



Rotary Club of Palm Beach Foundation

Post Office Box 105
Palm Beach, Florida 33480

January 31, 2019

Mr. Josh Martin
Director, Planning, Building & Zoning
Town of Palm Beach
360 S County Road
Palm Beach, FL 33480

RE: Rotary Club of Palm Beach Foundation Application for a Town Sponsored Business Association Special Event for Flags for Heroes During the Independence Day Holiday Period 2019

Dear Mr. Martin:

This letter and attachments are in furtherance of the Town Council meeting on January 8, 2019, and the subsequent meeting with Town staff on January 15. At the January 8 Town Council meeting it was determined that the meeting was a de facto pre-application meeting and that Rotary Foundation representatives should meet with Town staff to address all concerns and questions raised by the Town Council on January 8. This letter represents the Rotary Club of Palm Beach Foundation understanding of the results of the staff meeting on January 15 and our update on the items Town Council and staff requested us to pursue.

Please see the video in the link below to visualize a similar Flags for Heroes public display.

<https://www.youtube.com/watch?v=CqabCKG1yFo>

Just to reiterate, in order for the Rotary Foundation to accomplish the Flags for Heroes event the following permits are required and will be timely secured if the Town Council approves the event:

1. The attached Town Sponsored Business Association Special Events Permit
2. Town Charitable Solicitation Permit(s) for the event and any private events associated therewith.
3. Town of Palm Beach, DPW, Right-of-Way (ROW) Permit
4. FDOT Banner Permit – The flags and any banners, such as that identifying the Rotary Foundation and any project underwriters, requires a banner permit from FDOT



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In addition to the listed permits, the Rotary Foundation is aware that it may be required, likely as a condition of the Town ROW permit, to call 811 before staking flag spikes and to plan a grid not in conflict with marked infrastructure data marked by Sunshine811. A 12 inch spiked flag holder was shown to staff at the January 15 meeting for their familiarization.

Based upon the notes of staff from the January 8 Town Council, the agenda for the January 15 staff meeting with Rotary Foundation consisted of the items enumerated below. Rotary Foundation response to the outcome of the discussion on each item appears thereafter.

1. **Fill in (repair) the holes with soil after /sprinkler head replacement and cost.** *Rotary Foundation agrees to fill all holes with sand and/or topsoil and is responsible for any damage to Town property. We have provided staff with an executed hold harmless agreement and a certificate of insurance naming the Town as an additionally insured. If we cause damages you will be paid.*
2. **What precedent does this set/what parameters are in place for council for this fundraiser/promo.** *No precedent is set by this event. The permit document itself indicates that each permit issued stands on its own and without regards to precedents. Numerous special events in Town have fundraising efforts associated with them. Examples are the Palm Beach 5K Race of Hope to Defeat Depression on January 27, The United Way Turkey Trot and the Evening of Tribute at Mar-a-Lago in support of Navy SEALs and a Museum and Memorial. All are allowed if the applicant secures a charitable solicitation permit as has been promised by the Rotary Foundation.*
3. **What is the size of the medallion?** *There are square and round medallions. If square, 4.75" wide X 4.5" tall. If round, approximately a 5" diameter.*
4. **Does this require an ordinance amendment?** *No. On April 14, 2009, the Town Council adopted by motion similar requirements for business association special events. Subsequently, requirements were modified and adopted as an internal Administrative Procedure to formalize procedures for staff to follow when business association special event applications occurred. This application is pursuant to Town of Palm Beach Administrative Procedure No. 1-15-9.*
5. **This is an historic site. Has State Historic Preservation Office been notified?** *Yes. Subsequent to the January 8 Town Council meeting the Rotary Foundation contacted Timothy Parsons, Division Director and SHPO. Mr. Parsons indicated that placing flags temporarily in a public right of way would be unlikely to cause any irreversible or adverse effect.*



