

RECEIVED T-19-0431  
DEC 13 2019

Town of Palm Beach  
PZB Dept

# TOWN OF PALM BEACH

Office of the Town Clerk

NON-REFUNDABLE  
APPLICATION FEE  
\$250.00

\$250  
\$1000 DMG  
\$1250 USAGE

## 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:	Scott Richards	
Address:	1279 W Palmetto Pk Rd #3392 Boca Raton, FL 33486	E-mail: palmBeachRunningCompany@gmail.com
Phone Number:	561-289-4884	Cell #: 561-289-4884

ORGANIZATION INFORMATION		
Name:	Young Lawyers Section, Palm Beach County Bar Association (YLS)	
Address:	1507 Belvedere Rd. WPB, 33406	E-mail: pcarvajal@legalaiddpbc.org
Phone Number:	Work-561-655-8944 x 279	Cell #: Paula Carvajal, Esq.
*501(c)3 #:	See Attached	
*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:	Scott Richards	
Address:	1279 W Palmetto Pk Rd #3392 Boca Raton, FL 33486	E-mail: PalmBeachRunningCompany@gmail.com
Phone Number:	561-289-4884	Cell #: same

**APPLICATION FOR SPECIAL EVENT PERMIT**

EVENT INFORMATION			
Name:	PBCBA YLS 5K ( Palm Beach County Bar Association Young Lawyers Section )		
Address/ Location:	Bradley Park, 100 Bradley Park, Palm Beach, 33480 & Lake Trail		
Day and Date	April 4th, 2020		
Start and End Time  <b>Note:</b> 5 hour time limit including set- up and clean-up	Set up starts around 5:30 Registration and Bib Pick up 6:00 to 7:15 Race 7:30 to 9:00 Awards 9:00 to 9:30 Clean-up 9:15 to 10:00 <div style="text-align: center; color: blue; font-family: cursive;">5:30 — 10:00 = 4.5</div>		
Purpose:	5K run/walk, active charitable event for lawyers, judges, and their families.		
Provide a detailed description of activities – include maps, pictures, and illustrations. <b>Note: No amplified music.</b>			
See Attached map			
Approximate number of participants:	160	Approximate number of spectators:	20

TRAFFIC/PARKING INFORMATION	
Will support facilities or services such as traffic control and crowd control be needed? If yes, please specify: See Attached	
List the different forms of transportation to be used by participants: See Attached	
Where will event attendees park?	(Note: Royal Poinciana Plaza parking is not permitted.)
See Attached	
Provide a reasonable estimate of parking volume generated by the event and the type of parking that will be used: See Attached	
<b>Note:</b> 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”).	



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):

2-4 10x10 personal pop up tents for timing, registration, awards, in case of rain

INSURANCE INFORMATION

Name of  
Applicant's  
Insurance Company:

Mount Vernon Fire Insurance Company (NAIC #26522)  
Insurance has been ordered!

Address:

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:

We take back what we bring in!

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 \$250
- ☐ 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 of \$250 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:	12/13/2019	Cash	Check No. V#2769 \$250.00	Credit Card
Date damage deposit and non-resident usage fee received:		Cash	Check No.	Credit Card

## Fee Table for Special Events

Location	Non-Refundable Application Fee	Refundable Damage Deposit	Non-Resident Usage Fee
Bradley Park	\$250	50 people or less: \$200 51-100: \$500 Over 100: \$1,000	50 people or less: \$75/hr 51-100: \$150/hr Over 100: \$250/hr
Memorial Park	\$250	50 people or less: \$200 51-100: \$500 Over 100: \$1,000	50 people or less: \$75/hr 51-100: \$150/hr Over 100: \$250/hr
Lake Drive Park	\$250	50 people or less: \$100 51-100: \$200 Over 100: \$500	50 people or less: \$50/hr 51-100: \$100/hr Over 100: \$200/hr
Phipps South Ocean Park	\$250	50 people or less: \$100 51-100: \$200 Over 100: \$500	50 people or less: \$50/hr 51-100: \$100/hr Over 100: \$200/hr
Phipps South Ocean Park (Chickee Hut Only)	\$250	\$100	\$75/hr
Public Beaches	\$250	\$100	\$0
All Other Public Spaces	\$250	\$100	\$0



## 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.

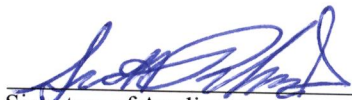
## APPLICANT AGREEMENT

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.

WITNESS:



Signature of Applicant

**Scott Richards**

Print Name



Signature

**Nicole L. Nelson**

Print Name



# PALM BEACH COUNTY BAR ASSOCIATION YOUNG LAWYERS SECTION

PRESIDENT  
ANDREA LEWIS  
PRESIDENT ELECT  
JACK RICE  
SECRETARY  
SCOTT PERRY  
TREASURER  
ROBERT WIGHT

P.O. BOX 17726  
WEST PALM BEACH, FL 33466  
TELEPHONE: (561) 687-2800  
[www.palmbeachbar.org](http://www.palmbeachbar.org)  
e-mail: [ctbrown@palmbeachbar.org](mailto:ctbrown@palmbeachbar.org)

CARLA THARP BROWN  
EXECUTIVE DIRECTOR

December 3, 2019

Please accept the enclosed application for a special event permit from the Young Lawyers Section of the Palm Beach County Bar Association. Our proposed event, a 5K run/walk largely involving our local legal community and their families, is virtually identical to the permitted events we held in the Town in 2019, 2018, 2017 and 2016. Our past four events were very successful, drawing participation from several lawyers and their families, as well as members of our judiciary. The small size of the event allowed our members and their families to socialize easily in an informal setting and a beautiful location. By the end of the race, most of our participants work up an appetite and make the short walk to the Town's local restaurants. Most importantly, our event has been able to raise thousands of dollars for our beneficiaries, which in the past have included the Historical Society of Palm Beach County and the Legal Aid Society of Palm Beach County, Inc. This year, our intent is to continue our charitable relationship with the Legal Aid Society of Palm Beach County, Inc., helping to provide equal access to our legal system for the less fortunate in our community.

