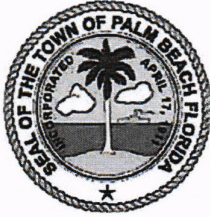


T-23-01756

Received 7/17/23  
DOE 11/23/23

# TOWN OF PALMBEACH

Office of the Town Clerk

**NON-REFUNDABLE  
APPLICATION FEE  
\$300.00**

## APPLICATION FOR SPECIAL EVENT PERMIT

Application is due to the Town Clerk's Office no less than 45 days and no more than 9 months for Palm Beach residents and 7 months for non-residents, prior to event date.

APPLICANT INFORMATION		
Name:	Beth Walton	
Address:	44 Cocoanut Row, Suite M201 Palm Beach, FL 33480-4069	E-mail: bethwalton@palmbeachunitedway.org
Phone Number:	(561) 655-1919	Cell #: (561) 385-8041

ORGANIZATION INFORMATION		
Name:	Town of Palm Beach United Way <span style="color: red;">601 769</span>	
Address:	44 Cocoanut Row, Suite M201 Palm Beach, FL 33480-4069	E-mail: bethwalton@palmbeachunitedway.org
Phone Number:	(561) 655-1919	Cell #: (561) 385-8041
*501(c)3 #:	59-0637885	
*Will any fundraising be taking place during this event? Y/N	No	*If yes, a separate <u>Charitable Solicitation Permit</u> will be required.

CONTACT INFORMATION		
Name:	Beth Walton	
Address:	44 Cocoanut Row, Suite M201 Palm Beach, FL 33480-4069	E-mail: bethwalton@palmbeachunitedway.org
Phone Number:	(561) 655-1919	Cell #: (561) 385-8041

**APPLICATION FOR SPECIAL EVENT PERMIT**

**EVENT INFORMATION**

<b>Name:</b>	Town of Palm Beach United Way 15th Annual Turkey Trot 5K and Kids Drumstick Dash	
<b>Address/ Location:</b>	Bradley Park, Palm Beach	
<b>Day and Date</b>	Thursday, November 23, 2023	
<b>Start and End Time</b>	5:00 AM to 10:00 AM	
<b>Note: 5 hour time limit including set- up and clean-up</b>		
<b>Purpose:</b>	To raise funds to feed families in Palm Beach County a Thanksgiving meal.	
<b>Provide a detailed description of activities – include maps, pictures, and illustrations. Note: No amplified music.</b>		
Kids race, 5K, Award Ceremony (course map attached)		
<b>Approximate number of participants:</b>	1,400	<b>Approximate number of spectators:</b> 100

**TRAFFIC/PARKING INFORMATION**

<b>Will support facilities or services such as traffic control and crowd control be needed? If yes, please specify:</b> Yes, we will need police detail and paramedics. The number will be confirmed by the police department and fire rescue.	
<b>List the different forms of transportation to be used by participants:</b> Cars, bikes, walking	
<b>Where will event attendees park?</b> Street parking	<b>(Note: Royal Poinciana Plaza parking is not permitted.)</b>
<b>Provide a reasonable estimate of parking volume generated by the event and the type of parking that will be used:</b> 200	
<b>Note: Temporary valet services require a separate permit unless the location of the special event possesses a current Town annual valet parking services permit. Failure to secure a temporary valet services permit may result in a fine and or shut down of the non-permitted valet services (<a href="http://www.townofpalmbeach.com">www.townofpalmbeach.com</a>) (On the Home page, click on "Doing Business", then go to "Permits and Licenses".)</b>	



**APPLICATION FOR SPECIAL EVENT PERMIT****STRUCTURE/TENT INFORMATION**

Will a temporary structure/tent be used? If yes, provide the size (a separate permit is required in the Planning, Zoning and Building Department for tents/stages):

N/A

**INSURANCE INFORMATION**

Name of Applicant's Insurance Company:	Marsh and McLennan Agency LLC	
Address:	4400 PGA Boulevard, Suite 1000 Palm Beach Gardens, FL 33410	Phone #: (561) 622-2550

Please attach a Certificate of Insurance naming the Town of Palm Beach as an additional insured under your General Liability policy with limits not less than \$1,000,000.00 per occurrence or an amount higher based upon the particular special event proposed. There shall also be a 30-day notice of cancellation. **Confirm that the event name, location, and date is added in the Description of Operations box at the bottom of the proof of insurance form.**    Y   /   N

**CLEANUP INFORMATION**

Outline provisions for immediate cleanup after Special Event:

Clean-up is done during and after the event by volunteers and staff.