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6. **Parking.** Staff concurred that parking should not be an issue for the event because it's in the summer and not all interested parties will come see the flags at the same time.
7. **The money should go to Palm Beach County residents.** The Rotary Foundation agreed at the January 8 Town Council meeting to limit scholarships to Palm Beach County residents.
8. **The Royal Poinciana Way Business Association (RPWBA) is not a party to the permit. RPWBA does not exist. Application should be in the name of the proper organization.** As we stated in our initial application, the foregoing is true. It is also true that a new business association has now been formed and is in existence per State requirements. The new association is the Main Street Palm Beach Business Association (MSPBA) and is the sponsor of the event and appears as such on the application for permit.
9. **We have to look at liability. Per Skip we will have a hold harmless agreement.** Yes. The permit application requires an executed Hold Harmless Agreement and insurance in specific amounts naming the Town as an additionally insured as evidenced by a certificate of insurance. The Rotary Foundation previously submitted these items and has re-submitted same with our revised application.
10. **Pre-Application meeting with Council, come back to next meeting with a permitting path forward per Josh.** A revised business association permit has been submitted to you herewith and it is believed to adequately address all items of the concerns indicated by Town Council and staff.
11. **One of the things that needs to be answered on the application is number of flags, banners.** The Rotary Foundation target is to install up to 500 flags. The grid we had laid out shows each median can hold more than this, perhaps three times the goal amount of 500, but that would be the maximum capacity, which is not achievable when planning to sidestep equipment and infrastructure. We can accept a cap of 500 to 750 flags, as we do not feel this will overburden the medians. As to banners, we request up to 6 banners approximately 3' X 5" in size for recognition of our major underwriters, plus Rotary and MSPBA. They will be placed in safe, unobtrusive locations.
12. **Who is being solicited?** Merchants, individuals and visitors. The target audience is Town of Palm Beach "town persons."
13. **Opening Ceremony/Dedication.** A low key, solemn event with a few speakers and perhaps a color guard. At most a half hour event. We can eliminate the generator as staff indicated it would be OK for us to plug into an outlet at the base of a Royal Palm tree for the PA system. The noise ordinance will be complied with. The plan is to grid out flag locations now and put up the flags on July 3rd. Flags will be removed on July 6.
14. **Royal Poinciana is a Landmarked Vista.** Subsequent to the January 8 Town Council meeting the Rotary Foundation contacted Timothy Parsons, Division Director and SHPO.



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Mr. Parsons indicated that placing flags temporarily in a public right of way would be unlikely to cause any irreversible or adverse effect on any historic resource.

As you know, as a result of the staff meeting conducted by you with representatives of the Rotary Foundation there were four items for the Rotary Foundation to follow up on as follows:

- 1. Rotary Foundation is to coordinate with the Public Works Department (DPW) and potentially its preferred vendor (TCI/Rood) to finalize a proposed grid to follow for flag layout with the goal of avoiding the irrigation lines, sprinkler heads and related control mechanisms.** *Initially, it was felt that the best way to design a flag grid to avoid problems with irrigation lines was to provide an "as-built" drawing that would delineate the irrigation layout. However, upon discussing a proposal with TCI/Rood we learned that this entails digging up the assumed path of the lines to provide visual confirmation of line locations. Thinking that this would not be desirable, we circled back to DPW for direction. DPW staff requested we provide a flag grid drawing based upon estimated demand as opposed to one based on maximum capacity. With that in hand DPW staff felt that they could direct us how to tweak a revised grid to avoid irrigation lines. Rotary immediately contacted our architect for a new grid as requested by DPW showing 500 flags, plus or minus, not one showing a 1,500 capacity as presented previously. As of this writing we have not received the updated grid. We to commit provide a flag layout that avoids any damage to irrigation. If we fail, we again agree for the record to pay to fix it. However, the goal is to work with Town staff and avoid damage.*
- 2. The Rotary Foundation was requested to contact an archaeological firm to determine if the Rotary Foundation proposed event could be damaging to any potential archaeological resources that may be present. The medians are on a map of potential locations where archaeological resources may be in Town.** *John Lindgren provided us with a list of firms. The Rotary Foundation contacted Bob Carr at the Archaeological and Historical Conservancy, Inc. in Davie, Florida as Mr. Carr prepared the 2005 Archaeological Report that identified sites in Town potentially having archaeological resources. Mr. Carr indicated that our planned event was not likely to be detrimental to any resources, but that the scope of the event would warrant intermittent monitoring to ensure that this was the case. He was requested to provide the Rotary Foundation with a proposal to do just that. In addition, he was requested to provide us with a copy of his 2005 Archaeological Report, as the Town no longer has it. He indicated he would gladly send it to us and noted that it needed to be updated since it was 15 years old. Once received, we will give it to Mr. Lindgren for the Town's records.*