Our proposed event is again very intimate. We estimate that 15% of our participants will be Town residents or professionals with their primary place of business in the Town. Approximately fifteen (15) volunteers will be present to ensure participant safety and assist with cleanup during and immediately following the race. We do not anticipate or plan to accommodate any spectators (in our last two events, we had none). Participants and volunteers will be encouraged to carpool and park their vehicles in the public parking surrounding Bradley Park. In the past, we made arrangements for overflow parking at private property, however, we found that to be unnecessary. We will again encourage our participants with businesses in downtown West Palm Beach to carpool and shuttle from their workplace.

The event will be held on Saturday, April 4th, 2020, at Bradley Park. It will begin at 7:00 a.m., with the race itself beginning promptly at 7:30 a.m. Commencement will be indicated via an audible, non-amplified start. Participants will be encouraged to pick up their race packets before the event at a convenient location in West Palm Beach, significantly limiting the amount of traffic at the event site prior to the start time.

We have chosen a race route that is identical to the route used last January, and similar to the Turkey Trot that the Town has hosted in the past. Runners will begin at the Lake Trail, near Bradley Park. A copy of the proposed route is enclosed with our application. Unlike the Turkey Trot, our participants turn left at the intersection of Wells and North County roads, and run or walk on the sidewalk along the western side of North County Road. The sidewalk along North County Road is relatively wide and readily capable of accommodating our small group of runners and walkers. Runners will turn left at Plantation Road and run



west to the Lake Trail. Police presence will be secured to ensure participant safety. Their locations are indicated on the enclosed route. A fire-rescue station is located near the center of the course.

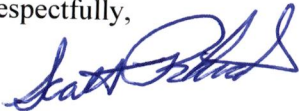
We have again attempted to prevent any inconvenience to the Town residents by limiting the use of Town roads and public parking. We will work with a professional race management company to ensure the event commences and concludes in a swift manner. Volunteers will follow and accompany participants to supervise, perform any necessary cleanup, and discourage participants from running or walking on non-paved surfaces and private rights-of-way. Our previous event received no complaints from Town residents, and we plan on continuing that trend in the future.

At the conclusion of our event, participants and their families will congregate in Bradley Park to receive awards and refreshments. The event will conclude between 9:00 a.m. and 9:15 a.m. All cleanup will be done by 10:00 a.m. After the event concludes, we will encourage all of our participants to visit Town businesses along Main Street and South County Road for breakfast and brunch. Similar to our past two events, we will strive to partner with local restaurants and businesses to offer post-event breakfast and brunch specials to participants, ensuring that Town businesses will benefit from our event.

Thank you for reviewing this application. We have worked hard over the past three (4) years to create an event that benefits Town businesses while also respecting the tranquility of the Town and the privacy of its residents. We appreciate your consideration and are willing to modify our proposal and make other arrangements to accommodate the needs of the Town.

If you have any questions, please do not hesitate to contact me at at (561) 289-4884 and [PalmBeachRunningCompany@gmail.com](mailto:PalmBeachRunningCompany@gmail.com) Or Paula Carvajal 561-655-8944 x 279 [pcarvajal@legalaidpbc.org](mailto:pcarvajal@legalaidpbc.org)

Respectfully,



Scott Richards

cc. Steven C. Williams & Paula Carvajal

*Young Lawyers Section Board Member*

## **ADDENDUM TO APPLICATION FOR SPECIAL EVENT PERMIT**

### **Event Information (Continued from Page 1)**

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***Provide a detailed description of activities—include maps, pictures, and illustrations.***

YLS is applying for a special event permit to host an intimate 5K run/walk event for lawyers and their families at Bradley Park and along the Lake Trail. Details of the event are provided on the preceding pages. Race course information is also included with this application. Profits will be donated to the Legal Aid Society of Palm Beach County, Inc.

### **Traffic/Parking Information (Continued from Page 2)**

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***Will support facilities or services such as traffic control and crowd control be needed? If yes, please specify:***

If needed. Traffic control will be provided by Town Police at the expense of YLS at the points designated on the attached race course. We will not need crowd control or support facilities to accommodate this small event.

***List the different forms of transportation to be used by participants:***

Participants with workplaces in downtown West Palm Beach and Palm Beach will be encouraged to carpool and walk to the event.

***Where will the attendees park?***

Participants will self-park at public parking surrounding Bradley Park. “Overflow” parking will not be needed. Participants with downtown West Palm Beach work places will be encouraged to carpool and shuttle from their workplaces.

***Provide a reasonable estimate of parking volume generated by the event and type of parking that will be used:***

Parking volume is estimated to be less than 75 personal cars. Participants will be encouraged to self-park at public parking in the Bradley Park area. “Overflow” parking will not be needed. No valet parking will be used.