**CHECKLIST**

Before you sign and date your special event application, please make sure that the following steps have been completed:

- ☐ Complete all the necessary information
- ☐ Pay application fee, usage fee and refundable damage deposit
- ☐ Attach a site plan
- ☐ Attach a Certificate of Insurance
- ☐ Set up a pre and post inspection meeting with Public Works Staff and Police (if applicable)
- ☐ For events that require tents – please fill out a tent permit application (separate)

**APPLICATION FOR SPECIAL EVENT PERMIT**

**PAYMENT INFORMATION**

An application fee is due upon the time of submittal if the application is received at least 45 days in advance. A fee of \$100 will be assessed in the event of a late application.

Any individual or organization that holds an event on Town of Palm Beach property that does not abide by the authorized use, rules and regulations, or that causes additional costs to the Town may lose all or a portion of their damage deposit. **Damage deposit and the applicable usage fees are due upon receipt of the permit. Payments may be made by cash, credit card or by check made payable to the Town of Palm Beach. (see fee table below).**

**For office use only:**

Date application fee payment received:		Cash	Check No.	Credit Card
Date damage deposit and non-resident usage fee received:		Cash	Check No.	Credit Card

**Fee Table for Special Events**

	<b>Non-Refundable Application Fee</b>	<b>Late fee if application not received 45 days in advance of event</b>	<b>Refundable Damage Deposit</b>	<b>Non-Resident Usage Fee</b>
<b>Bradley Park</b> (100 Bradley Pl)	\$300	\$100	50 people or less: \$400 51-100 people: \$1,000 Over 100 people: \$2,000	50 people or less: \$100/hr 51-100 people: \$250/hr Over 100 people: \$400/hr
<b>Phipps South Ocean Park</b> (2185 S Ocean Blvd)	\$300	\$100	50 people or less: \$200 51-100 people: \$400 Over 100 people: \$1,000	50 people or less: \$100/hr 51-100 people: \$250/hr Over 100 people: \$400/hr
<b>Phipps South Ocean Park (Chickee Hut Only)</b> (2185 S Ocean Blvd)	\$300	\$100	\$150	\$100/hr
<b>Public Beaches</b>	\$300	\$100	\$150	\$0
<b>All Other Public Spaces</b>	\$300	\$100	\$150	\$0
<b>Lake Drive Park</b>	This park is no longer available for special events.			
<b>Phipps Plaza Park</b>	Prohibition will sunset 8/14/22			
<b>Memorial Park</b>	This park is no longer available for special events.			



### REGULATIONS

The following regulations apply to all Special Events held within the Town as per the attached Section 106.257 of the Town Code of Ordinances:

1. There shall be no more than one Special Event held at the location requested on any given day, without priority for any particular date, to be granted to the first person to submit a completed application designating that day.
2. The maximum total duration of each Special Event including the set-up and clean-up thereof shall be five hours.
3. Any signs, props, or displays used in conjunction with the Special Event must be removed immediately after the time permitted for the Special Event has expired.
4. The use of banners, flags (other than flags of official governmental bodies), streamers, balloons, or any similar devices, in connection with the event, shall be prohibited.
5. The use of decorated vehicles and trailers in connection with the event is prohibited.
6. The granting of a Special Event Permit under this article shall not require the complete blockading of streets or intersections to vehicular traffic, and the Town shall be empowered to apportion such streets and intersections for simultaneous use by Special Event participants and vehicular and pedestrian traffic.
7. The concentration of persons and/or vehicles at the Special Event will not interfere unduly with proper fire and police protection of, or ambulance service to areas contiguous to the assembly area or other areas of Town.
8. There are sufficient parking places near the site of the Special Event to accommodate the approximate number of automobiles reasonably expected to be driven to the Special Event.
9. The event is not otherwise in violation of ordinances or regulations of the Town, state, or federal law.