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3. **Within the required Right of Way permit the Rotary Foundation must show site triangles, MOT is to be provided and channeling devices will be needed when the "pass through" between the east and west medians is closed for the Opening Ceremony.** *The ROW permit will be applied for after we receive Town Council approval to proceed and will contain all that has been requested. Rotary Foundation is in the process of securing these items from Road Safe Traffic Systems of West Palm Beach.*
4. **Backup will be submitted by Rotary Foundation to Josh Martin not less than 10 days before the February 14 Town Council meeting. Agreed.**

Based on all of the foregoing, the Rotary Foundation has updated the Business Association Special Events permit and the required site plan to reflect the latest information and requested changes and have submitted them with this letter to you. We look forward to seeing you at the February 14 Town Council meeting and presenting this information and our revised permitting materials to you and the Town Council.

In closing, we are encouraged by the results presented at the Town's Business Workshop on January 29. The Residents Survey Results and Interim Report on the Palm Beach Civic Association Long Range Planning Subcommittee on Future Business report by Harvey Poppel made clear that off season events are both beneficial to local businesses and are not objectionable to the majority of survey respondents. We hope that you and the Town Council agree and will look favorably on our permit application for Flags for Heroes.

If you should have any questions, please feel free to contact me or Thomas Bradford at your convenience.

Sincerely,

Richard P. Zaretsky

Richard P. Zaretsky, Esq.
President, Rotary Club of Palm Beach Foundation

Cc:

Frances Frisbie, Director, Main Street Palm Beach Association
Thomas G. Bradford, Rotary Club of Palm Beach



TOWN OF PALM BEACH

Administrative Procedure

Procedure No.....1-15-9

Effective Date.....October 8, 2015

APPROVED: Thomas G. Bradford
Thomas G. Bradford, Town Manager

TITLE: TOWN SPONSORED BUSINESS ASSOCIATION SPECIAL EVENTS

OBJECTIVE:

It is the policy of the Town of Palm Beach to allow for Town-sponsored special events within the public right-of-way or other public lands within the three identified commercial areas commonly described as Worth Avenue, South County Road, and Royal Poinciana Way, by the business associations representing each area. All proposed events will be carefully reviewed, individually approved, and restricted in accordance with the procedures as outlined herein and the Town Code of Ordinances. All expenses pertaining to such special events shall be borne by the association originating the event, and the Town shall be held harmless from any and all liabilities that may arise from such events.

RESPONSIBILITY:

It is the responsibility of the business association requesting Town sponsorship of a special event to complete and submit a Business Association Special Event Proposal Form and provide supporting documents, site plans, etc. to the Town's Director of Recreation, who will ascertain whether or not the proposal is complete and sufficient information has been provided. Once deemed complete, it will be reviewed by multiple Town Departments, including but not necessarily limited to Recreation, Police, Fire Rescue, Public Works, and Planning, Zoning and Building. Each department may provide comments/recommendations regarding event conditions. Once the Director of Recreation is satisfied that such internal review is complete, the application will be presented to the Town Manager or his/her designee for approval prior to Town Council's review and final approval, denial, or approval with modifications.

