



Town of Palm Beach • Office of the Town Clerk

APPLICATION FOR PERMIT TO SOLICIT FUNDS FOR CHARITABLE PURPOSES

ORDINANCE 11-73 AS AMENDED BY ORDINANCE 11-81, 4-86, 6-91, 15-92, 4-95, 12-97, 27-02, 6-08, 25-08, and 28-10: TOWN OF PALM BEACH CODE OF ORDINANCES

REC'D: 6/9/22

DOE: 3/3/23

6/20/22

T-22-01617

• need St. Reg.
• need Resoln.
• in LF
• in EDEN

1	Applicant Given Name: <small>(the person filling out this form)</small>	Amanda Skier2	
	Date of Birth:	10/07/85	Phone #: (561) 832 0731
	Address:	311 Peruvian Avenue, Palm Beach, FL 33480	
	Email:	askier@palmbeachpreservation.org	

2	Organization Name:	Preservation Foundation of Palm Beach	
	Phone #:	(561) 832-0731	
	Address:	311 Peruvian Avenue, Palm Beach, FL 33480	
	State Registration Number: <small>*click this link to lookup</small>	CH 2679	Educational or Religious Exemption: <input checked="" type="checkbox"/> Yes

3	Applicant's principal officers and managers: <small>*attach a list if necessary</small>	
	Name:	Address:
	Elizabeth Shiverick	16 Golfview Rd, Palm Beach 33480
	Erik Waldin	246 Eden Road, Palm Beach 33480
	Amanda Skier2	234 Pershing Way, WPB 33401

4	Methods of Solicitation <small>*One application per event</small>	
	Event Name:	Annual Dinner & Dance
	Location Name:	Bradley Park
	Address:	100 Bradley Place, Palm Beach 33480
	Start Date: 03/03/2023	End Date: 03/03/2023 <small>*use only with mailers and drives</small>
	Check all methods that apply:	<input checked="" type="checkbox"/> ticket sales <input checked="" type="checkbox"/> mailings <input type="checkbox"/> percentage of sales <input type="checkbox"/> auction (live) <input checked="" type="checkbox"/> sponsorship <input type="checkbox"/> request donations <input type="checkbox"/> auction (silent) <input type="checkbox"/> raffle Other: Other:
	Check all that apply:	<input checked="" type="checkbox"/> Food will be served (additional requirements/licenses may be required) <input checked="" type="checkbox"/> Alcohol will be served (copy of liquor license will be required unless at a private residence) <input type="checkbox"/> Event includes animals (Temporary Animal Permit may be required) <input type="checkbox"/> Temporary signs will be utilized (only allowed between April 1-October 31)

3/3/23

Catered?

5	Methods of Solicitation (continued)	
If the event is held at a private club, the sponsoring member's name:		
Approx. number of attendees:		400 ✓ 1CCM
Will the event be indoors or outdoors?		<input type="checkbox"/> Indoors <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/> Not Applicable
If any portion of the event will be outdoors, please check all that apply:		<input checked="" type="checkbox"/> Tents will be utilized (Tent Permit may be required) <input checked="" type="checkbox"/> There will be a generator <input checked="" type="checkbox"/> There will be outdoor lighting <input type="checkbox"/> There will be fireworks (Pyrotechnic Display Permit will be required)
Valet Services?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No *If yes, a valet permit is required

Tent generator lighting

-valet

Where will attendees park?	
*Note that offsite parking on private property is currently prohibited	
Valet will utilize the Flagler Museum	

6	Persons in direct charge of conducting the solicitation:	
*attach a list if necessary		
Legal, Given Name:		Date of Birth:
Elizabeth Shiverick		08/11/60
Amanda Skier		10/07/85

✓

7	Name of Person(s) who will disburse proceeds from solicitation:	
*attach if necessary		
Name:	Amanda Skier	
Date of Birth:	10/07/1985	Phone #: (561) 832-0731
Address:	311 Peruvian Avenue, Palm Beach, FL 33480	
Email:	askier@palmbeachpreservation.org	

✓

8	Chairman of event Name:	
Pauline Pitt and Misha Tworkowski		
Phone #:	(561) 832-0731	
Address:	311 Peruvian Avenue 33480	

9	Purpose of Solicitation:
<small>*attach if necessary</small>	
Annual Dinner Dance, to fund the educational, Restoration, horticultural, Public Service, & other Foundation Programs.	

10	Donation / Cost Estimates:
<small>*attach if necessary</small>	
Estimation of total funds to be raised:	\$ 1,400,000
Estimation of in kind donations:	\$ 50,000
Estimation of cost of the solicitation:	\$ 200,000

11	A specific statement, with reasons, that shows need for the funds to be solicited. Support with figures, if available.
<small>*attach if necessary</small>	
To fund the operating budget of approx. \$1.6 million	

12	Disposition of funds to be raised:
<small>*attach if necessary</small>	
To Preserve the architectural and scenic heritage of Palm Beach. To support the mission of the Foundation.	