### APPLICANT AGREEMENT

The applicant from page 1 by endorsement, agrees to the following statement:

I have read the provisions of the Town Code of Ordinances relating to the regulation of Special Events on public property and agree to abide by all provisions set forth therein including the requirement that the Special Event chairperson or other person heading or leading such Special Event shall carry the Special Event Permit upon his/her person during the conduct of the Special Event and shall present at the Special Event.

Any person determined to be in violation of the provisions of the Town Code regulating Special Events on public property, not relating to revocation of the permit, where such a violation also constitutes violation of any law or regulation of the State, such violation shall be punished in the same manner and with the same limits as is provided by law or regulation, it shall be punished by a fine of not more than \$500.00 or a term of imprisonment not in excess of 60 days, or both such fine and imprisonment, in discretion of the court.

SIGNATURES OF APPLICANT AND WITNESS:

Signature of Applicant

BETH WATSON

Print Name

Signature of Witness

Kristen Perrone

Print Name of Witness



# Town of Palm Beach United Way Turkey Trot 5K

The start and finish are at the same point!

**Start,** The start is on Sunset Av, west of Bradley Place ( the road ) in front of the Royal Poinciana South Building at 333 Sunset Ave, Palm Beach FL 33480. The mark is parallel with the sewer cap in the north sidewalk. 15 feet west of the eastern edge of the buildings driveway.

**Mile 1** is on the sidewalk 35 feet north of the gated sidewalk entrance, north of Phipps Estates Rd

**Turnaround,** is on N Lake Way parallel with a storm sewer grate on the east side of the road, in front of the driveway of 644 N Lake Way

**Mile 2** is on N Lake Trail 20 feet south of the sewer cap at Tangier Ave and N Lake Trail.

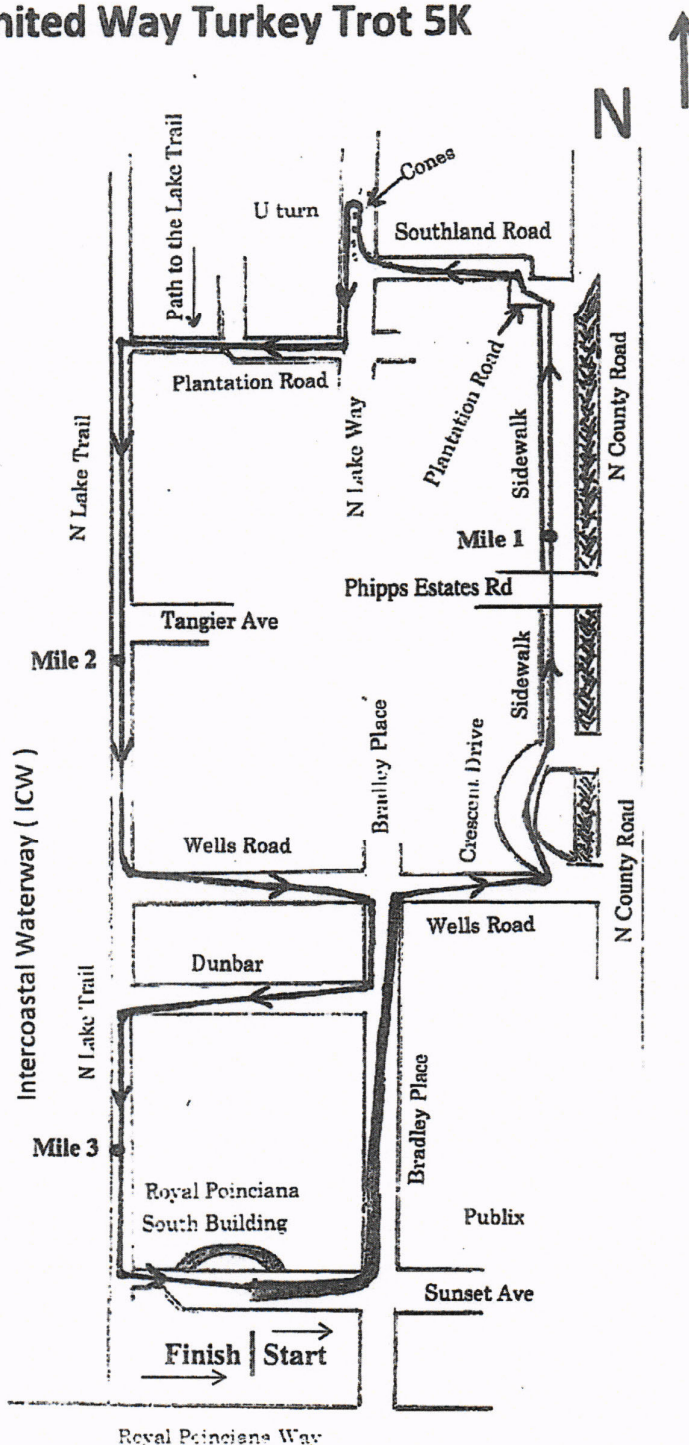
**Mile 3** is North of the dock for Bradley Place ( the condo ) on N Lake Trail 16 feet south of the light pole and almost parallel with the north edge of the tennis building to the east [ Note: look for the white painted stripe on the seawall ]

