

Agenda Item # \_C - 9\_\_\_\_\_

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

**Agenda Item:**

**APPROVAL OF A SPECIAL EVENT PERMIT FOR POTTC EVENTS TO HOLD A SEAFOOD FESTIVAL AT ROYAL PALM BEACH COMMONS ON SATURDAY, MARCH 18, 2023, FROM 11:00 A.M. TO 8:00 P.M. AND SUNDAY, MARCH 19, 2023, 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 18, 2023, from 11:00 a.m. through 8:00 .p.m. and Sunday, March 19, 2023, 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).

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Initiator:	Village Manager	Agenda	Village Council
P&Z Director	Approval	2/16/2023	Action

## **EXHIBIT A**

1. The event may only occur on Saturday, March 18, 2023, from 11:00 a.m. through 8:00 .p.m. and Sunday, March 19, 2023, 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.

**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 BY:  
Village of Royal Palm Beach

FEB 06 2023

VILLAGE OF ROYAL PALM BEACH  
SPECIAL EVENTS PERMIT APPLICATION

DATE: 1/20/2023

Time \_\_\_\_\_

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

On behalf of POTTC 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 18th from 11am - 8pm

Sunday, March 19th from 11am - 6pm

3. Approximate number of participants expected:

4. Insurance company and policy number: Amusement and Event Planners  
Insurance Specialists Policy # 3AA607835

(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 16-12A.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?  
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

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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

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Commons Park over the last 10 years.

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

It would be similar to other events that are held at Commons Park multiple times

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throughout the year. The Royal Palm Beach Seafood Festival will be going into its 4th year at Commons Park

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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'

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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.

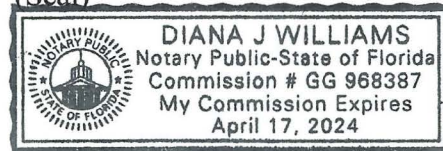
Kathryn Gilbert  
Signature of Applicant

\_\_\_\_\_  
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 1 day of Feb, 2023, by Kathryn 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.

Diana J Williams  
NOTARY PUBLIC  
STATE OF FLORIDA  
(Seal)





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 1 day of Feb, 2023

WITNESSES:

[Signature]  
Signature

David Manzan  
Printed Name

[Signature]  
Signature

Rashad Heath  
Printed Name

[Signature]  
Applicant

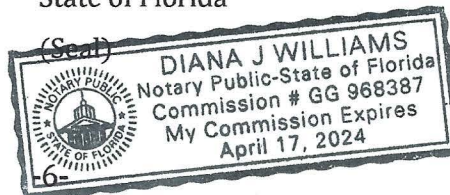
Kathryn Gilbert  
Printed Name

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 1 day of Feb, 2023 by Kathryn 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.

[Signature]  
Notary Public

State of Florida





Main Stage



ROYAL PALM BEACH  
*Seafood Festival*  
Produced by POTTIC Events

LOBSTER \* SHRIMP \* OYSTERS \* CRABS \* FISH \* CALAMARI \* CONCH \*

Stage



BAR

20x40 Tent

Ice



VIP

20x40 Tent

20x40 Tent

20x50 Tent

10x10 Tent

20x40 Tent

20x40 Tent

Food >

Food >

Food >

< Food

< Food

< Food

Pirate Ships



Kids Fun Zone  
Bounce Houses



Mermaid Exhibit

EAST

First Aid

WEST

Entrance - Exit

Entrance - Exit

Vendor  
Handicap  
Entrance

Festival  
Entrance



ROYAL  
PALM BEACH  
COMMONS  
*Park*

Handicap  
Parking

Parking

Parking

Parking