



Agenda Item # C - 7

**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 WINTER FESTIVAL AT ROYAL PALM BEACH COMMONS PARK ON SATURDAY, DECEMBER 7, 2019 FROM 1:00 P.M. UNTIL 9:00 P.M., BY BRANDON PENDERGRASS.

Issue:

The applicant, the Village of Royal Palm Beach, is requesting a special event permit in order to hold a Winter Festival at Royal Palm Beach Commons Park. The event will take place on Saturday, December 7, 2019 from 1:00 p.m. to 9:00 p.m. The Village is properly insured for such events.

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			11/21/19

EXHIBIT A

1. The event may only occur on December 7, 2019 from 1:00 p.m. to 9:00 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. 20-73 of the Village Code of Ordinances.
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 30 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

RECEIVED BY:
Village of Royal Palm Beach

OCT 30 2019

Time _____

DATE: 10/29/19

I/We Brandon Pendergrass
(Name of applicant)

of 11600 Poinciana Blvd.
(Mailing address)

Name and phone number of contact person Brandon Pendergrass 790-5140

Email address: bpendergrass@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 the Villages annual Winter 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:
Saturday December 7th 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: Shuttle 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 16-12A.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?

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 & 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 devoloped with Community events such as this in consideration

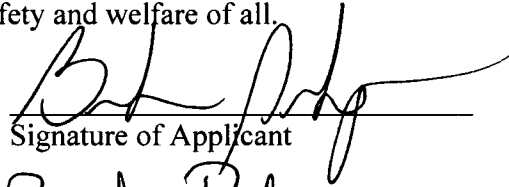
C. How will you assure that the proposed special event will not cause objectionable noise, vibrations, fumes, odors, glare or physical activity which cannot be prevented by the imposition of conditions?

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

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.

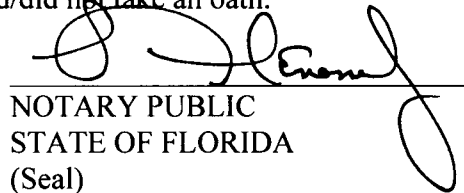


Signature of Applicant

Brandon Pendergrass
Print name and office held, if applicable

THE STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 30 day of October, 2019, by Brandon Pendergrass, 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)

