

Village of Royal Palm Beach
Village Council
Agenda Item Summary

Agenda Item: C - 8

APPROVAL OF A SPECIAL EVENT PERMIT FOR THE VILLAGE OF ROYAL PALM BEACH TO HOLD “WEST FEST” 11600 POINCIANA BLVD, THE ROYAL PALM BEACH COMMONS PARK ON FRIDAY FEBRUARY 20, 2026 FROM 5:00 P.M TO 10:00 P.M., SATURDAY FEBRUARY 21, 2026 FROM 3:00 P.M. TO 9:00 P.M., SUNDAY FEBRUARY 22, 2026 FROM 1:00 TO 5:00 P.M. BY SYLVIO PIERRE LOUIS.

Issue:

The applicant, the Village of Royal Palm Beach, is requesting a Special Event Permit in order to host “West Fest” at the Royal Palm Beach Commons Park. The event will take place on Friday February 20, 2026 from 5:00 p.m. to 10:00 p.m., Saturday February 21, 2026 from 3:00 p.m. to 9:00 p.m., Sunday February 22, 2026 from 1:00 pm to 5:00 p.m. 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	1/15/2026	Action

EXHIBIT A

1. The event will take place on Friday February 20 from 5 p.m. to 10:00 p.m., Saturday February 21 from 3:00 p.m. to 9:00 p.m., Sunday February 22 from 1:00 pm 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
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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.

VILLAGE OF ROYAL PALM BEACH
SPECIAL EVENTS PERMIT APPLICATION

DATE: 12/15/2025

I/We Sylvio Pierre louis

(Name of applicant)

of 11600 Poinciana Blvd. Royal Palm Beach, FL. 33411

(Mailing address)

Name and phone number of contact person:

Sylvio Pierre louis (561) 790-140

Email address: spierrelouis@royalpalmbeach.com

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:

Host West Fest Feb 20 5pm-10pm Feb 21 3-9pm Feb 22 1pm-5pm

at Commons Park

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

1. Proposed location: Commons Park

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

2. Proposed date, time of commencement and duration of event:
West Fest Feb 20 5pm-10pm Feb 21 3-9pm Feb 22 1pm-5pm

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 ☒ No ☐
☐ If yes, please describe:
Village Sponsored Event at Commons 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? Additional traffic along Royal Palm Beach Blvd. At intersection along Poinciana Blvd. by entrance of
Park. request Pbso traffic control. pbso to perform exit strategy for patrons leaving park

Proposed impact mitigation plan:
Shuttle service on site. Serviced by Village employee

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 restrooms

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 event of this size. Bus Shuttle Service to
be provided for attendees, within overflow parking lots and ewing off site parking
attendants will handle parking. pbso will handle exit strategy and traffic control

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?

Sound will not exceed Village ordinances

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?

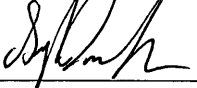
Will be in compliance with all Village ordinances

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

Plenty of Parking and open space for community events such as this

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).

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 of Applicant

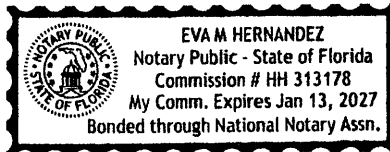
THE STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of [☒] physical presence or [] online notarization this 15 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 (circle one).



NOTARY PUBLIC
STATE OF FLORIDA

(Seal)



West Fest

Feb 20,21,22 2025



Google Earth

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Vip Area 2 20x20 tents

Sound Tent

Pci

Food and Craft Vendors

