

Agenda Item # \_\_C - 7\_\_

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

**Agenda Item:**

**APPROVAL OF A SPECIAL EVENT PERMIT FOR OUR LADY QUEEN OF THE APOSTLES CATHOLIC CHURCH TO HOLD A CHRISTMAS VILLAGE AND FESTIVAL AT 100 CRESTWOOD BOULEVARD ON DECEMBER 1, 2, 8, & 9, 2023 FROM 4:00 P.M. UNTILL 11:00 P.M.; AND DECEMBER 3 & 10, 2023 FROM 4:00 P.M. UNTIL 10:00 P.M.; BY CHRIS WINTERS.**

**Issue:**

The applicant is requesting a special event permit in order to hold a Christmas Village and Festival at Our Lady Queen of the Apostles Catholic Church, located at 100 Crestwood Boulevard on the following dates and times: Friday December 1, 2023 from 4:00 p.m. to 11:00 p.m.; Saturday, December 2, 2023, from 4:00 p.m. to 11:00 p.m.; Sunday, December 3, 2023 from 4:00 p.m. to 10:00 p.m.; Friday December 8, 2023 from 4:00 p.m. to 11:00 p.m.; Saturday, December 9, 2023 from 4:00 p.m. to 11:00 p.m.; and Sunday, December 10, 2023 from 4:00 p.m. to 10:00 p.m. The applicant has not requested any road closures for this event. The Church is requesting a special no fee permit for non-profit organizations. The applicant has submitted all necessary information and forms to the Village. Staff has reviewed this application and determined that the proposed use 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	Village Council
P&Z Director	Approval	11/16/2023	Action

**EXHIBIT A**

1. The event may only occur on Friday December 1, 2023 from 4:00 p.m. to 11:00 p.m.; Saturday, December 2, 2023, from 4:00 p.m. to 11:00 p.m.; Sunday, December 3, 2022 from 4:00 p.m. to 10:00 p.m.; Friday December 8, 2023 from 4:00 p.m. to 11:00 p.m.; Saturday, December 9, 2023 from 4:00 p.m. to 11:00 p.m.; and Sunday, December 10, 2023 from 4:00 p.m. to 10:00 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 paved 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 tree trimming and other debris, which may accumulate on site.
9. If trailer is to be used on site for security purpose, the applicant shall obtain temporary trailer permit from the Village Building Department. This trailer may trailer permit from the Village Building Department. This trailer may not be used for overnight sleeping purposes.
10. No parking will be allowed in the swales of Crestwood Boulevard.
11. Adequate provision shall be made for overflow parking
12. The applicant shall be responsible for traffic safety, and shall coordinate traffic control with the Palm Beach County Sherriff, if the need arises.

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Initiator:	Village Manager	Agenda	Village Council
P&Z Director	Approval	11/16/2022	Action

OCT 02 2023

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: September 1, 2023

I/We Rev. Z. Andy Rudnicki, Our Lady Queen of the Apostles Catholic Church  
(Name of applicant)

of 100 Crestwood Blvd. S. Royal Palm Beach, FL 33411  
(Mailing address)

Name and phone number of contact person:  
Chris Winters (561)798-5661 ext. 103

Email address: Chrisw@olqa.cc

On behalf of Our Lady Queen of the Apostles Catholic Church  
(Name of person, corporation, organization, etc.)

hereby request a Special Events Permit from the Village of Royal Palm Beach in order to:  
Christmas Festival and Village held over the first 2 weekends in December

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

1. Proposed location: parish property see attached layout

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

2. Proposed date, time of commencement and duration of event:  
December 1, 2, 8, and 9 from 4:00pm - 11:00 pm December 3 and 10 from 4:00 pm - 10:00pm

3. Approximate number of participants expected:

4. Insurance company and policy number: Catholic Mutual Relief

(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:

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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? No or little impact as with previous Festivals. Festival is on Church grounds and parking in Church parking lot.

Proposed impact mitigation plan:

If necessary traffic control officers will be hired.

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 are available in Celebration Hall

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?  
The pedestrian impact is always extremely light and we will have parking and attendants managing the flow in the parking lot.

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?

The entertainment stage will be faced away from the residential area and all outdoor entertainment will cease by 11:00 pm.

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?

The entertainment will cease by 11:00 pm

trash containers are away from residential area and odor is not an issue.

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

This event has become a great community event with people from all over the county coming to enjoy fellowship. It is also the one fundraiser for our church to help offset the cost of running the parish.

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).

(2) 3' x 8' signs near the front entrance of the church.

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.

Rev. Z. Andy Rudnicki  
Signature of Applicant

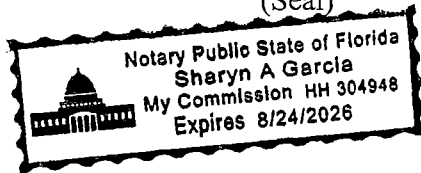
REV. Z. ANDY RUDNICKI  
Print Name of Applicant

THE STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization this 1st day of September, 2023, by Rev. Z. Andy Rudnicki, 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).

