

ARTICLE VII. - SPECIAL EVENTS ON PUBLIC PROPERTY

DIVISION 1. - GENERALLY

Sec. 106-256. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Special event means any meeting, activity, **run/walk** or gathering of a group of persons having a common purpose, design or goal, upon any public street, sidewalk, alley, park, beach or other public place or building, which special event substantially inhibits the usual flow of pedestrian or vehicular travel or which occupies any public area or building, which results in preempted use by the general public or which deviates from the established use. Nothing in this article shall preclude the use of such areas by the town for governmental purposes.

Run/walk event includes an event of a designated distance, including but not limited to, a 5k, 10k, half-marathon, marathon, which involves, but is not limited to, walking, running, and/or racing.

5k run/walk includes a walking/running event over a distance of five kilometers (3.1069 miles). *10K run/walk* includes a walking/running event over a distance of ten kilometers (6.2 miles).

Half marathon includes a walking/running event of 21.0975 kilometers (13.1094 miles). The half marathon is also known as a 21k, 21.1k or 13.1 miles, although these values are rounded and not formally correct.

Marathon includes a walking/running event over a distance of 42.195 kilometers (26.219 miles).

(Code 1982, § 10-432)

Cross reference— Definitions generally, § 1-2.

Sec. 106-257. - Regulations relating to special event.

The following regulations shall apply to all special events held within the town:

- (1) There shall be held at the location requested no more than one special event 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. The town reserves the right to limit use of public spaces at any time to prevent overuse and/or adverse impacts to adjacent neighborhoods.
- (2) The maximum total duration of each special event and the assembly 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 the town.
- (8) There are sufficient parking places near to 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 or the state or of federal law.

(Code 1982, § 10-435; Ord. No. [12-2018](#), § 1, 7-10-18)

Sec. 106-258. - Penalties.

Any person determined to be in violation of the provisions of this article, not relating to revocation of the permit, shall be subject to section 1-14.

(Code 1982, § 10-442)

Secs. 106-259—106-280. - Reserved.

DIVISION 2. - PERMIT

Sec. 106-281. - Required.

No person shall engage in, participate in, aid, form or start any special event unless a special event permit shall have first been obtained from the town manager or his/her designee. No permit shall be required for special events officially sponsored by the town government and approved by the town council, nor shall the regulations set forth in this division 2 apply to such special events.

(Code 1982, § 10-433; Ord. No. 29-10, § 2, 9-29-10; Ord. No. [12-2018](#), § 2, 7-10-18)

Sec. 106-282. - Application.

- (a) *Required.* A person seeking issuance of a special event permit shall file an application with the town clerk's office on forms provided by the town.

(b) *Filing.* A completed application for a special event permit, providing all information required herein, shall be filed with the town clerk's office not less than 45 days (or a shorter period of time as deemed appropriate at the discretion of the town manager) and not more than nine months for residents and seven months for non-residents before the date on which it is proposed to conduct the special event.

(c) *Contents.* The application for a special event permit shall set forth the following information:

- (1) The name, address and telephone number of the person seeking to conduct such a special event.
- (2) The purpose of the special event.
- (3) If the special event is proposed to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization, and of the authorized and responsible heads of such organization.
- (4) The date on which the special event is to be conducted.
- (5) The exact hours the special event is to be conducted.
- (6) The name or type of event.
- (7) The exact location of the event.
- (8) The approximate number of participants and spectators.
- (9) A detailed description of the activity or activities, including whether or not the event requires support facilities such as traffic control, parking volume, crowd control.
- (10) The name of the applicant's insurance company for the event and proof of insurance. The town shall be named as additional insured on a policy of liability insurance in an amount not less than \$1,000,000.00. The Town of Palm Beach reserves the right to require additional coverages and limits based upon the particular special event proposed by the applicant. If the special event applicant maintains higher limits than the minimums shown below, the town requires and shall be entitled to coverage for the higher limits maintained by the applicant.
- (11) The signature of the applicant.
- (12) The name, address and telephone number of the person who will be responsible for the conduct of the special event (i.e., special event chair).
- (13) Provisions for cleanup after conclusion of the special event. The applicant shall be responsible for costs of complete and immediate cleanup.

(d) *Fees.* The following fees in accordance with the fee schedule adopted by the town council by resolution as may be amended from time to time:

- a. An administrative processing fee;
- b. A refundable damage deposit, if applicable;
- c. A usage fee prepaid for the hours requested to hold the proposed special event, if applicable.

