

On behalf of Palm Beach County Sheriff's Foundation

(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 PBSO charity kickball event benefitting critically ill law enforcement
and/or family members.

Requesting approval for Beer to be at event (Not being sold)

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

1. Proposed location: Bob Marcello Sports Complex (6 fields)

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

2. Proposed date, time of commencement and duration of event:
Saturday, January 17, 2026 - 6:00 a.m. to 5:00 p.m. (games begin at 8:30)

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:

All law enforcement members will be participants of this 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? **This will not impact traffic. Law enforcement will be on site to address any concerns.**

Proposed impact mitigation plan: **None needed**

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

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?
Need all three restrooms open at all three areas (even field 5)

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?

All parking will be on site with overflow parking being secured across the street

at Connect Church if needed as in past years.

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 on site to address any concerns that may arise.**

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? Day time event.

D. How is the proposed special event compatible with the character of the location for which it is proposed? Held on same site for many years.

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).

One variable message board at the entrance of sports complex indicating where overflow parking is available.

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

Diane Smith-
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 25th day of November, 2025, by Diane Smith, 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



TAMI SHOEMAKER
Commission # HH 704743
Expires August 20, 2029



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 25th day of November, 2025.

WITNESSES:

Signature

Printed Name

Signature

Printed Name

[Signature]
Applicant

Diane M. Smith

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 25 day of November, 2025 by Diane M. Smith, 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]
TAMI SHOEMAKER, Notary Public
Commission # HH 704743 of Florida
Expires August 20, 2029



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

DATE: 11/25/25

I/We Diane M. Smith of 11498 Okeechobee Blvd., RPB, FL
(Name of Applicant) (Mailing Address of Applicant)

on behalf of Palm Beach County Sheriff's Foundation,
(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: Bob Marcello Baseball Complex at 100 Wildcat Way, Royal Palm Beach, FL

1. The PBC Sheriff's Foundation
(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. Diane M. Smith of PBSO are bonafide members of the PBCSF
(Name of persons involved in project)
organization and will not receive any
compensation, whatsoever, for the operation of the project.
3. The PBC Sheriff's Foundatoin (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.

[Signature] Member
Signature of Applicant 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 25th day of November, 20 25 by Diane Smith, 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)



TAMI SHOEMAKER
Commission # HH 704743
Expires August 20, 2029

[Signature]
Notary Public
State of Florida

PALM BEACH COUNTY
SHERIFF'S OFFICE

RIC L. BRADSHAW, SHERIFF



To: Village of Royal Palm Beach
Date: November 25, 2025
Reference: PBSO Kickball Event
Date of Event: January 17, 2026

To whom it may concern,

The Palm Beach County Sheriff's Office is self-insured for General and Professional Liability, Automobile Liability, and Workers' Compensation in accordance with Chapter 768, Florida Statute.

INQUIRIES OR NOTIFICATIONS RELATED TO LIABILITY SHOULD BE DIRECTED TO:

GENERAL AND PROFESSIONAL LIABILITY – All general and professional liability inquiries or notifications for claims of third-party bodily injury, property damage, or other Palm Beach County Sheriff's Office operations, please send to:

Palm Beach County Sheriff's Office Department of Legal Affairs	3228 Gun Club Road West Palm Beach, Florida 33406	1-561-688-3000
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AUTOMOBILE LIABILITY – All vehicles issued by the Palm Beach County Sheriff's Office are covered under the department's automobile liability self-insurance program, which is administered by the third-party administrator:

Davies Claims North America, Inc.	P. O. Box 110239 Lakewood Ranch, Florida 34211	1-877-287-4656
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WORKERS' COMPENSATION – All employees and volunteers are covered under the workers' compensation self-insurance program, *provided* the injury occurred as a result of and within the course of performing duties of their employment or volunteer service, as defined by the Palm Beach County Sheriff's Office. The workers' compensation program is administered by the third-party administrator:

USIS/Amerisys	P. O. Box 616648 Orlando, Florida 32861-6648	1-800-444-9098
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Sincerely,
Risk Management Division