Sharyn A Garcia  
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 1st day of September, 2023.

WITNESSES:

Chris Winters  
Signature

Chris Winters  
Printed Name

Theresa Davis  
Signature

Theresa Davis  
Printed Name

Rev. Z. Andy Rudnicki  
Applicant

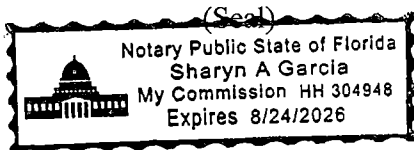
REV. Z. ANDY RUDNICKI  
Printed Name

STATE OF FLORIDA  
COUNTY OF PALM BEACH

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Sharyn A Garcia

Notary Public  
State of Florida



**AFFIDAVIT FOR SPECIAL NO FEE PERMIT  
NON-PROFIT, CHARITABLE, VETERANS' ORGANIZATIONS  
AND/OR OTHERS ENTITLED TO EXEMPTIONS**

DATE: 09/01/2023

I/We Rev. Z. Andy Rudnicki, (Name of Applicant)

of 100 Crestwood Blvd. S. Royal Palm Beach, FL 33411,  
(Mailing Address of Applicant)

on behalf of Rev. Z. Andy Rudnicki,  
(Non-profit, Charitable, Veterans' Organization or others entitled to exemptions)

hereby request a special no fee permit or reduced rate occupational license from the VILLAGE OF ROYAL PALM BEACH in accordance with Section 16-8 of the Village Code in order to operate the business as described below or to hold the following fundraising project and/or sale at the following location:

100 Crestwood Blvd. S.  
Royal Palm Beach, FL 33411

1. The Our Lady Queen of the Apostles  
(Non-profit, Charitable, Veterans' Organization or others entitled to exemptions)

is a bona fide Non-Profit, Charitable, Veterans' Organization or other person/entity entitled to an exemption which operates without private profit for a civic, charitable, youth, service, fraternal or religious purpose. Attached is documentation to support this statement, i.e. incorporation certificate; 501c(3) status, etc.

2. Parishioners  
(Name of persons involved in project)

are bona fide members of the Our Lady Queen of the Apostles organization and will not receive any compensation, whatsoever, for the operation of the project.

3. The Our Lady Queen of the Apostles Catholic Church  
(Name of Organization or Person)

will abide by all regulations set forth in the VILLAGE OF ROYAL PALM BEACH Code of Ordinances.

4. I understand that all facts stated herein may be investigated by the VILLAGE OF ROYAL PALM BEACH and that if there are any misrepresentation stated herein, any permit or occupational license issued on the basis of this Affidavit shall be automatically revoked. I hereby swear that all facts stated herein are true and correct.



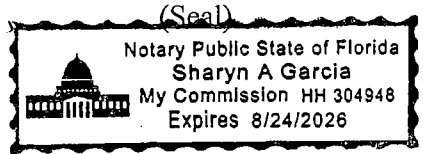
Rev. Z. Andy Rudnicki  
Signature of Applicant

REV. Z. ANDY RUDNICKI  
Printed Name of Applicant

STATE OF FLORIDA            )  
  )ss:  
COUNTY OF PALM BEACH    )

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization this 1st day of September, 2023 by Rev. Z. Andy Rudnicki, 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).

Sharyn A Garcia  
Notary Public  
State of Florida



# Certificate of Coverage

Date: 2/14/2023

**Certificate Holder**  
 The Roman Catholic Diocese of Palm Beach, Inc.  
 9995 North Military Trail  
 Palm Beach Gardens, FL 33410-9650

**This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.**

**Company Affording Coverage**  
 THE CATHOLIC MUTUAL RELIEF  
 SOCIETY OF AMERICA  
 10843 OLD MILL RD  
 OMAHA, NE 68154

**Covered Location**  
 Our Lady Queen of the Apostles Catholic Church  
 100 Crestwood Blvd. South  
 Royal Palm Beach, FL 33411

**Coverages**

**This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate 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 coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.**

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
Property				Real & Personal Property	
D. General Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	9149	4/1/2023	4/1/2024	Each Occurrence	2,000,000
				General Aggregate	2,000,000
				Products-Comp/OP Agg	
				Personal & Adv Injury	
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
Excess Liability				Each Occurrence	
				Annual Aggregate	
Other				Each Occurrence	
				Claims Made	
				Annual Aggregate	
				Limit/Coverage	

**Description of Operations/Locations/Vehicles/Special Items** (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)  
 Coverage only extends to the Village of Royal Palm Beach for Our Lady Queen of the Apostles Catholic Church's permit application for the term of the certificate.

