

Agenda Item # __C - 6__

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

Agenda Item:

APPROVAL OF A SPECIAL EVENT PERMIT FOR POTTIC EVENTS TO HOLD A SEAFOOD FESTIVAL AT ROYAL PALM BEACH COMMONS ON SATURDAY, MARCH 16, 2024, FROM 11:00 A.M. TO 8:00 P.M. AND SUNDAY, MARCH 17, 2024, 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 16, 2024, from 11:00 a.m. through 8:00 p.m. and Sunday, March 17, 2024, 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	2/16/2023	Action

EXHIBIT A

1. The event may only occur on Saturday, March 16, 2024, from 11:00 a.m. through 8:00 .p.m. and Sunday, March 17, 2024, 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
JAN 30 2024

VILLAGE OF ROYAL PALM BEACH
SPECIAL EVENTS PERMIT APPLICATION

DATE: 1/18/2024

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 561-792-9260 or 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 16th, 2024 11am - 8pm

Sunday, March 17th, 2024 11am - 6pm

3. Approximate number of participants expected:

4. Insurance company and policy number: Amusement and Event Planners
Insurance Specialists Policy#3AA717545

(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 event held at

Commons Park over the last 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 other events that are held at Commons Park multiple times

throughout the year. The Royal Palm Beach Seafood Festival will be going into its

5th 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'

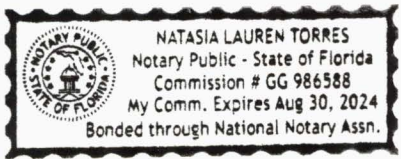
I affirm that all facts set forth herein are true and correct and understand that the Village of Royal Palm Beach may impose reasonable conditions upon the Special Events Permit in order to reduce adverse impacts and to protect the health, safety and welfare of all.

Kathy Gilbert
Signature of Applicant

Kathy Gilbert
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 20th day of January, 2024, by Kathy 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)

Natasia Lauren Torres
NOTARY PUBLIC
STATE OF FLORIDA

HOLD HARMLESS AGREEMENT FOR APPLICANT

The undersigned hereby requests a Special Events permit 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 conducted.

Executed this 20th day of January, 2024.

WITNESSES:

Caleb Acosta
Signature

Caleb Acosta
Printed Name

Joseph Gail
Signature

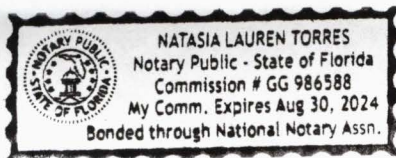
Joseph Gail
Printed Name

Kathy Gilbert
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 20th day of January, 2024 by Kathy 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)

Natasia Lauren Torres
Notary Public
State of Florida



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/10/2023

PRODUCER Amusement And Event Planners Insurance Specialists 25422 Trabuco Rd Suite 105-406 Lake Forest, CA 92630 Phone: (866) 380-3372	THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED POTT Events 1127 Royal Palm Beach Blvd. Suite 169 Royal Palm Beach, FL 33411	INSURER A: Evanston Insurance Company	35378
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	3AA717545	10/06/2023	10/06/2024	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000.00 MED EXP (Any one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMP/OP AGG \$ INCLUDED \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate Holder is added as an additional insured but only with respect to liability arising out of operations of the named insured during the policy period.

Event Planner

CERTIFICATE HOLDER Village of Royal Palm Beach 1050 Royal Palm Beach Blvd. Royal Palm Beach, FL 33411	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Mike Lowry
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