SPECIAL EVENT CHECK LIST & APPLICATION

Special Event Application Check List

☐ Please allow a minimum of fourteen (14) business days for approval of application for events with fewer than 100 attendees. **Commercial events or events with over 100 people must be submitted 30 days prior to the event.**

☐ Completed “Application for Facility Rental/Special Event Permit” including notarization of applicant signature.

☐ Property owner (as shown on Property Appraiser Website) signature on last page of application or “statement of authority” from property owner.

☐ Copy of current North Palm Beach Business Tax Receipt (if applicable).

☐ Be sure to include specific dates and times for the proposed event (Maximum of 4 consecutive days).

☐ Indicate if a road closure is being requested for the event. If so, provide site plan/survey indicating location of closure.

☐ Use of electricity or a temporary tent may require separate permits. Contact the Building Division at 561.841.3365 to determine if you will need additional permits for the event.

☐ A copy of the applicant’s driver’s license is required with all applications.

☐ Payment of application fee ($50 regular/$25 non-profit) is due upon submittal and is non-refundable.

☐ **Applications for events at Village Facilities and/or on Village Property should be submitted to Parks & Recreation at 603 Anchorage Drive.** Call 561.841.3386 for more information.

☐ All other applications should be submitted in person during normal business hours to Community Development in the Shops at Village Square:

Village of North Palm Beach
420 U.S. Highway 1, Suite 21
North Palm Beach, Florida 33408

For more information, call 561.841.3365 or visit our website at www.village-npb.org.
APPLICATION FOR FACILITY RENTAL/SPECIAL EVENT PERMIT

Completed application must be submitted within 14 days prior to the proposed rental/event.

Commercial or Events involving over 100 people must be submitted 30 days prior to the proposed rental/event.

Name of Rental/Event:

Address/Location of Rental/Event:

Description of Rental/Event:

Purpose of Rental/Event:

Estimated Number of Participants:

Dates and Times of the Rental/Event:

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Begin Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Day 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Day 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Day 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Day 4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submitting the Permit Application is only a request and events are not confirmed until you have received confirmation from the Village. Initial/Date __________________________

Due to any unforeseen circumstances the village reserves the right to deny or cancel any event with a full refund if applicable to the permit applicant. Initial/Date ____________

APPLICANT INFORMATION

Organization(s) holding Rental/Event:

Responsible Party:

Home Address:

Mailing Address:

Phone Number: _________ Cell: ___________ E-Mail Address: ____________________
### EVENT DETAILS

**Will the Event require road closure(s)?**

- [ ] Yes
- [x] No

*If YES, describe the requested street segment closure and time:*

---

**Will the Rental/Event require the use of electricity?**

- [ ] Yes
- [ ] No

*(If yes, please contact the Building Department to verify if a permit is required)*

**Will the Rental/Event require the use of a grill/generator?**

- [ ] Yes
- [ ] No

**Will the Rental/Event require food and beverages to be served?**

- [ ] Yes
- [ ] No

**Will the Rental/Event require an admission charge?**

- [ ] Yes
- [ ] No

**Will the Rental/Event be promoted and/or advertised?**

- [ ] Yes
- [ ] No

- [ ] Social Media (Site Name) ________
- [ ] Radio/Television (Source) ______
- [ ] Newspaper ______

*If YES, attach a copy of the proposed advertisement. Failure to complete this section and/or leaving this section blank will result in disqualification.*

**Will music be provided?**

- [ ] Yes
- [ ] No

*Time of Day_____________*

- [ ] Live Band
- [ ] DJ
- [ ] Sound System

**Are you providing transportation?**

- [ ] Yes
- [ ] No

**Are you proposing to use fireworks?**

- [ ] Yes
- [ ] No

**Will the Rental/Event have any vendor/concession sales?**

- [ ] Yes
- [ ] No

*If YES, submit a complete list of food service vendors, copies of their respective Palm Beach County Mobile Business Tax Receipt, Florida State Health certificates, and Village of North Palm Beach registration.*

**Will alcoholic beverages be served?**

- [ ] Yes
- [ ] No

*If YES, please attach copy of state license or application form. Serving or consumption of alcohol on Village premises is not permitted. This includes parking lots.*

**Will the Rental/Event be using the services of outside vendor(s)?**

- [ ] Yes
- [ ] No

*The Village of North Palm Beach MUST approve all equipment and entertainment for the event (including, but not limited to DJ’s, special games, banquet set-ups, catering, etc). All outside vendors must complete the Outside Vendor Information Sheet.*

**Are you proposing any signs/banners?**

- [ ] Yes
- [ ] No

*If YES, please describe the number and size of proposed signs/banners and where they are to be placed:*
Will any temporary tents, buildings, structures, trailers, etc. be associated with the Event?

