



Agenda Item # C - 2

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

Agenda Item:

APPROVAL OF A SPECIAL EVENT PERMIT FOR H.L JOHNSON ELEMENTARY PTO, INC TO HOLD A TRUNK OR TREAT EVENT LOCATED AT 1000 CRESTWOOD BOULEVARD ON OCTOBER 17, 2019, FROM 6:00 P.M. TO 8:00 P.M.; BY JULIE HIGHSMITH

Issue:

The applicant, H.L Johnson Elementary PTO, Inc, is requesting a special event permit in order to hold a "Trunk or Treat" event located at 1000 Crestwood Boulevard on October 17, 2019 from 6:00 p.m. to 8:00 p.m. The applicant has provided the Village with all necessary documentation, including proof of insurance.

Recommended Action:

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

Initiator:	Village Manager Approval	Agenda Date	Village Council Action
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Director of P & Z	10/17/19
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EXHIBIT A

1. The event may only occur on October 17, 2019, from 6:00 p.m. to 8:00 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.

A FULLY COMPLETED APPLICATION MUST BE SUBMITTED TO THE VILLAGE CLERK 30 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

SEP 16 2019

Time _____

VILLAGE OF ROYAL PALM BEACH
SPECIAL EVENTS PERMIT APPLICATION

DATE: 9/16/19

I/We H.L. Johnson Elementary PTO, Inc.

(Name of applicant)

of 1000 Crestwood Blvd., Royal Palm Beach, FL 33411

(Mailing address)

Name and phone number of contact person Julie Highsmith 561-389-6811

Email address: HLJJAGUARPTO@gmail.com

on behalf of H.L. Johnson Elementary PTO, Inc.

(Name of person, corporation, organization, etc.)

hereby request a Special Events Permit from the Village of Royal Palm Beach in order to:
hold a Trunk or Treat (trick or treating) event.

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

1. Proposed location: H.L. Johnson Elementary School

1000 Crestwood Blvd. N, Royal Palm Beach, FL 33411

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

2. Proposed date, time of commencement and duration of event:

Thursday, October 17, 2019 from 6pm-8pm (2 hours)

3. Approximate number of participants expected: 450

4. Insurance company and policy number: Philadelphia Indemnity Insurance Company

PHPK1981763

(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 **X**_____.

If yes, please describe: _____

(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 on traffic control, fire/rescue operations or utilities.
Ample parking at the school.

Proposed impact mitigation plan: _____

7. Are animals involved in this event? Yes _____ No **X**_____

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?
School toilet facilities will be used by participants and the public.

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?
There is ample parking at the school and the west field will allow for additional parking as indicated on layout.

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 location of the event has no adjacent properties that would be impacted by this event.

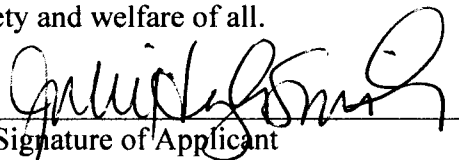
C. How will you assure that the proposed special event will not cause objectionable noise, vibrations, fumes, odors, glare or physical activity which cannot be prevented by the imposition of conditions?

No noise impact anticipated for this event. Food Trucks will be limited and positioned as not to affect adjacent properties.

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

The school is a perfect place to hold a safe trick or treating experience for students, their families and the community.

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 Event Permit in order to reduce adverse impacts and to protect the health, safety and welfare of all.



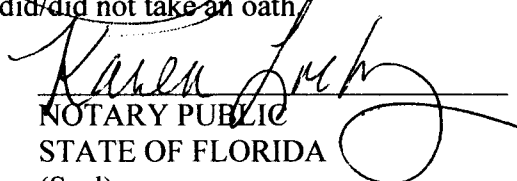
Signature of Applicant

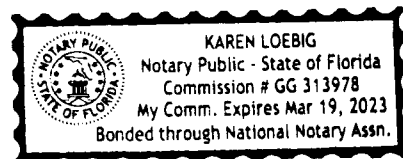
Julie Highsmith, President

Print name and office held, if applicable

THE STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 16 day of Sept, 2019, by Julie Highsmith, 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)



VILLAGE OF ROYAL PALM BEACH, FLORIDA
OWNER'S AFFIDAVIT OF CONSENT AND RESPONSIBILITY
DO NOT COMPLETE FOR EVENTS ON VILLAGE PROPERTY

DATE: 9/16/19

APPLICATION FOR: Special Events Permit X OR Seasonal Vendor Permit _____

PROPOSED LOCATION FOR SPECIAL EVENT OR TEMPORARY SALE:

H.L. Johnson Elementary School
1000 Crestwood Blvd. N.
Royal Palm Beach, FL 33411

I/We, Jennifer Makowski, own the property referenced above and hereby grant my/our consent for H.L. Johnson Elementary PTO, Inc. to utilize the property for Trunk or Treat Event acknowledging that I/we will be responsible for the activities conducted thereon.

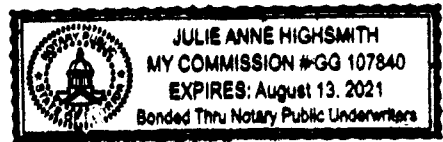
Jennifer Makowski
_____ Affiant

_____ Affiant

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 16th day of September, 2019 by Jennifer Makowski and _____, 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.