PROCEDURE:

Each proposal for a special event to be sponsored by the Town shall be weighed on its individual merits and acted upon by the Town Council without regard to precedents. The following rules shall apply to special events:

- The maximum number of such Town-sponsored special events shall be two (2) per calendar year per commercial area, excluding holiday lighting ceremonies traditionally held in November and/or December.
- No more than one (1) special event per day shall be allowed in Town, based upon a first-come, first-served basis.
- Proposals should be submitted at least 90 days prior to the proposed special event and no earlier than one year in advance.
- It is expected that the duration of each event will be eight hours or less. Any and all exceptions from such rule shall be clearly identified within the proposal.
- Obstruction of public rights-of-way may be approved. Obstructions must be clearly identified within the proposal.
- Each proposal must include a detailed site plan identifying vehicular access, pedestrian access, event venue(s), and all related equipment. Barricades and related safety equipment must be provided to the satisfaction of the Town. A Maintenance of Traffic Plan (M.O.T.) may be required depending upon size and complexity of the special event.
- The business association may be responsible for securing any/all regulatory approvals necessary for each such event, including State DOT permit(s).
- Special detail officers, including Police and Fire Rescue personnel, may be required to ensure public safety at such events. The Town shall have authority to require same, and all costs shall be borne by the business association.
- Food trucks shall not be permitted, nor shall any temporary cooking facilities be allowed. All food served at each event shall be prepared in licensed restaurants, or transported to the event from alternate locations.
- A liquor license must be obtained by the business association if money is required to purchase drinks, tickets, coupons, etc. No liquor license shall be required if alcohol is served free of any charge whatsoever.
- Signage of all kinds, including banners and photo backdrops, shall be approved on a case by case basis. Signage must be set up and removed in accordance with the eight hour event restriction unless specifically allowed for longer periods by the Town Council.

- Any special equipment, including but not limited to staging, lights, amplifiers, generators, etc., must be detailed within the proposal, and will be approved, denied, or modified per Town Council approval.
- All equipment not previously identified herein, including but not limited to fencing, barriers, tents, stages, platforms, risers, canopies, portable restrooms, garbage cans, dumpsters, etc., shall be clearly identified within the proposal and shown on a detailed site plan.
- The business association must submit proof of insurance to the Town in accordance with the recommendation of the Town's Risk Manager for each special event, and each certificate of insurance shall name the Town of Palm Beach as an additional insured.
- A Hold Harmless Statement must be provided, in format satisfactory to the Town's Risk Manager, exempting the Town of Palm Beach from any and all liabilities stemming from a special event.
- The Town has the right to require a refundable bond or satisfactory form of cash deposit to be paid as a condition of approval. The bond or cash equivalent will be refunded thereafter, unless the Town determines to retain all or a portion of same for Town-determined remedial expenses.

ATTACHMENTS:

Business Association Special Event Proposal Information and Form



Business Association Special Event Proposal Information & Form

Proposal Process

The proposal process begins when you submit the completed Business Association Special Event Proposal Form to be considered for Town sponsorship. ***Keep in mind that acceptance of the proposal should in no way be construed as final approval or confirmation of your request.***

Upon receipt of your proposal the Town will assign a coordinator to help guide you through the process. The coordinator distributes the proposal to all Town departments for review. During the review process you will be notified if your event requires additional information, permits or licenses. You will be allowed time to provide us with all pending documents.

Delays in providing these items often delay our ability to finish our review and issue a decision on your special event proposal.

You may be contacted individually by these departments if they have specific questions or concerns about your event. Depending on the impact on Town services, a group meeting with all affected departments and the association may be scheduled to clarify questions and concerns.

Proposal Steps:

1. Submit your completed proposal at least 90 days prior to your proposed event. Proposals will be accepted up to 1 year in advance. Completed proposals may be:
 - Delivered: Recreation Center, 340 Seaview Avenue or
 - Mailed: Town of Palm Beach Recreation Department, ATTN: Business Association Special Event Proposal, P.O. Box 2029, Palm Beach, FL 33480 or
 - Emailed: bzickar@townofpalmbeach.com
2. You will be sent an e-mail acknowledgement that your proposal has been received. Your proposal will be reviewed by Town staff, which may take up to three weeks. During this time, you may be contacted by Town staff for clarification of event details.
3. After a full review of your proposal, including Town Council approval, you will receive either a conditions of approval letter or a denial letter. The conditions of approval letter will outline requirements for your event, such as necessary permits, approvals and/or event bonds/cash deposit fees. This may include, but is not limited, to the following:

- Certificate of Insurance showing evidence of a commercial liability policy
 - Copy of Temporary Liquor License, if applicable
 - Traffic/Parking Control Services
 - Inspections
4. Once all the conditions of approval have been met a final Special Event Approval Letter will be issued by the Town.