□ Yes □ No

Type: __________________________ Quantity: ________________

If YES, attach a copy of the survey/site plan indicating size and location of proposed tent(s) including setbacks. Indicate dates of tent set-up and removal. A Building Permit may be required in addition to the Special Event Permit Fee. Contact Building Dept. for more information @ 561.841.3365. Tents may be installed no sooner than seven (7) days prior to Event start date. Tents on Village property may be installed no sooner than one (1) day prior to Event date.

Cleanup services provided by: □ Self □ Company ______________________________

If the rental/event site is not cleaned thoroughly, a cleanup fee will be accessed.

Rental Fees are based on resident or non-resident status. The Village will make a determination of the applicable rate schedule based on the Permit Application submitted. Applicants requesting the resident rate must provide proof of residency within the incorporated Village limits. The event may require an off duty officer fee.

Access by permit applicant is granted for reserved time frame only. Decorating and cleanup must be included within the time frame. If the event exceeds the rented time frame, additional fees will be charged.

** FEES **

Special Event Application Fee: $50.00

Rental rate: $__________@ _______hours for a total of $____________

Staff charge** $25.00 @ _______hours for a total of $____________

Police charge (Min. 3 hours): $53.87 @ _______hours for a total of $__________

Per running hour per vehicle or per hour of detail, whichever is greater: $0.50 @ _______hours for a total of $__________

TOTAL: $__________

Security/damage deposit: $200.00 (Check Only)

Make all checks payable to “Village of North Palm Beach”.

** Recreation Staff if necessary/required

** REQUIRED SIGNATURES **

My signature on this document affirms that I understand and will comply with the provisions and regulations of the Code of the Village of North Palm Beach, Florida. I further certify that all the information contained in this application and all documentation submitted herewith is true to the best of my knowledge and belief. Further, I understand that the application and its attachments become part of the official records of the Village of North Palm Beach and are not returnable.

In consideration of the Village’s grant of the request to rent Village facilities and/or conduct a special event, Applicant agrees to indemnify and hold the Village of North Palm Beach, its officials, officers, employees and agents, harmless from and against any and all claims, liabilities, losses and/or causes of action of whatsoever type, including, but not limited to claims resulting from the injury or death of any person or property damage which arise from or relate to any negligent or intentional act or omission of the Applicant, or the Applicant’s agents, employees, customers, contractors or subcontractors, during the use of Village facilities and/or the course of the special event.

I have read and understand the Facility/Park Rental Guidelines and I will assure my organization/group’s compliance with them. I understand that violations may result in annulment of this agreement or a ban against the continued use of the facility.

Disqualifying Factors

• Use is considered contrary to the best interest of the Village of North Palm Beach
• Misrepresentation of information provided
• Previously caused or allowed damage to village property
• History of hostile or violent behavior
• Past conduct has resulted in Police/Fire response
• Current/outstanding code violations

The forgoing instrument was acknowledged before me this _____ day of ____________, 20___, by:

______________________________________________
(Name of person making statement).

Who is personally known to me _____ or has produced identification _____ Type of Identification produced: ______________

Who did / did not take an oath.

_______________________________________________
(Signature of Notary)

Signature of Applicant          Printed Name of Applicant          Date

Signature of Applicant          Printed Name of Applicant          Date

____________________________________________________
Signature of Property Owner(s)          Date
(REQUIRED if statement of authority is not attached)

-----------------------------------------------------------------------------------------------------------------------------

OFFICIAL USE ONLY

DEPARTMENTAL REVIEW

PUBLIC WORKS

______________________________________          Signature          Date
Comments:    

BUILDING DEPARTMENT

______________________________________          Signature          Date
Comments:    

BUSINESS TAX RECEIPTS

______________________________________          Signature          Date
Comments:    

FIRE DEPARTMENT

______________________________________          Signature          Date
Comments:    

POLICE DEPARTMENT

______________________________________          Signature          Date
Comments:    

VILLAGE MANAGER

______________________________________          Signature          Date
Comments:    

OUTSIDE VENDOR INFORMATION SHEET

Rental Date ________________________________________________

Name of Renter ____________________________________________

Contact Name _____________________________________________

Address of Vendor __________________________________________

City ___________________________ State _______ Zip Code _________

Phone Number ___________________ Email _______________________

Description of rented item(s) or service:____________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

License Number (if applicable)__________________________________________

Does the vendor intend to promote and/or advertise this service?  □ Yes □ No

□ Social Media (Site Name) __________ □ Radio/Television (Source) __________ □ Newspaper _________

If YES, attach a copy of the proposed advertisement. Failure to complete this section and/or leaving this section blank will result in disqualification.

Has client rental company/entertainer been contacted and informed of pertinent Village policies?

Yes _________ No ___________ Date: _________________________________

____________ I will not be using an outside vendor

______________________________________________________________

Signature of Renter __________________________ Date: __________________________

______________________________________________________________

Signature of Vendor __________________________ Date: __________________________