(Code 1982, § 10-434; Ord. No. 2-2013, § 1, 6-11-13; Ord. No. [12-2018](#), § 3, 7-10-18)

Sec. 106-283. - Standards for issuance.

The town manager shall issue a special event permit, when from consideration of the application and from such other information as may otherwise be obtained, he/she finds that:

- (1) No other applicant has obtained a permit for the date requested.
- (2) The special event applicant has agreed in writing to abide by all provisions set forth in this article.
- (3) All required information is set forth in the application and is in accordance with all provisions set forth in this article.
- (4) The concentration of persons and vehicles at assembly points of the special event will not interfere with the proper fire and police protection of or ambulance services to areas contiguous to such assembly areas.
- (5) The conduct of such special event will not interfere with the movement of police and fire rescue vehicles and equipment en route to a fire or the movement of emergency medical services equipment en route to an emergency.
- (6) The special event is not being held for the purpose of advertising any product, goods or event, and shall not be held for private profit or fund raising, unless the applicant is a 501 (c) 3 non-profit, in which a charitable solicitation permit would also be required.
- (7) The conduct of the special event will not substantially interrupt the safe and orderly movement of pedestrian or vehicular traffic contiguous to the place of the special event.
- (8) The conduct of the special event will not result in damage to town-owned property or constitute a hazard to the safety of other persons within the immediate vicinity of the event.
- (9) No event is scheduled elsewhere in the town where the town's resources required for that event are so great that the deployment of resources for the proposed assembly would have an immediate and adverse effect upon the welfare and safety of persons and property.
- (10) An original certificate of insurance was supplied to the town naming the town as additional insured on a policy of liability insurance in an amount not less than \$1,000,000.00 or an amount higher based upon the particular special event proposed."

Applications for special events that involve leaving the primary event location (public or private properties) to utilize public sidewalks, streets and/or bike paths shall receive Town Council approval prior to the issuance of a special event permit and shall be subject to section 106-289 and 106-290.

(Code 1982, § 10-436; Ord. No. [12-2018](#), § 4, 7-10-18)

Sec. 106-284. - Notice of approval or denial.

The town manager shall act upon an application for a special event permit within 20 days after the filing thereof and must notify the applicant of the approval or denial of the application within that same period. If the town manager denies an application, a written notice stating the reasons for denial shall be sent to the applicant by certified mail and made available by the town for inspection within the 20-day period specified above.

(Code 1982, § 10-437; Ord. No. [12-2018](#), § 5, 7-10-18)

Sec. 106-285. - Appeal procedure.

Any person aggrieved shall have the right to appeal the denial of a special event permit to the town council. The appeal shall be submitted in writing within five days of notice of denial. If an appeal to the town council is made, the town council shall act upon such appeal at the next regular monthly meeting of the town council subsequent to the notice of appeal.

(Code 1982, § 10-438; Ord. No. [12-2018](#), § 6, 7-10-18)

Sec. 106-286. - Duties of permittee.

The permittee under this division shall comply with all provisions of this article, other laws and ordinances of the town, state and federal government, and all permit directions and conditions of the permit.

(Code 1982, § 10-439)

Sec. 106-287. - Possession.

The special event chair or other person heading or leading such special event shall carry the special event permit upon his person during the conduct of the special event and shall be present at the special event.

(Code 1982, § 10-440)

Sec. 106-288. - Revocation.

The town manager or his designee shall have the authority to revoke a special event permit issued under this division upon violation of the provisions applicable to special event permittees. If a special event is held in violation of the terms of the permit, the permit shall be determined to be null and void and may be immediately terminated. The revocation of a permit may be appealed in the same manner and under the same time limitations as a permit denial.

(Code 1982, § 10-441)

Sec. 106-289. – Races, Walks, and Runs

Applications for activities or events that involve leaving the primary event location (e.g. run/walks, 5ks, marathons, and half-marathons) that involve leaving the primary event location whether (on public or private properties) that will utilize public sidewalks, streets and/or bike paths including but not limited to runs, walks, 5ks, marathons, half-marathons and/or races, shall receive Town Council approval prior to the issuance of a special event permit.

