

Village of Royal Palm Beach
Village Council
Agenda Item Summary

Agenda Item: C - 6

APPROVAL OF A SPECIAL EVENT PERMIT FOR THE VILLAGE OF ROYAL PALM BEACH TO HOLD THE PALM BEACH SHAKESPEARE FESTIVAL AT ROYAL PALM VETERAN'S PARK ON FEBRUARY 13, 14, 15, AND 16, 2026 FROM 6:00 P.M. UNTIL 9:00 P.M., BY SYLVIO PIERRE LOUIS.

Issue:

The applicant, the Village of Royal Palm Beach, is requesting a special event permit in order to hold The Palm Beach Shakespeare Festival at Royal Palm Beach Veteran's Park on February 13, 14, 15, and 16, 2026 from 6:00 p.m. to 9:00 p.m. The Village is properly insured for such events. 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).

Initiator:	Village Manager	Agenda Date	Village Council
Director of P & Z	Approval	1/15/2026	Action

EXHIBIT A

1. The event may only occur on February 13, 14, 15, and 16, 2026 from 6:00 p.m. to 9:00 p.m. at Royal Palm Veteran's Park.
2. Any tents used shall be flame resistant.
3. All electrical circuits shall be GFI protected.
4. A clearly defined paved parking area must be provided.
5. The applicant shall provide for portable restroom facilities including at least one handicapped accessible facility if public facilities are not within 500' of accessibility.
6. Adequate trash receptacles shall be provided for debris, which may accumulate on site.

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.

RECEIVED

12/2/2025

VILLAGE OF ROYAL PALM BEACH
SPECIAL EVENTS PERMIT APPLICATION

DATE: 12/2/2025

I/We Village of Royal Palm Beach /The Palm Beach Shakespeare Fest.

(Name of applicant)

of 11600 Poinciana Blvd. Royal Palm Beach FL 33411

(Mailing address)

Name and phone number of contact person Sylvio Pierre Louis

Email address: spierrelouis@royalpalmbeach.com

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:

To Conduct a Shakespeare Festival at Veterans Park

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:
Feb 13-16, 6:00 PM and will end at 9:00 pm

3. Approximate number of participants expected: 400

4. Insurance company and policy number: Plastridge Insurance Agency

(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
If yes, please describe: Village Sponsored Event at Veterans Park

(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? It will be contained within the park

Proposed impact mitigation
plan: _____

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?
On Site rest rooms also will bring in a 10x20 dressing trailer

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 16-12A.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?
n/a

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?

n/a

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?

We will comply with all Village ordinances

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

There are appropriate parking and open space for these types of community events.

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).

Will have 3 24x36 A frame signs see attached map.

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



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 2 day of December, 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.

NOTARY PUBLIC
STATE OF FLORIDA
(Seal)