**Finish,** the finish is at the same point as the start, see note above for Start

**Marks** are a Nail & Washer painted over in white paint !

**Course Notes:** Runners will be on the sidewalk when running north parallel to N County Road. N Lake trail is a windy path along the Intercoastal Waterway. Bradley Place & N Lake Way are the same road. Map is not to scale

Measured By  
 Scott Richards  
 Palm Beach Running Company  
 Scott@PalmBeachRunningCompany.com







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/11/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
Marsh & McLennan Agency LLC  
4400 PGA Blvd, Ste. 1000  
Palm Beach Gardens FL 33410

CONTACT  
NAME: Sandy Petrunger  
PHONE (A/C, No, Ext): 561-461-6358 FAX (A/C, No): 561-366-2919  
E-MAIL: Sandy.Petrunger@MarshMMA.com  
ADDRESS: Sandy.Petrunger@MarshMMA.com

INSURED  
Town of Palm Beach United Way, Inc.  
44 Coconut Row # M-201  
Palm Beach, FL 33480-4069

TOWNPALM1

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Philadelphia Indemnity Insurance Co.	18058
INSURER B: Technology Insurance Company, Inc	42376
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

## COVERAGES

CERTIFICATE NUMBER: 949364419

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	PHPK2514679	2/23/2023	2/23/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK2514679	2/23/2023	2/23/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	TWC4267855	6/15/2023	6/15/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability		PHPK2514679	2/23/2023	2/23/2024	Each Incident \$1,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: United Turkey Trot, November 23, 2023.

Town of Palm Beach, as (Interest), is an Additional Insured as respects General Liability when required by written contract subject to the term, conditions and exclusions of the policy.

## CERTIFICATE HOLDER

## CANCELLATION

Town of Palm Beach  
360 South County Rd.  
Palm Beach, FL 33480

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## SPECIAL ASSIGNMENT OVERTIME AGREEMENT

### PALM BEACH POLICE DEPARTMENT

Training/Personnel Unit - 561-838-5467

FAX #: 561-835-4700 (Monday - Friday 8:30am – 5:00pm)

After hours, FAX to: 561-835-4736



The Palm Beach Police Department provides police services for security and traffic control functions at the request of private persons or organizations within the Town of Palm Beach. Such services are paid for by the private party and must be in the best interest of the Town. Acceptance of the request for Special Assignment (SA) will be at the discretion of the Director of Public Safety or his designee. Please read and sign where indicated below to acknowledge your acceptance of these conditions.