Fees

It will be the association's responsibility to pay for the cost of all inspections and other Town services (i.e., Police and Fire). Other fees such as permit fees may apply for tents, stages, etc. Depending on the type of event, respective fees may vary. Events will require a refundable security deposit, depending on the type, location and size of the event. Fees can range as follows:

Event Description	Event Size	Security Deposit
Minor	Less than 250 attendees	\$500
Medium	Between 251 – 1,0000 attendees	\$2,000
Major	Over 1,000 attendees	\$5,000

For additional information, contact Beth Zickar, Director of Recreation at 561-838-5485 or bzickar@townofpalmbeach.com.



BUSINESS ASSOCIATION SPECIAL EVENT PROPOSAL FOR TOWN SPONSORSHIP

EVENT TITLE Flags for Heroes

EVENT DATE 07/03/19 - 07/06/19

SECTION 1: CONTACT INFORMATION

Business Association	Main Street Palm Beach Association, Inc.(MSPBA) w/ Rotary Club of Palm Beach Foundation	
Representative Name	Frances Frisbie (1)	Richard P. Zaretsky (2)
E-Mail Address	frances@frisbiegroup.com	RPZ@ZaretskyLaw.com
Mailing Address	125 Worth Avenue, #221 Palm Beach, FL 33480	1615 Forum Place, STE 3A West Palm Beach, FL 33401
Primary Telephone	561-717-9803	561-689-6660
Secondary Telephone	NA	561-249-4820
Fax Number	NA	561-683-1559

SECTION 2: EVENT INFORMATION

Event Location	The two large medians within Royal Poinciana Way between Bradley Place and County Road	
Event Admission Fee	<input type="checkbox"/> Yes, Amount _____ <input type="checkbox"/> No NO	
Anticipated Attendance	250 +/- over the course of 3 days	
Event Time	From: 07/03/19	To: 07/06/19
Event Set Up	Date: 07/03/19 1:00 PM - 8:00 PM	
Event Dismantle	Date: 07/06/19 3:00 PM- 8:00 PM	

Event Description

Flags for Heroes enables citizens to recognize the heroes in their lives while raising funds for charitable causes. Citizens may purchase a medallion to be placed on a flagpole recognizing their hero. A goal of 500 or more flags has been established. People have the option of purchasing a \$75 medallion or a \$100 medallion to commemorate their hero. All proceeds, net of event costs, will be donated to scholarships for Palm Beach County children of veterans of U. S. Armed Forces and First Responders to attend college.

Footnote (1) Frances Frisbie is a Director of MSPBA and their primary representative.

Footnote (2) Richard Zaretsky is the President and primary representative of the Rotary Foundation.

Is this event part of a larger marketing campaign? If yes, please describe.

