

Village of Royal Palm Beach
Village Council
Agenda Item Summary

Agenda Item: C- 5

APPROVAL OF A SPECIAL EVENT PERMIT FOR THE VILLAGE OF ROYAL PALM BEACH TO HOLD A MEMORIAL DAY SERVICE AT VETERANS PARK ON MONDAY, MAY 26, 2025, FROM 8:00 A.M. TO 12:00 P.M.; BY STEVEN POYNER.

Issue:

The applicant, the Village of Royal Palm Beach, is requesting a special event permit in order to hold a Memorial Day Service at Royal Palm Beach Veterans Park. The event will take place on Monday, May 26, 2025, from 8:00 a.m. to 12:00 p.m. The Village is properly insured for such events.

The applicant has submitted all necessary information and forms to the Village. Staff has reviewed this application and determined that the proposal 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 Date	Village Council
Director of P&Z	Approval	4/17/25	Action

EXHIBIT A

1. The event may only occur on May 26, 2025, from 8:00 a.m. to 12:00 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 debris, which may accumulate on site.



RECEIVED BY:
Village of Royal Palm Beach

MAR 10 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: 3/7/2025

I/We Steven Poyner
(Name of applicant)

of 151 Civic Center Way
(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 Memorial Day Service

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

1. Proposed location: Veterans Park

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

2. Proposed date, time of commencement and duration of event:
May 26, 2025 8a-12p

3. Approximate number of participants expected: 150

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? Event will be contained to Veterans Park and Ewing Park for additional Parking

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 Restroom(s)

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?

Event parking signs will be placed in front of condo entrances and additional parking will be available at Ewing Park.

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? No Event Parking signs placed in front of adjacent properties

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 contained to Veterans Park and will be monitored to ensure there are no impositions

D. How is the proposed special event compatible with the character of the location for which it is proposed? 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).

N/A

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.

Steven Poyner
Digitally signed by Steven Poyner
DN: cn=Steven Poyner, o=Village of Royal Palm Beach,
ou, email=Spoyner@royalpalmbeachfl.gov, c=US
Date: 2025.03.07 14:59:55 -05'00'

Signature of Applicant

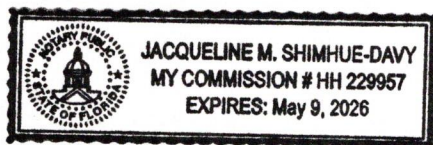
Steven Poyner

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 10th day of March, 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)



Jacqueline M. Shimhue-Davy
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 10th day of March, 2025.

WITNESSES:

Signature

Printed Name

Signature

Printed Name

Signature

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 10th day of March, 2025 by Steven Payner, 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).

Jacqueline M. Shimhue-Davy
Notary Public
State of Florida

(Seal)

