



Special Events Application Palm Beach County Parks and Recreation

Do you wish to be contacted by vendors offering event services or products? yes no
The Freedom of Information Act requires that this data is available to the public, upon request.

SECTION 1 PLEASE PRINT OR TYPE INFORMATION

Event Name _____

(1) _____ (2) _____ (3) _____

Event Date(s) *Please provide three possible dates

(1) _____ (2) _____ (3) _____

Event Location (Park Preference) *Please provide three park sites

Set-up Date: _____ Set-up Time: _____

Event Times: _____

Breakdown Date: _____ Breakdown Time: _____

Main mailing address _____ City _____ State _____ Zip Code _____

() --- () --- () ---

Day Telephone _____ Evening Telephone _____ Alternate Contact *if unavailable or emergency*

() --- () --- () ---

Mobile _____ Mobile used at event _____ Fax _____

E-mail: organization _____ contact's e-mail _____ web site _____

Main Contact Person _____ or Event Producer _____

_____ 501 (C) 3 or other non-profit yes no

Name of non-profit / Beneficiaries _____

** _____ % of revenue paid to the promoter. _____ % of revenue paid to non-profit.

Private Promoter _____ Financial Information _____

**A copy of an executed contract detailing financial remuneration paid to the private promoter/ for profit enterprise may be required as part of this application.

_____, _____, _____,
Name of Event Sponsors (Paid)

_____, _____, _____,
Name of Event Sponsors (Services Donated Only)

SECTION 2

Event Description/Purpose: _____

Is this the first time you have permitted a pavillion or event with Palm Beach County? ____yes ____no

How will this event enhance Palm Beach County and the community: _____

SECTION 3

Type of Event:

____ Athletic event (type _____)

____ Art/craft show

____ Biking event (type _____)

____ Beer and/or wine festival

____ Boating/ski/swim event

____ Business/education/lecture

____ Charity benefit

____ Children's/senior event

____ Church event

____ Club/convention meeting

____ Food festival

____ Fishing event

____ Home/garden/trade show

____ Parade

____ Picnic/luncheon/dinner

____ Political fundraiser/rally

____ Theatre/concert performance

____ Other _____

SECTION 4

Paid Services (may be requested or required)

____ EMT/Fire

____ Clean-up Crew

____ Police

____ Contracted Personnel

____ Security

Parks Service Requests

____ Maintenance

____ Field Prep

____ Utilities ____ Electric ____ Lights ____ Water

SECTION 5

You must provide accurate information. Failure to do so will impact fees and rental availability.

ACTIVITY DETAILS:

Alcoholic Beverages ____yes ____no

Alcohol Sales ____yes ____no

Donation/Admission Fee ____yes ____no

Entry or Registration Fee ____yes ____no

Fireworks(Special Permit Only) ____yes ____no

Food/Beverage Sales ____yes ____no

Gated Event ____yes ____no

Live Music ____yes ____no

Merchandise Sales ____yes ____no

Non-Mechanical

Amusement Activites ____yes ____no

Pony Rides ____yes ____no

Raffle ____yes ____no

RV ____yes ____no

Street Closing ____yes ____no

Ticket Sales ____yes ____no

Unarmed Security ____yes ____no

Vendors ____yes ____no

EQUIPMENT:

Audio ____yes ____no

Barricades / Cones ____yes ____no

Coffee Pot ____yes ____no

Dumpsters/Port-O-Lets ____yes ____no

Fencing ____yes ____no

Freezer/Refrigerator ____yes ____no

Generator ____yes ____no

Grill / Cook Top Tents ____yes ____no

Ice Machine ____yes ____no

Lighting ____yes ____no

Projection/Visual ____yes ____no

Stage ____yes ____no

Stage Length____ Width____ Height

Tables/Chairs ____yes ____no

Tents ____yes ____no

Tent(s) Quantity____ Size____ x____

Tent(s) Quantity____ Size____ x____

____(add separate sheet if needed)

Estimated attendance: _____ minimum _____ maximum, _____ volunteers

Sporting event attendance: _____ participants _____ spectators

Event is open to public ____yes ____no

Event is only open to members ____yes ____no

Is there an admission charge ____yes ____no

If yes, how much? \$_____ Adult \$_____ Child \$_____ Advanced sales (if applicable)

SECTION 6

How will you promote your event ___TV ___radio ___newspaper ad ___ posters ___invitations?
If your event is open to the public and you plan to promote it on TV, radio and/or the newspapers, please detail which stations, publications, and the estimated number of times in which your ad will run?

Palm Beach County maintains the number 963-6755 as a public event information line. Would you like your event date, location and contact information or event website recorded for public access? ___yes ___no.
Event Website: _____

SECTION 7

Any organization or individual that holds an event/picnic on County property that does not abide by the authorized use, rules and regulations, or that causes additional costs to the County may lose all or a portion of its security deposit. A minimum of \$50 will be deducted from the security deposit for any occurrence. Any amount due over and above the security deposit will be billed directly to the organization/individual and must be paid upon receipt. Examples of situations that may require the loss of a security deposit, loss of permit privileges and/or event cancellation include, but are not limited to the following: **property damage, non-routine maintenance, failure to follow park rules and regulations, failure to provide accurate information or the additional need for crowd control.**

Within 30 days of the event conclusion or upon completion of all financial, clean-up and permit obligations to the County, the security deposit or remainder thereof will be returned to the Permittee. Events canceled less than 45 days of the event date are subject to loss of the \$100.00 booking fee and / or facility rental fees.

INSURANCE INDEMINIFICATION: The Permittee shall indemnify, defend and save harmless Palm Beach County from any and all injuries (including death), property damage and other claims, liabilities, losses and causes of action arising out of any negligent act or omission by Palm Beach County and the Permittee during the use of facilities described on the front of this form by Permittee or those acting under the authority of the Permittee, including participants and spectators in connection with the Permittee's activities in and on the site.

By my signature, I agree to comply with all rules, regulations, laws and ordinances of Palm Beach County and the Parks and Recreation Department in regard to the rental and/or use of facilities and agree to the indemnification above. THANK YOU FOR YOUR COOPERATION.

Signed: _____ / / / _____ (____) _____ - _____
Organization or event representative Date Telephone – best to reach you



IMPORTANT—You must submit the following:

Please check if included:

- ___ \$100.00 Booking Fee
- ___ FL State Tax Exempt Certification must accompany payment

Make checks payable to: Palm Beach County Board of County Commissioners or PBC BOCC

Please retain a copy of this application for your records and hand deliver, fax, or mail application with inserts to:

**Tom Landy - Special Events Coordinator
Palm Beach County Parks and Recreation
2700 6th Avenue South
Lake Worth, Florida 33461**

**Telephone: 561-966-7047
Fax: 561-242-6988
E-mail: tlandy@pbcgov.com**

We look forward to assisting you with your event!