- \* The charge for SA is \$80.00 per hour effective October 1, 2022 and prior to October 1st will be \$70.00 an hour. **New Year's Eve, New Year's Day, Super Bowl Sunday, Independence Day, Halloween, Thanksgiving Day, After Thanksgiving Day, Christmas Eve and Christmas Day** will be considered **Premium Days Special Assignments** and will be paid at a rate of \$110 per hour.
- Invoices are issued on a bi-weekly basis and are due upon receipt. If payment is NOT received within 30 days, a 10% per month penalty will apply.
- **A minimum of 3 hours is required for an SA detail.** SA Details located on main thoroughfares, or other locations as deemed necessary by police staff, may require a minimum of 2 sworn members. SA details will be scheduled to begin on the hour or half hour. SA details that go over the contracted time will be charged in 1/2 increments until the detail is complete.
- **SA traffic only details** may be filled with a police officer or a Parking or Code Enforcement officer.
- Additionally charges may be incurred if the officer deems it necessary to extend the detail for safety reasons such as but not limited to, traffic mitigation.
- **SA details cancelled with less than 48 hours notice prior to the beginning of the detail shall be charged 2 hours for each assigned member.**
- **SA details cancelled after the beginning of the detail will be charged for the originally scheduled hours of the day of cancellation.** In cases involving 24-hour-a-day details, the remaining shift at cancellation and one subsequent shift will be charged in full. The remaining 48 hours (if applicable) from the time of cancellation will be charged 2 hours for each assigned member.
- **SA details must be requested by signed agreement at least 5 days prior to the detail.** All requests are subject to the availability of staff.
- **SA HOLIDAY details must be requested by signed agreement at least 14 days prior to the detail.** All requests are subject to the availability of staff.
- In the event that a sworn officer is not available, the requesting party will be advised of that fact by phone or fax at least 48 hours prior to the detail.

The detail you have requested is as follows:

Location: Bradley Park

Contact: Kristen O: 561-655-1919 C: 518-531-5907

Detail: Traffic

Contract #: SD23126

Officer (s): 7- Uniformed Officer

Fax/E-mail of client:

kristenperrone@palmbeachunitedway.org



Day/Date	Time	# Officer(s)	Event Details
Thanksgiving, Thursday November 23, 2023	6:00AM- 9:00AM	7	United Way Turkey Trot - Officers to assist with traffic during the race.

**Bill to:** Town of Palm Beach United Way, 44 Cocoanut Row M-210, Palm Beach, FL 33480

I have read the above Special Assignment Overtime Agreement and understand the charges and restrictions that are involved. The details of the request above are correct. I accept responsibility for all charges incurred.

Kristen Perrone	<i>Kristen Perrone</i>	07 / 14 / 2023
_____ Name (printed)	_____ Signature	_____ Date

**THIS AGREEMENT MUST BE SIGNED AND FAXED TO 561-835-4700 or 561-835-4736 (after business hours.) BEFORE ANY OFFICERS WILL BE ASSIGNED.**



# Signature Certificate

Reference number: TP8JW-APAHF-MY6B2-PQRUK

## Signer

## Timestamp

## Signature

### Kristen Perrone

Email: [kristenperrone@palmbeachunitedway.org](mailto:kristenperrone@palmbeachunitedway.org)

Shared via link

Sent:

13 Jul 2023 15:29:55 UTC

Viewed:

14 Jul 2023 19:32:01 UTC

Signed:

14 Jul 2023 19:34:07 UTC

*Kristen Perrone*

IP address: 96.88.125.54

Location: West Palm Beach, United States

Document completed by all parties on:

14 Jul 2023 19:34:07 UTC

Page 1 of 1



Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 40,000+ companies worldwide.





Internal Revenue Service  
P.O. Box 2508  
Cincinnati, OH 45201

Department of the Treasury

Date: April 6, 2006

TOWN OF PALM BEACH UNITED WAY INC  
44 COCOANUT ROW M201  
PALM BEACH FL 33480-4069

**Person to Contact:**

Tracy Garrigus #31-07307

**Toll Free Telephone Number:**

877-829-5500

**Employer Identification Number:**

59-0637885

Dear Sir or Madam:

This is in response to the amendment to your organization's Articles of Incorporation filed with the state on December 14, 2005. We have updated our records to reflect the name change as indicated above.

Our records indicate that a determination letter was issued in February 1949 that recognized you as exempt from Federal income tax. Our records further indicate that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,  
*Cindy Westcott*

Cindy Westcott  
Manager, Exempt Organizations  
Determinations

**COPY**