NO

Public Inquiries Contact (Name, Telephone and E-Mail Required)	Richard Zaretsky Tele: 561-689-6660; Email: RPZ@Zaretskylaw.com
Are you requesting any street and/or sidewalk closures? <div style="border: 1px solid black; padding: 2px; display: inline-block;">YES</div>	If yes, specify street and/or sidewalks and time of closures. <div style="border: 1px solid black; padding: 2px;">Closure of the U-Turn Cross Thru between the east and west medians for pedestrian safety during the opening event on 07/04/19 approx. 9AM - 10AM.</div>
Does your event include food concessions? <div style="border: 1px solid black; padding: 2px; display: inline-block;">NO</div> (No On-Site Cooking Permitted)	Anticipated Number of Vendors:
Does your event involve the sale or consumption of alcoholic beverages? <div style="border: 1px solid black; padding: 2px; display: inline-block;">NO</div>	If yes, please check all that apply: <input type="checkbox"/> Free Alcohol <input type="checkbox"/> Distilled Spirits <input type="checkbox"/> Alcohol Sales <input type="checkbox"/> Beer <input type="checkbox"/> Wine <i>If alcohol is sold at an event, the applicant is required to obtain a temporary liquor license from the Division of Alcoholic Beverages and Tobacco. Copy of temporary liquor license must be provided to Town prior to event date. Additional insurance requirements and police enforcement will be required.</i>
Does your event require amplified sound and/or music? YES. A PA system is contemplated for the kick off ceremony for announcements and statements.	If yes, please check all that apply: <div style="border: 1px solid black; padding: 2px;"> <input checked="" type="checkbox"/> Amplified sound for announcements & short speeches in compliance with Noise Ordinance. </div> <input type="checkbox"/> Amplified sound for recorded music <input type="checkbox"/> Amplified sound for live music <i>Approval of a Special Event Proposal does not necessarily exempt the planned event from the requirements of the Town of Palm Beach's Noise Ordinance.</i>
Will you be installing any temporary signage? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <div style="border: 1px solid black; padding: 2px; display: inline-block;">Banners</div>	If yes, list number, description and location: <div style="border: 1px solid black; padding: 2px;">Signage, no, banners, yes. Banners approx. 3' X 5' stating "Rotary Club Foundation" & names of any underwriters. FDOT Banner permit is required. Locations marked on site plan. Limit of 6 underwriters.</div> <i>Compliance with Section 134-2371 of the Town of Palm Beach Code of Ordinances is required.</i>
Do you plan to provide portable comfort stations at your event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <div style="border: 1px solid black; padding: 2px; display: inline-block;">NO</div>	If yes, how many stalls will be in each station: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Is comfort station ADA accessible? <i>If not providing, provide information as to availability of restroom facilities in the immediate area of the event site that will be available to the public, include ADA accessible and non-ADA accessible.</i>

<p>Will you be installing any temporary structures?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p style="text-align: center; border: 1px solid red; padding: 5px;">NO</p>	<p>If yes, identify number and size of tents & canopies:</p> <p>_____</p> <p>_____</p> <p>Delivery Date: _____ Removal Date: _____</p> <p>Stage/Platform/Riser Dimensions:</p> <p>Length: _____ Width: _____ Height: _____</p> <p>_____</p> <p>Delivery Date: _____ Removal Date: _____</p> <p><i>Vendors will be required to provide a certificate of commercial general liability insurance in an amount to be determined by the Town, listing the Town of Palm Beach as additional insured. Permits may be required.</i></p>
<p>Will funds be solicited for any charities?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p style="text-align: center; border: 1px solid red; padding: 5px;">YES</p>	<p>PB Rotary Foundation to raise funds for college scholarships for Palm Beach County children of veterans of U.S. Armed Forces & 1st Responders. TPB Charitable permit(s) to be submitted per TPB Ordinance.</p>
<p>Will this event utilize a generator(s)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p style="text-align: center; border: 1px solid red; padding: 5px;">NO</p>	<p>If yes, list the number and size of each:</p> <p>It is requested that TPB allow PA system for opening event to use power at base of palm tree(s). This will negate need for generator and reduce event noise.</p>
<p>Site Plan</p> <p style="border: 1px solid red; padding: 10px; margin-top: 20px;">YES. Event site plan has been submitted with this application.</p>	<p>Please include a complete site plan of the proposed event, including:</p> <ul style="list-style-type: none"> An outline of the event site including the names of the streets or areas that are part of the venue and the surrounding area. Any street or lane closure requests. The locations of fencing, barriers and/or barricades. Include any removable fencing for emergency access. Vehicular access. Pedestrian access. Location of stages, platforms, risers, canopies, tents, comfort stations, dumpsters and any other temporary structures. Generator locations and/or source of power. Placement of vehicles and/or trailers. Anticipated parking locations. Vendor locations. Temporary signage locations. Locations of all other event activities.

