

Agenda Item # _C-11_____

**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 “ROCK N FALL FEST” ON FRIDAY, OCTOBER 6, 2023; FROM 5:00 P.M. TO 10:00 P.M. AND SATURDAY, OCTOBER 7, 2023; FROM 1:00 P.M. TO 9:00 P.M. AT ROYAL PALM BEACH COMMONS: BY SYLVIO PIERRE LOUIS

Issue:

The applicants, Sylvio Pierre-Louis and Ashley Turnquest, on behalf of the Village of Royal Palm Beach, are requesting a Special Events Permit to conduct the Village’s annual Fall festival event titled “Rock N Fall Fest”. The event will take place at the Royal Palm Beach Commons Park from Friday, October 6, 2023 from 5:00 p.m. to 10:00 p.m. and Saturday, October 7, 2023 from 1:00 p.m. to 9:00 p.m.

Recommended Action:

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

Initiator:

Village Manager
Approval

Agenda
Date

Village Council
Action

Director of P & Z

09/21/23

EXHIBIT A

1. All special event activities approved as part of this permit shall be governed by current public health directives and shall comply with all Centers for Disease Control (CDC) guidelines and all Executive Orders issued by the Governor relative to COVID-19.
2. The event may take place on Friday, October 6th, 2023 from 5:00 p.m. until 10:00 p.m.; and Saturday, October 7th, 2023 from 1:00 p.m. until 9:00 p.m. at Royal Palm Beach Commons.
3. Any tents used shall be flame resistant.
4. All electrical circuits shall be GFI protected.
5. A clearly defined parking area must be provided.
6. The applicant shall provide for portable restroom facilities including at least one handicapped accessible facility if public facilities are not within 500' of accessibility.
7. 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.

VILLAGE OF ROYAL PALM BEACH
SPECIAL EVENTS PERMIT APPLICATION

DATE: 8/2/23

I/We Sylvio Pierre-Louis and Ashley Turnquest
(Name of applicant)

of 11600 Poinciana Blvd.
(Mailing address)

Name and phone number of contact person:
Sylvio & Ashley 561-790-5140, 561-753-1232

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

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 the Villages annual Fall Fest event titled "Rock N Fall Fest" at Commons Park.

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

1. Proposed location: Royal Palm Beach Commons Park

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

2. Proposed date, time of commencement and duration of event:
Friday, October 6 from 5pm-10pm.

Saturday, October 7 from 1pm- 9pm.

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 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? Additional traffic along Royal Palm Beach Blvd. at intersection along Poinciana Blvd. by
entrance of park. Request PBSO traffic control. PBSO to perform exit strategy for patrons
leaving park.

Proposed impact mitigation plan:

Shuttel service on site, serviced by Village employee.

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 16-12(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 service to be provided
for attendees, within overflow parking lots and Ewing Park (off-site) Parking attendents,
will handle parking. PBSO will handle exit strategy and traffic control.

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 developed with Community events such as this in consideration.

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 be in compliance with all Village ordinances

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

Plenty of parking and open space for Community Events such as this

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).

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]
Signature of Applicant

Sylvio Perre 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 August, 2023, by Sylvio Perre 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).

[Signature]
NOTARY PUBLIC
STATE OF FLORIDA

(Seal)

