

Agenda Item # C- 4

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

**Agenda Item:**

**APPROVAL OF A SPECIAL EVENT PERMIT FOR THE VILLAGE OF ROYAL PALM BEACH TO HOLD ITS ANNUAL STAR SPANGLED SPECTACULAR AT ROYAL PALM BEACH COMMONS ON TUESDAY, JULY 4, 2023, FROM 1:00 P.M. UNTIL 10:00 P.M., BY SYLVIO PIERRE LOUIS.**

**Issue:**

The applicant, the Village of Royal Palm Beach, is requesting a special event permit in order to hold its Annual Star Spangled Spectacular located at Royal Palm Beach Commons on Tuesday, July 4, 2023, from 1:00 p.m. to 10:00 p.m. The Village is properly insured for such events. Staff has reviewed this application and determined that the proposed event will not adversely affect the immediate area.

**Recommended Action:**

Approval of Special Event Permit, subject to the attached conditions (Exhibit A).

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Initiator:	Village Manager	Agenda Date	Village Council
Director of P & Z	Approval	5/18/2023	Action

## **EXHIBIT A**

1. The event may only occur on Tuesday, July 4, 2023, from 1:00 p.m. until 10:00 p.m. at Royal Palm Beach Commons.
2. Any tents used shall be flame resistant.
3. All electrical circuits shall be GFI protected.
4. A clearly defined paved parking area must be provided.
5. The applicant shall provide for portable restroom facilities including at least one handicapped accessible facility if public facilities are not within 500' of accessibility.
6. Adequate trash receptacles shall be provided for 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

APR 06 2023

VILLAGE OF ROYAL PALM BEACH  
SPECIAL EVENTS PERMIT APPLICATION

DATE: April 4, 2023

Time \_\_\_\_\_

I/We Sylvio Pierre Louis/Ashley Turnquest

(Name of applicant)

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

(Mailing address)

Name and phone number of contact person:

Ashley Turnquest 561-753-1232

Email address: spierrelouis@royalpalmbeachfl.gov & aturnquest@royalpalmbeachfl.gov

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 the Star Spangled Spectacular at Royal Palm Beach Commons Park

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

1. Proposed location: Royal Palm Beach Commons Park Great Lawn

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

2. Proposed date, time of commencement and duration of event:  
Tuesday, July 4, 2023 from 1pm - 10pm

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

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(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 of Poinciana Blvd. near Park entrance. Request PBSO Police traffic control along Royal Palm Beach Blvd. PBSO to perform exit strategy for patrons leaving park

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Proposed impact mitigation plan:

Shuttle service on-site serviced by Village Employee.

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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

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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 Events of this size. Bus shuttle to be provided for attendees, with overflow parking lots within Commons Park and additional off-site parking at Village Hall & Ewing Park. Parking attendants will handle parking. PBSO will handle exit strategy & traffic control.

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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?

Park designed for events of this nature.

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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?

Will be in compliance with all Village Ordinances.

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

The Park was designed for events of this nature.

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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).

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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.

  
Signature of Applicant

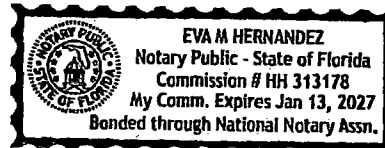
Sylvio Pierre Louis  
Print Name of Applicant

THE STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of [☒] physical presence or [☐] online notarization this 4 day of April, 2023, 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)



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 4 day of April, 2023.

WITNESSES

Signature

Brandon Pendergrass  
Printed Name

Signature

Terry B. Mcipe Jr  
Printed Name

Applicant

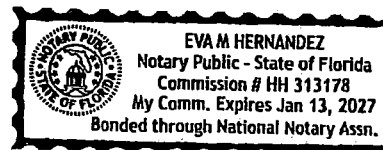
Sylvio Pierre-Louis  
Printed Name

STATE OF FLORIDA  
COUNTY OF PALM BEACH

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[Signature]  
Notary Public  
State of Florida

(Seal)







RPB COMMONS- JULY 4TH (PROPOSED)  
THE VILLAGE OF ROYAL PALM BEACH, FLORIDA







RPB COMMONS- EVENT EXIT PLAN A  
THE VILLAGE OF ROYAL PALM BEACH, FLORIDA

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**RPB COMMONS- EVENT EXIT PLAN B**  
**THE VILLAGE OF ROYAL PALM BEACH, FLORIDA**



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# THE VILLAGE OF ROYAL PALM BEACH, FLORIDA



RPB COMMONS- EVENT EXIT PLAN B (OFFSITE)