The following procedure and criteria for approving races, runs, and/or walks shall be as follows:

- a) Applications for races, walks and/or runs shall be submitted as outlined in section 106-282 with the following additional information:
 1. The name, address and telephone number of the person who will be the event chairman and who will be responsible for its conduct;
 2. The time and date at which persons of the event will begin to assemble at any such assembly area or areas;
 3. The location and route of the run, /walk or race event shall be indicated by choosing the approved routes in section 106-290, or any other route approved by the Town of Palm Beach.
 4. A specific, and written description of the preparations made to provide adequate ambulance and medical care during the event and activity;
- b) Following timely submission of the application, fees and all necessary information, the application shall be subject to review by the following:
 1. Director of Public Works or his/her designee
 2. Fire Chief or his/her designee
 3. Chief of Police or his/her designee
 4. Code Enforcement Manager or his/her designee
 5. Risk Manager or his/her designee
 6. Director of Planning and Zoning or his/her designee
 7. Town Manager or his/her designee
- c) The above personnel considering the application shall submit individual recommendations throughout the review process to the Town Clerk, including approval, denial, special conditions, or other fees required to reimburse the Town, for its costs.

d) The Town Manager or his/her designee will submit a staff report, the special event application and supporting documentation to the Town Council for consideration and final approval.

e) An application shall be subject to the following factors:

1. Adequacy of the location of the start and finish line, relative to the public safety and impact to the residents.;
2. The date(s) and time(s) of the run,/walk and/or race event, or whether such event will conflict with a town sponsored event or town-wide event;
3. A ~~The~~ maximum amount-number of persons ~~the organizers will allow~~ participating in the event;
4. ~~Reasonableness of t~~The detailed plan ~~that will governs any and all event and~~ activity clean-up procedures for the entire event that shall comply with legal and established standards of sanitation, health and prevention;
5. ~~Reasonableness of T~~he detailed plan ~~that will governs any and all fire, smoke,~~ traffic, refreshment stations, parking and security hazards and prevention;
6. ~~Reasonableness of the~~ The detailed plan ~~that will governs any and all event and~~ activity parking and any and all locations used solely for parking;
7. ~~Reasonableness of the P~~reparations are made to provide adequate ambulance and medical care during the event and activity;
8. Adequacy and sufficiency of the general and/or special liability insurance policy and declarations and/or bonds covering the event ~~or, personnel, visitors, invitees,~~ and participants; and
9. The conduct of the event will not likely cause injury to persons or property, and will not create or give rise to ~~provide~~ disorderly conduct or ~~create~~ disturbances.
10. The applicant agrees to abide by the noise rules and regulations outlined in Section 42-197.

f) Public conduct during special events.

1. *Interference.* No person shall unreasonably hamper, obstruct, ~~or~~ impede, or interfere with any event or event assembly or with any person, ~~vehicle or animal~~ participating and/or volunteering in an event, or any animal being used in a special ~~n~~ event.

2. No driver of a vehicle shall drive between the vehicles or persons comprising an event. when such vehicles or persons are in motion and are conspicuously designated as an event.
3. Parking on event route. The Chief of Police may post signs or take other action to notify the public of the designated event route. to such effect, and iIt shall be unlawful for any person to park or leave unattended any vehicle in violation thereof.
4. No unaffiliated person shall throw, give or offer any material, candy, pamphlets or any any other article to any participants or spectators during the special event.

Section 106-290 Routes for races-runs-walks

- ~~a)~~ The following routes are the approved routes available to organizers: Turkey Trot and Race of Hope 5K route (exhibit A)
- ~~b)~~a) Dates and times for races/run/walks races, walks, and/or runs shall be subject to the approval of the Town Council and shall not be permitted on Sundays.
- ~~c)~~ There shall be no more than three (3) events between January 1 and the weekend prior to Memorial Day weekend, no more than two (2) events between June and August, and not more than three (3) events between the weekend after Labor Day and the weekend before Thanksgiving each year.
- ~~d)~~b) -No vehicular or bicycle races shall be permitted.
- ~~e)~~ Events which include multiple modes of travel (e.g., walking and running) shall be permitted so long as the start times for different modes of travel are staggered.
- ~~f)~~c) Prior to the issuance of the event permit, town staff shall determine the specific portions or lanes of the roadway that may be used by the participants. This determination shall be based on safety considerations and the preservation of access to businesses and other scheduled activities along the route.
- ~~g)~~ In addition to the routes established by subsection (a) of this section, races/walks/runs (e.g. marathons and half marathons) may be permitted on other streets in the town so long as the majority of the race/walk/run occurs outside of the town and that portion of the race/walk/run within the town does not exceed one and one half mile in length. Races permitted pursuant to this subsection (g) shall not be subject to the time/frequency requirements established in subsections (b) and (c) of this section.