**FOR OFFICIAL USE ONLY
DEPARTMENT REVIEW**

Recreation

Reviewer: _____

____ Approved

Date: _____

____ Approved w/Comments:

____ Rejected w/ Comments:

Police

Reviewer: _____

____ Approved

Date: _____

____ Approved w/Comments:

____ Rejected w/ Comments:

Fire Rescue

Reviewer: _____

____ Approved

Date: _____

____ Approved w/Comments:

____ Rejected w/ Comments:

Public Works

Reviewer: _____

____ Approved

Date: _____

____ Approved w/Comments:

____ Rejected w/ Comments:

Planning, Zoning & Building

Reviewer: _____

____ Approved

Date: _____

____ Approved w/Comments:

____ Rejected w/ Comments:

Town Manager's Office

Reviewer: _____

____ Approved

Date: _____

____ Approved w/Comments:

____ Rejected w/ Comments:

- After final Department review, please return to the Recreation Department.

Rotary Flags for Heroes

Legend
Maven

Designated areas for flag placement, if needed. All planter beds to be protected. See digital rendering for approximate placement and separation.

Microphone

Rotary and Sponsor banners

Rotary and Sponsor banners

Generator

Area for Kick-off event

Rotary and Sponsor banners on west end of western median, if needed.

Approximate area for Reserved parking on days for setup and take down

Parking is abundant. It is adjacent to and across the street from the event. Multi-day event spreads traffic impact over time. Street shown is Royal Poinciana Way, aka, A1A.

100 ft

Google Earth

© 2018 Google







CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/10/2018

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 Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008		CONTACT NAME: Ali Sulita PHONE (A/C, No, Ext): 1-833-3ROTARY E-MAIL ADDRESS: rotary@ajg.com FAX (A/C, No): 630-285-4062	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Lexington Insurance Company	
		NAIC # 19437	
INSURED All Active US Rotary Clubs & Districts PALM BEACH ROTARY FOUNDATION ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3698		INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 899307648

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 INSD	SUBR 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 <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			015375594	7/1/2018	7/1/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
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			015375594	7/1/2018	7/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 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 DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> A <input checked="" type="checkbox"/> N	NOT APPLICABLE			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

The Certificate holder is included as additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER

TOWN OF PALM BEACH, FLORIDA
360 SOUTH COUNTY ROAD
PALM BEACH, FLORIDA 33480

CANCELLATION

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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Hold Harmless Agreement

To the fullest extent allowed by law Palm Beach Rotary Foundation shall protect, defend, reimburse, indemnify and hold harmless the Town of Palm Beach, and the Town's officers, agents, employees free and harmless from and against any and all claims, losses, penalties, damages, settlements, costs, charges, attorneys or other professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, cause or causes of action of every kind and character in connection with, or arising directly or indirectly out of or related to the Royal Poinciana Association Memorial Day event on May 27, 2019 to include any event set-up required on May 23 -26, 2019. Without limiting the generality of the foregoing, Palm Beach Rotary Foundation's Indemnity shall include all claims, damages, losses, or expense arising out of or related to personal injury, death, damages to property, defects in materials or workmanship, actual or alleged infringement of any patent, trademark, copyright, proprietary information, or applications of any thereof, or of any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or order of any court. Palm Beach Rotary Foundation agrees to investigate, respond, adjust and provide a defense for, all and any such claims, demands and actions at Palm Beach Rotary Foundation sole expense and agrees to bear and remain liable for all such other costs and expenses relating thereto, even if such claim is groundless, false or fraudulent. Notwithstanding the foregoing, Palm Beach Rotary Foundation Indemnity's shall not extend to liability for damages to persons or property to the extent such damage was caused by any act, omission, or default of the Town, or by the Town's officers, agents and employees.

Palm Beach Rotary Foundation acknowledges and agrees that Town would not enter into this agreement without this indemnification of Town by Palm Beach Rotary Foundation, and that Town's entering into the agreement shall constitute good and sufficient consideration for this indemnification. Nothing in this agreement shall be construed to affect in any way the Town's rights, privileges, and immunities as set forth in Florida Statute 768.28.

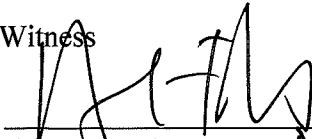
Palm Beach Rotary Foundation

 *President*
Signature/Print Name Richard Zaretsky

12/10/18

Date

Witness


Signature/Print Name Daniel Franks

12/10/18

Date