

**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 “CONCERT AND MOVIE NIGHT AND GOURMET TRUCK EXPOS” AT ROYAL PALM BEACH COMMONS PARK EVERY FRIDAY NIGHT BEGINNING OCTOBER 2, 2020 THROUGH DECEMBER 18, 2020 FROM 5:30 P.M. TO 9:00 P.M., ALTERNATING BETWEEN CONCERTS AND MOVIES EACH WEEK; BY SYLVIO PIERRE LOUIS.

Issue:

The applicant is requesting approval to allow a Special Event Permit in order to hold “Concert and Movie Night & Gourmet Truck Expos” at Royal Palm Beach Commons Park every Friday night from October 2, 2020 through December 18, 2020. Concert and movie nights will alternate each week.

The Concert Night and Gourmet Truck Expos will occur on October 2, 2020; October 16, 2020; October 30, 2020; November 13, 2020; November 27, 2020; and December 11, 2020.

The Movie Night and Gourmet Truck Expos will occur on October 9, 2020; October 23, 2020; November 6, 2020; November 20, 2020; December 4, 2020; and December 18, 2020.

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		9/10/2020	9/17/2020

EXHIBIT A

1. The events may only occur on the following Fridays, October 2nd, 9th, 16th, 23rd, 30th, November 6th, 13th, 20th, 27th, and December 4th, 11th, 18th, 2020 from 5:30 p.m. – 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. 20-71 of the Village Code of Ordinances.
6. A clearly defined 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.

VILLAGE OF ROYAL PALM BEACH
SPECIAL EVENTS PERMIT APPLICATION

DATE: 9/8/2020

I/We Village of Royal Palm Beach Commons Park

(Name of applicant)

of 11600 Poinciana Blvd. Royal Palm Beach FL 33411

(Mailing address)

Name and phone number of contact person Sylvio Pierre Louis

Email address: spierrelouis@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 Village Concerts in the Park with Food Trucks and Movie Nights with Food Trucks. Each event will also include an alcohol vendor.

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

1. Proposed location: Commons Park

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

2. Proposed date, time of commencement and duration of event:
Each event will be conducted on a Friday evening at 5:30pm and will end at 9:00pm.

10/2, 10/9, 10/16, 10/23, 10/30, 11/6, 11/13, 11/20, 11/27, 12/4, 12/11, 12/18

3. Approximate number of participants expected: 500

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? It will be contained within the park

Proposed impact mitigation
plan: _____

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?
n/a

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?

n/a

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

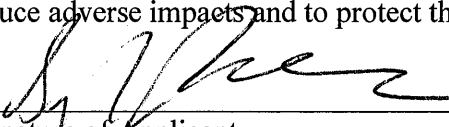
D. How is the proposed special event compatible with the character of the location for which it is proposed?

There is appropriate parking and open space for these types of community events.

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).

None

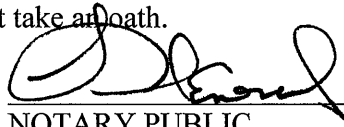
I affirm that all facts set forth herein are true and correct and understand that the Village of Royal Palm Beach may impose reasonable conditions upon the Special Events Permit in order to reduce adverse impacts and to protect the health, safety and welfare of all.


Signature of Applicant

Sylvia Perre Louis
Print name and office held, if applicable

THE STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this 2 day of September, 2020, by _____, 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)

