

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

Agenda Item: C - 4

APPROVAL OF A SPECIAL EVENT PERMIT FOR POTTCC EVENTS TO HOLD A SEAFOOD FESTIVAL AT ROYAL PALM BEACH COMMONS ON SATURDAY, MARCH 14, 2026, FROM 11:00 A.M. TO 8:00 P.M. AND SUNDAY, MARCH 15, 2026, FROM 11:00 A.M. TO 6:00 P.M.; BY KATHY GILBERT.

Issue:

The request is for a special event permit in order to hold a Seafood Festival at Royal Palm Beach Commons. The event will take place on Saturday, March 14, 2026, from 11:00 a.m. through 8:00 .p.m. and Sunday, March 15, 2026, from 11:00 a.m. through 6:00 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 Permits, subject to the attached conditions (Exhibit A).

Initiator:	Village Manager	Agenda	Village Council
P&Z Director	Approval	2/19/2026	Action

EXHIBIT A

1. The event may only occur on Saturday, March 14, 2026, from 11:00 a.m. through 8:00 .p.m. and Sunday, March 15, 2026, from 11:00 a.m. through 6:00 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 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 any debris, which may accumulate on site.



RECEIVED 1/14/2026

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: 1/12/2026

I/We Kathy Gilbert
(Name of applicant)

of 1127 Royal Palm Beach Blvd Suite 169 Royal Palm Beach, FL 33411
(Mailing address)

Name and phone number of contact person: Kathy Gilbert Office 561-792-9260 or Cell 561-398-5595

Email address: piratetreasureco@aol.com or info@pottcevents.com

On behalf of POTTTC Events
(Name of person, corporation, organization, etc.)

hereby request a Special-Events Permit from the Village of Royal Palm Beach in order to:
Hold the Royal Palm Beach Seafood Festival

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

1. Proposed location: Commons Park - Great Lawn

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

2. Proposed date, time of commencement and duration of event:
Saturday, March 14th, from 11am - 8pm

~~Sunday, March 15th from 11am - 6pm~~

3. Approximate number of participants expected: 5,000+

4. Insurance company and policy number: Amusement and Event Planners
Insurance Specialists Policy#3AA942911

(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:
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? No Anticipated Impact

Proposed impact mitigation plan: No Anticipated Impact

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?
Restroom Facilities on site in addition to portable restrooms if needed

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?
No Adverse vehicular or pedestrian traffic impacts expected outside of Commons 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? Event will go on during specified times as not to disturb 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 managed in the same manner as all other major events held at Commons Park over the past 10+ years

D. How is the proposed special event compatible with the character of the location for which it is proposed? It would be similar to the other events held at Commons Park multiple times throughout the year. The Seafood Festival will be going into its 9th year at Commons Park

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).
Feather Flags, 18" x 24" Corrugated plastic signs, banners 3' x 6' and 3' x 10'

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.

Kathy Gilbert
Signature of Applicant

Kathy Gilbert - owner
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 13th day of Jan, 2026, by Katheryn Gilbert 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



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 13th day of January, 2026.

WITNESSES:

[Signature]
Signature

Justin Pinales
Printed Name

[Signature]
Signature

Joseph Gall
Printed Name

[Signature]
Applicant

Kathy Gilbert
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 13th day of January, 2026 by Katheryn Gilbert, 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).

[Signature]
Notary Public
State of Florida

(Seal)

