

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 A PARKS AND RECREATION MONTH EVENT AT ROYAL PALM BEACH COMMONS ON SATURDAY, JULY 22, 2023, FROM 1:00 P.M. TO 4:00 P.M.; BY SYLVIO PIERRE LOUIS.**

**Issue:**

The request is for a Special Event Permit in order to hold a Parks and Recreation Month Event at Royal Palm Beach Commons Park. The event will take place on Saturday, July 22, 2023, from 1:00 p.m. through 4:00 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	6/15/2023	Action

## **EXHIBIT A**

1. The request is for a Special Event Permit in order to hold a Parks and Recreation Month Event at Royal Palm Beach Commons Park. The event will take place on Saturday, July 22, 2023, from 1:00 p.m. through 4:00 p.m.
2. 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.
3. Any tents used shall be flame resistant.
4. 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.
5. All electrical circuits shall be GFI protected.
6. 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.
7. A clearly defined parking area must be provided.
8. The applicant shall provide for portable restroom facilities including at least one handicapped accessible facility if public facilities are not within 500' of accessibility.
9. 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

MAY 26 2023

VILLAGE OF ROYAL PALM BEACH  
SPECIAL EVENTS PERMIT APPLICATION

DATE: 5/16/2023

Time \_\_\_\_\_

I/We Sylvio Pierre Louis

(Name of applicant)

of 11600 Poinciana Blvd. Royal Palm Beach FL 33411

(Mailing address)

Name and phone number of contact person Sylvio Pierre Louis

Email address: spierrelouis@royalpalmbeach.com

On behalf of 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:  
Conduct Parks and Recreation Month Event at Commons Park

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

1. Proposed location: Great Lawn

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

2. Proposed date, time of commencement and duration of event:  
July 22, 2023      1pm-4pm

3. Approximate number of participants expected: 200

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 at 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? Does Not impact Traffic, Bike paths are already on the Road and will not interfere

Proposed impact mitigation  
plan: \_\_\_\_\_

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

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?

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?

Dj will not Exceed village ordinance

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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?

We will comply 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?

There are appropriate parking and open space for these types of community events.

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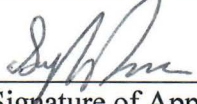
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11. In addition to depicting proposed temporary signage on the provided site plan, please list below all signs to be displayed as part of the special event. Please include sign type, dimensions, square footage and proposed location(s) (See Village 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 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 24 day of May, 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.

  
NOTARY PUBLIC  
STATE OF FLORIDA  
(Seal)