Julie Anne Highsmith
Notary Public
State of Florida
(Seal)



HOLD HARMLESS AGREEMENT FOR APPLICANT

The undersigned hereby requests a Special Events/Seasonal Vendor permit (circle one) 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, Temporary Sale, or Seasonal Vending conducted.

Executed this 16th day of September, 2019

WITNESSES:

[Signature]
Signature

Sandra Medina
Printed Name

[Signature]
Signature

ANTHONY ESPINOSA
Printed Name

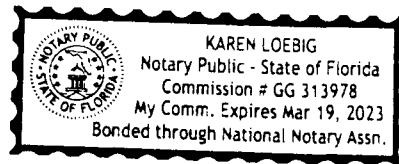
[Signature]
Applicant

Julie Highsmith
Printed Name

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 16 day of Sept, 2019 by Julie Highsmith, 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.

[Signature]
Notary Public
State of Florida
(Seal)



HOLD HARMLESS AGREEMENT FOR OWNER OF PROPERTY

(IF DIFFERENT FROM APPLICANT)

DO NOT COMPLETE FOR EVENTS ON VILLAGE PROPERTY

The undersigned is the owner of the real property to be utilized for the proposed Special Event or Temporary Sale. The undersigned has granted the Applicant permission to apply for a Special Events/Seasonal Vendor permit (circle one) from the Village of Royal Palm Beach, Florida ("Village"), to use the undersigned's property for this purpose, and acknowledges responsibility (owner's affidavit is attached hereto).

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 or Seasonal Vending conducted.

Executed this 16th day of September, 2019.

WITNESSES:

[Signature]
Signature
ANTHONY ESPINOSA
Printed Name

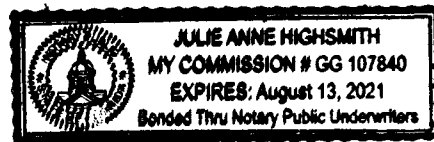
[Signature]
Signature
Karen Loebig
Printed Name

STATE OF FLORIDA
COUNTY OF PALM BEACH

[Signature]
Owner of Property
Jennifer Makowski
Printed Name

The foregoing instrument was acknowledged before me this 16th day of September, 2019 by Jennifer Makowski, 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.

[Signature]
Notary Public
State of Florida
(Seal)



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

DATE: 9/16/19

I/We

Julie Highsmith

(Name of Applicant)

of 1000 Crestwood Blvd. N., Royal Palm Beach, FL 33411

(Mailing Address of Applicant)

on behalf of

H.L. Johnson Elementary PTO, Inc.

(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:

Trunk or Treat

1. The H.L. Johnson Elementary PTO, Inc.

(Non-profit, Charitable, Veterans' Organization or others entitled to exemptions)

is a bonafide 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. Julie Highsmith
(Name of persons involved in project)

are bonafide members of the H.L. Johnson Elementary PTO, Inc.
organization and will not receive any compensation, whatsoever, for the operation of the
project.

3. The H.L. Johnson Elementary PTO, Inc.
(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.

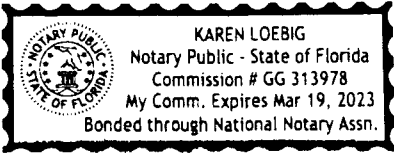
Julie Highsmith
Signature of Applicant

President
Office Held, if applicable

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

The foregoing instrument was acknowledged before me this 16 day of Sept, 2019 by Julie Highsmith 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.

Karen Loebig
Notary Public
State of Florida
(Seal)





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/01/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bene-Marc, Inc. 6301 Southwest Blvd., Suite 101 Fort Worth, TX 76132-1063 (800) 247-1734	CONTACT NAME: PHONE (A/C No, Ext): (800) 247-1734 FAX (A/C, No): (817) 738-1811 E-MAIL ADDRESS: contact@bene-marc.com	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED School Support Purchasing Group and all its Members and their Officers, Directors & Volunteers H.L. Johnson Elementary PTO	INSURER A: Philadelphia Indemnity Insurance Company 18058	
	INSURER B: AXIS Insurance Company 37273	
	INSURER C: Tokio Marine Specialty Insurance Company 23850	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

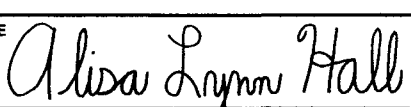
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<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 OTHER:	X		PHPK1981763	9/18/2019	9/18/2020	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
							MED EXP (Any one person) \$ 5,000*
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							*Medical Exp for Spectators Only
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
B	Excess Accident Medical			SRPO-30002-4002-0001	9/18/2019	9/18/2020	Limit \$25,000/Deductible \$0/AD&D \$10,000
C	Crime-Employee Dishonesty			PSD1446030	9/18/2019	9/18/2020	Limit \$25,000/Deductible \$250

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Coverage also includes:

C	Directors & Officers Liability	PSD1446029	9/18/2019	9/18/2020	Limit \$1,000,000/\$2,500 Retention
A	Business Personal Property	PHPK1981765	9/18/2019	9/18/2020	Limit \$10,000/Deductible \$250

CERTIFICATE HOLDER The School Board of Palm Beach County 3300 Forest Hill Boulevard West Palm Beach, FL 33406 - 15171-1	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

H.L. Johnson Elementary Trunk or Treat

