

Agenda Item #___C - 5___

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

Agenda Item:

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 28, 2023 FROM 6:00 AM UNTIL 7:00 PM AT THE BOB MARCELLO BASEBALL COMPLEX BY DIANE SMITH.

Issue:

The applicant, Diane M. Smith of PBSO Family First, 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 28, 2023 from 6:00 a.m. until 7:00 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
Senior Planner	Approval	12/15/2022	Action

EXHIBIT A

1. The event may only occur on January 28th, 2023 from 6:00 a.m. to 7:00 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.
9. If trailer is to be used on site for security purpose, the applicant shall obtain temporary trailer permit from the Village Building Department. This trailer may trailer permit from the Village Building Department. This trailer may not be used for overnight sleeping purposes.
10. No parking will be allowed in the swales of Crestwood Boulevard.
11. Adequate provision shall be made for overflow parking
12. The applicant shall be responsible for traffic safety, and shall coordinate traffic control with the Palm Beach County Sherrieff, if the need arises.

Initiator:	Village Manager	Agenda	Village Council
Senior Planner	Approval	12/15/2022	Action

A FULLY COMPLETED APPLICATION MUST BE SUBMITTED TO THE VILLAGE CLERK 30 DAYS IN ADVANCE OF THE EVENT. FAILURE TO SUBMIT A COMPLETE APPLICATION MAY RESULT IN REJECTION OF THE APPLICATION.

RECEIVED BY:
Village of Royal Palm Beach

VILLAGE OF ROYAL PALM BEACH
SPECIAL EVENTS PERMIT APPLICATION

OCT 24 2022

Time _____

DATE: October 17, 2022

I/We PBSO Family First
(Name of applicant)

of 11498 Okeechobee Blvd., Royal Palm Beach, FL 332411
(Mailing address)

Name and phone number of contact person S/M Diane M. Smith

Email address: smithdiane@pbso.org

on behalf of PBSO Family First & PBC 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 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 and monitored by PBSO employees
and wristbands.

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

1. Proposed location: Bob Marcello Baseball Complex - 100 Wildcat Way, RPB, FL 33411

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

2. Proposed date, time of commencement and duration of event:
Saturday, January 28, 2023. Sunrise to Sunset (6:00 a.m. to 7:00 p.m.)

3. Approximate number of participants expected:

4. Insurance company and policy number: Self Insured

(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 fields at Bob Marcello will be utilized.

(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 impact - law enforcement on site to assist if needed.

Proposed impact mitigation plan: _____

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?
Parks bathrooms (will be opened and closed by Parks Department)

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?

Law enforcement present at all times.

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 present at all times

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?

Not part of event.

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

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 Event Permit in order to reduce adverse impacts and to protect the health, safety and welfare of all.

Smith, Diane M. Digitally signed by Smith, Diane M.
Date: 2022.10.17 15:48:26 -04'00'

Signature of Applicant

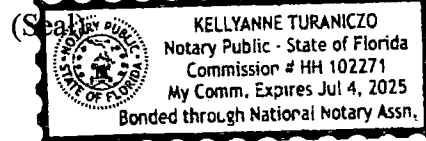
Diane M. Smith

Print name and office held, if applicable

THE STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 17th day of October, 2022, 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.

Kellyanne Turaniczo
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 17th day of October, 2022.

WITNESSES:

[Signature]

Signature

Monique Kohlhagen

Printed Name

[Signature]

Signature

Kellyanne Turaniczo

Printed Name

[Signature]

Applicant

S/M Diane M. Smith

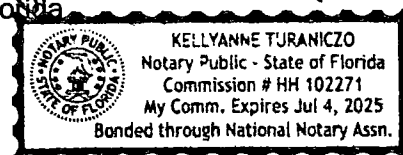
Printed Name

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 17th day of October, 2022 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.

[Signature]

Notary Public
State of Florida
(Seal)



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

DATE: 10/17/2022

I/We

I S/M Diane M. Smith

(Name of Applicant)

of on behalf of PBSO Family First - 11498 Okeechobee Blvd., RPB, FL 33411

(Mailing Address of Applicant)

on behalf of

& PBC 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 - 100 Wildcat Way, RPB, FL 33411

1. The PBSO Family First (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 / Steve Moss

(Name of persons involved in project)

are bonafide members of the PBSO Family First (Sheriff's Foundation)
organization and will not receive any compensation, whatsoever, for the operation of the
project.

3. The PBSO Family First (Sheriff's Foundation)

(Name of Organization or Person)

will abide by all regulations set forth in the VILLAGE OF ROYAL PALM BEACH Code of
Ordinances.

4. I understand that all facts stated herein may be investigated by the VILLAGE OF
ROYAL PALM BEACH and that if there are any misrepresentation stated herein, any permit or
occupational license issued on the basis of this Affidavit shall be automatically revoked. I
hereby swear that all facts stated herein are true and correct.

Smith, Diane M. Digitally signed by Smith, Diane M.
Date: 2022.10.17 15:53:54 -04'00'

Event Organizer

Signature of Applicant

Office Held, if applicable

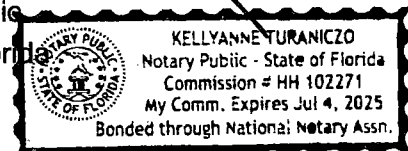
STATE OF FLORIDA)

)ss:

COUNTY OF PALM BEACH)

The foregoing instrument was acknowledged before me this 17th day of
October, 20 22 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.

Kellyanne Turaniczo
Notary Public
State of Florida
(Seal)





20 October 2022

The Village of Royal Palm Beach
Royal Palm Beach, FL

The Palm Beach County Sheriff's Office is currently self-insured for Automobile, Workers' Compensation, General and Professional Liability pursuant to Chapter 768, Florida State Statute. Please direct any concerns regarding general and professional liability to the Palm Beach County Sheriff's Legal Office.

Auto and Workers' Compensation matters should be forwarded to our third party administrator:

Workers' Compensation

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

Departmental Vehicles

Johns Eastern Company, Inc.
Nick Mullins, A.I.C. Mgr.
P. O. Box 110239
Lakewood Ranch, FL 34211
(800) 749-3044

All departmentally issued vehicles are covered under PBSO's auto third party administrator. All employees and volunteers are covered under our workers' compensation third party administrator, *provided* that the injury occurred under the employee/volunteer's scope of duties as defined by PBSO.

Catherine Adriance
Division Manager ~ Risk Management



Parking

Okeechobee Blvd

Okeechobee Blvd

Okeechobee Blvd

Drinks

6

Beisbol
Temporarily closed

Bibb Marcelllo
Baseball Complex

Wildcat Way

Wildcat Way

Wildcat Way

Wildcat Way

over-flow Parking
Bus Loop