



DATE/TIME RECEIVED:

TOWN OF LAKE PARK
COMMUNITY DEVELOPMENT DEPARTMENT
SPECIAL EVENT PERMIT APPLICATION

For Events being held on Town Property, Town services may be requested for an additional fee(s). Please schedule a pre-submittal meeting with the Community Development Director at least 60 days in advance of your event by calling 561-881-3319.
This Application must be completed and submitted by the Event Organizer ("Applicant")

Instructions:

This completed Special Event Permit Application and all relevant attachments must be submitted to the Community Development Department not less than twenty-one (21) calendar days prior to the date of the proposed Event.
For events being proposed on Town Property, the deadline to submit is sixty (60) calendar days prior to the date of the proposed Event.

Application Fee Due and Payable Upon Submittal: \$75.00 (\$25.00 for individuals or Non-profit organizations)

Non-Profit IRS Tax Identification Number (required if Applicant is a non-profit):

(If applicable)

Name of Applicant (i.e. Event Organizer):

Name of Event:

Address/Location of Event:

If this Event requires a Town facility rental, please contact our Parks and Recreation Department at 561-881-3338 regarding the completion of the Facility Usage Application PRIOR to submitting this application.

Dates/Times of the event (as applicable):

	Date	Day	Begin Time	End Time
Event Day 1	_____	_____	_____ () AM () PM	_____ () AM () PM
Event Day 2	_____	_____	_____ () AM () PM	_____ () AM () PM
Event Day 3	_____	_____	_____ () AM () PM	_____ () AM () PM
Event Day 4	_____	_____	_____ () AM () PM	_____ () AM () PM
Event Day 5	_____	_____	_____ () AM () PM	_____ () AM () PM
Event Day 6	_____	_____	_____ () AM () PM	_____ () AM () PM

Additional Applicant Information:

Name: _____

Address: _____

State/Zip _____

CONTACT PHONE: _____

Alternate Phone # _____

Fax: _____

E-mail : _____

Description and Purpose of the Event

Estimated number of participants? _____

Has this event ever occurred in the Town of Lake Park? Yes ____ No ____

Has this site had a Special Event Permit this calendar year? Yes ____ No ____

Will there be an admission fee for the Event? *If yes, how much?* Yes ____(\$____)No____

****THE FOLLOWING SECTIONS MAY NOT APPLY TO
NON-COMMERCIAL EVENTS****

Will your event require road closure? Yes ____ No ____

If YES, describe the requested street segment closure and time and provide a Traffic Circulation Plan prepared by a Traffic Engineer, including a detour signage plan. You are responsible for notifying affected businesses/entities, including Palm Tran, regarding affected routes: _____
(Initial to acknowledge statement)

EVENT COMPONENTS (Check the items that will be associated with your event.)

- _____ Road closure
- _____ Electric service hook-up required
- _____ Water service hook-up required
- _____ Sidewalks blocked
- _____ Municipal park(s) prepared
- _____ Booths or other temporary structures
- _____ Parking lots to be partially or completely closed
- _____ Food Vendors
- _____ Town litter pick-up or street sweeping
- _____ Tents (if yes, describe type and size _____)
- _____ Barricades ordered
- _____ Alcohol served
- _____ Security/Law Enforcement
- _____ Music, bands, DJ
- _____ Rides or other amusements
- _____ Animals
- _____ Fireworks
- _____ Food Vendors
- _____ Bleachers
- _____ Designated parking area
- _____ Town Restroom (if yes, please describe _____)
- _____ Portable Restrooms (if yes, please describe _____)
- _____ Dumpsters/Trash Receptacles
- _____ Portable stage
- _____ Other (e.g., bounce house, etc.)

EVENT VENDOR(S) LIST ALL NAMES

_____	_____
_____	_____
_____	_____
_____	_____

Will the event require the use of electricity? Yes ___ No _____

Will the event require water hook-up? Yes ___ No _____

*Will food and/or beverages be served? Yes ___ No _____

*Will the event have vendors or concession sales, including food? Yes ___ No _____

****If the answers to the above questions are YES, the Applicant is responsible for securing all respective Palm Beach County and State of Florida Health Certificates for food vendors, as well as copies of all other commercial vendor licenses. Florida hood system inspection reports are required for all food trucks and must accompany this Special Event Permit Application.***

All Applicants must also provide to the Town a Certificate of Insurance issued no more than thirty (30) days prior to the date of the event and naming the Town of Lake Park (and the CRA, if the event is taking place within the CRA area) as certificate holder and an additional insured with respect to commercial general liability. The required limits are \$1 million per occurrence and \$2 million aggregate. \$100,000 damage to rented premises must also be provided.

Applicants who are found to have attempted to circumvent this requirement by using another person/entity for the purposes of obtaining the required insurance coverage shall be barred from obtaining another special event permit within the Town for three years.

(Applicant initial to acknowledge statement)

The Applicant holds full responsibility and liability for its vendors.

(Initial to acknowledge statement)

**Will alcoholic beverages be served? Yes ___ No _____

*****If the answer to the above question is YES, additional liquor legal liability insurance usual to the insured's operations with a \$1million limit must be included on the Certificate of Insurance.***

***Are you proposing signage? Yes ___ No _____

******If the answer to the above question is YES, please fill out the Signage Permit Application available in the Community Development Department. An additional \$100.00 application fee is required for this signage application. This application will be deemed incomplete if signage is proposed and a signage application is not submitted.***

Will the event have an official "Flyer" and/or promotional materials? Yes ___ No _____
If yes, please provide a copy of the "Flyer".

Please provide a sketch of the Special Event site including: Proposed location of parking, tent(s), concession stand(s), booth(s), stage(s), etc. OR provide an attachment:

NOTE: Public parking spaces are on a first-come, first-serve basis, and may be metered depending on where your event is being held.

IF TENTS ARE BEING UTILIZED:

MAXIMUM ALLOWABLE TENT SIZE IS 35' X 45'

For ALL tents larger than 10 ft. x 10 ft. (pop-up style), a *Certificate of Flame Resistance* is required and must accompany this Special Event Permit Application.

(FOR OFFICE USE ONLY)

SIGNATURES/APPROVALS:

Please Sign and Date

PARKS & RECREATION DIRECTOR: *(If applicable)*

_____ **DATE:** _____

PUBLIC WORKS DIRECTOR:

_____ **DATE:** _____

MARINA DIRECTOR: *(If applicable)*

_____ **DATE:** _____

PALM BEACH COUNTY SHERIFF:

_____ **DATE:** _____

PALM BEACH COUNTY FIRE-RESCUE:

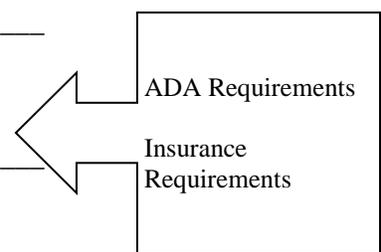
_____ **DATE:** _____

RISK MANAGEMENT: *(If applicable)*

_____ **DATE:** _____

CODE COMPLIANCE OFFICER:

_____ **DATE:** _____



COMMUNITY DEVELOPMENT DIRECTOR:

_____ **DATE:** _____

Additional Comments (reviewers may include attachments):

APPLICANT SIGNATURE: _____

APPLICANT PRINTED NAME: _____ **DATE:** _____