**Holder of Certificate**

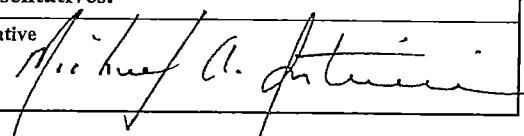
**Cancellation**

Additional Protected Person(s)

Village of Royal Palm Beach  
 1050 Royal Palm Beach Blvd.  
 Royal Palm Beach, FL 33411

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative



0833000441

**SECTION 5: DESCRIPTION OF PREMISES OF TEMPORARY EVENT**

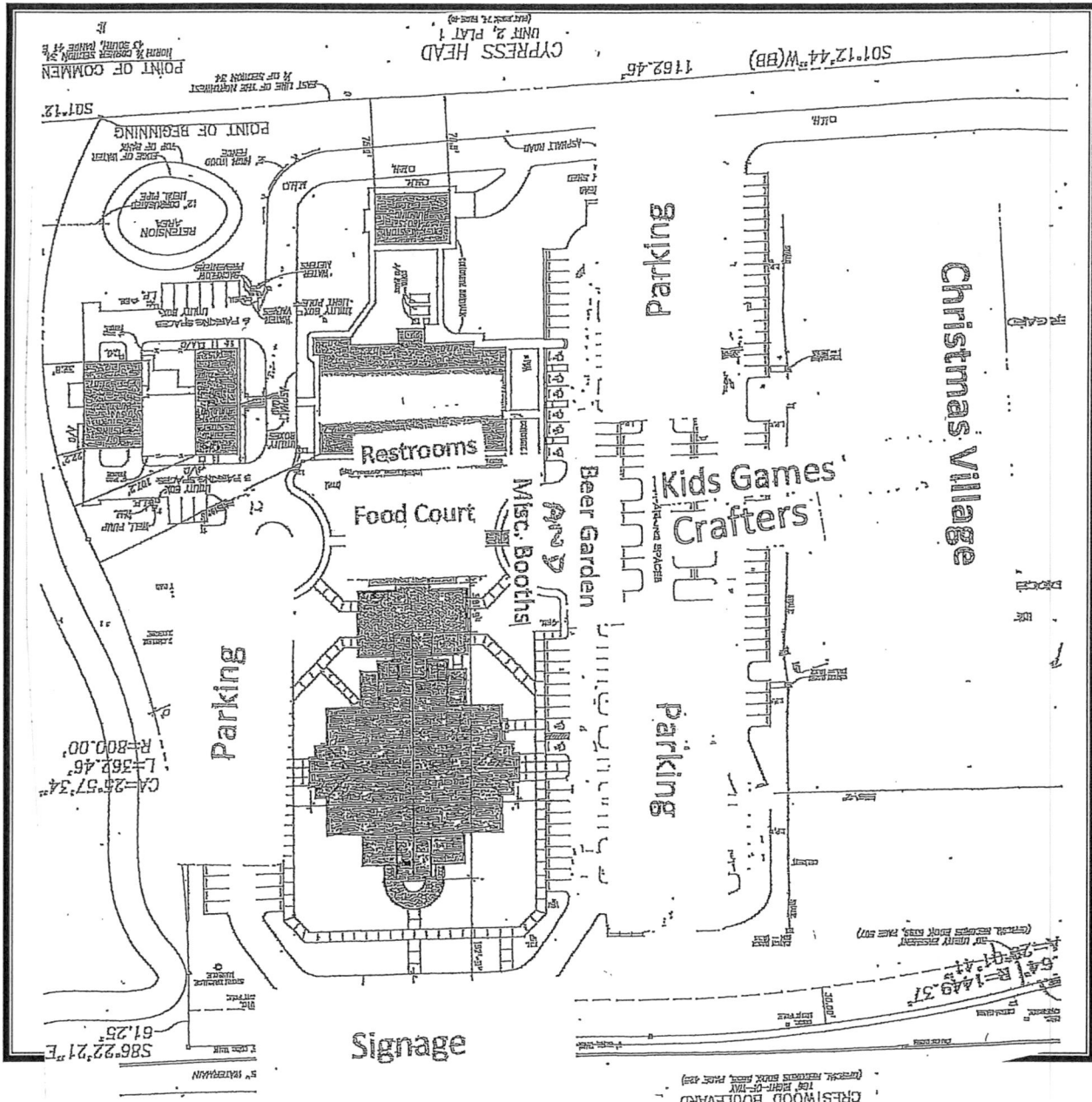
Full Name of Applicant(s)

Our Lady Queen of the Apostles Catholic Church

Name or Title of Temporary Event

Christmas Festival and Village

Neatly draw a floor plan of the premises in ink, including: sidewalks and other outside areas which are contiguous to the premises, walls, doors, counters, points of sale of alcoholic beverages, storage areas, restrooms, bar locations, and any other specific areas which are part of the premises where the event will be held. A multi-story building where the entire building is to be licensed must show the details of each floor.





# Consumer's Certificate of Exemption

DR-14  
R. 01/18

Issued Pursuant to Chapter 212, Florida Statutes

85-8012702249C-8	07/31/2021	07/31/2026	RELIGIOUS-PHYSICAL PLACE
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

OUR LADY QUEEN OF THE APOSTLES  
CATHOLIC CHURCH  
100 CRESTWOOD BLVD S  
ROYAL PALM BEACH FL 33411-4701

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



## Important Information for Exempt Organizations

DR-14  
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.