

Agenda Item # \_\_C - 5\_\_

**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 GREEN MARKET AND BAZAAR AT VILLAGE HALL EVERY SATURDAY, BEGINNING OCTOBER 9, 2021 THROUGH APRIL 30, 2022 FROM 9:00 A.M. TO 1:00 P.M., BY STEVEN POYNER. NO EVENT ON NOVEMBER 27, 2021, DECEMBER 25, 2021, OR JANUARY 1, 2022.**

**Issue:**

The applicant is requesting a special event permit in order to hold a Green Market and Bazaar at Village Hall on every Saturday beginning October 9, 2021 and ending April 30, 2022. The event will take place from 9:00 a.m. to 1:00 p.m. The Village is properly insured for such events.

**Recommended Action:**

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

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Initiator:	Village Manager	Agenda Date	Village Council
Director of P & Z	Approval	10/21/2021	Action

## EXHIBIT A

1. The event may only occur on Saturdays, beginning October 9, 2021 through April 30, 2022 from 9:00 a.m. to 1:00 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(Temporary Special Event Signs) 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 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

AUG 31 2021

VILLAGE OF ROYAL PALM BEACH  
SPECIAL EVENTS PERMIT APPLICATION

DATE: August 30, 2021

Time \_\_\_\_\_

I/We Steven Poyner

(Name of applicant)

of 151 Civic Center Way, Royal Palm Beach, FL 33411

(Mailing address)

Name and phone number of contact person Steven Poyner 561-790-5192

Email address: Spyner@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:  
RPB Green Market Bazaar at Village Hall

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

1. Proposed location: Village Hall  
1050 Royal Palm Beach Blvd., 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:  
Every Saturday from 9am-1pm starting October 9, 2021 running through April 30th, 2022.

No event on Nov 27, Dec 25, & Jan 1

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

(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? Possibility of additional traffic. There will be sufficient parking  
at Village Hall and Ewing Park

Proposed impact mitigation  
plan: N/A

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 facilities in the village council meeting hall, village staff will be on site

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?  
The event will be contained at Village Hall and the location as sufficient parking

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?

**Event will be in compliance with village ordinances**

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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?

**Event will be in compliance with 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 is sufficient space in the designated area at Village Hall to allow a successful and safe event.**

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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]*  
Signature of Applicant

Steven Poyner Event & Facility  
Print name and office held, if applicable *Manager*

THE STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 30 day of August, 2021, by Steven Poyner, 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)