13	Will you use a professional promoter or solicitor for your event?
<small>*attach if necessary</small>	
<input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes	If your answer was yes, fill out section 13 below.

14	Promoter/Solicitor Name:	N/A
<small>*attach list if necessary</small>		
Date of Birth:	/ /	A copy of their contract has been included? <input type="checkbox"/> Yes / <input type="checkbox"/> No
Address:		
Statement of amount of wages, fees, commission, expenses or emoluments to be paid to this individual:		

9	Purpose of Solicitation:
*attach if necessary	
Annual Dinner Dance, to fund the educational, Restoration, horticultural, Public Service, & other Foundation Programs.	

10	Donation / Cost Estimates:
*attach if necessary	
Estimation of total funds to be raised:	\$ 1,400,000
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If your answer was yes, fill out section 13 below.	

14	Promoter/Solicitor Name:	N/A
*attach list if necessary		
Date of Birth:	/ /	A copy of their contract has been included? <input type="checkbox"/> Yes / <input type="checkbox"/> No
Address:		
Statement of amount of wages, fees, commission, expenses or emoluments to be paid to this individual:		

15	If an applicant cannot furnish some of the information required by the preceding paragraphs, a detailed statement on a separate sheet shall be given why such information cannot be furnished.	
Have you included this sheet?		<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No

16				Schedule of last season's events in the Town of Palm Beach			
Total value of donations collected under all events:		\$	Date of Last Event Held in Palm Beach:		Date of Last Event Held in Palm Beach:		
Total cost of all events:		\$	Ø		*This includes wages, fees, commissions, expenses, and cost of any publication		
Net Proceeds Distributed:		\$	295,000				

17			Schedule of last season's events in the Town of Palm Beach (continued)		
AMOUNT OF MONIES AND PERCENTAGE OF NET PROCEEDS APPLIED DIRECTLY TO FUNCTIONS AND ACTIVITIES WITHIN: □					
Town of Palm Beach:	\$	%	100		
Palm Beach County:	\$	%			
State of Florida:	\$	%			
Elsewhere:	\$	%			
*Percentage of all categories combined should equal 100%					
SPECIFIC STATEMENT AS TO WHERE FUNDS WERE DISTRIBUTED: □					
To fund the operating budget of approx. \$1.6 million					

18	The applicant from section 1 by endorsement, agrees to the following statement:	
"That if the permit is granted, it will not be used or represented in any way as an endorsement by the Town of Palm Beach or by the Town Council of the solicitation conducted thereunder."		
I, Amanda H. Skier due hereby solemnly swear (or affirm) that I am a duly authorized agent of Preservation Foundation of Palm Beach and that all of the information contained herein this application is true and correct.		

Amanda H. Skier
Signature of Applicant

Amanda H. Skier
Print Name

WITNESS:

Lauren Clyman
Signature

Lauren Clyman
Print Name

**PRESERVATION FOUNDATION
OF PALM BEACH**

To:

Town of Palm Beach

6/8/2022

INVOICE NUMBER	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
Permit 2023 Dance	6/8/2022	Charitable Solicitation Permit for 2023 Dance at Bradley	\$500.00	\$0.00	\$500.00
Special Event 2023	6/8/2022	Special Event Permit - 2023 Dance at Bradley Park	\$300.00	\$0.00	\$300.00
Damage Deposit	6/8/2022	Refundable Damage Deposit for 2023 Dance at Bradley Park	\$2,000.00	\$0.00	\$2,000.00
		Totals:	\$2,800.00	\$0.00	\$2,800.00

Town of Palm Beach
Finance Department
360 S. County Rd
Palm Beach, FL 33410
www.townofpalmbeach.com
Welcome

029264-0001 Amy W. 06/09/2022 10:04AM

FINANCE

Payment Tran Code:

Clerk's Office (Clerk)

Description:

Preservation Foundation

Clerk's Office (Clerk)

2022 Item: Clerk

Clerk's Office

(Clerk) 2,800.00

001.329.930 500.00C

001.369.990 300.00C

001.220.140 2,000.00C

- charitable
- special event
- deposit

2,800.00

Subtotal 2,800.00

Total 2,800.00

CHECK 2,800.00

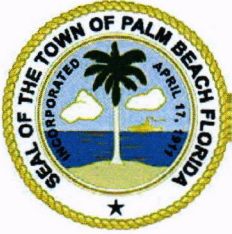
Check Number 9662

Change due 0.00

Paid by: Preservation Foundation

Thank you for your payment

Town of Palm Beach COPY
DUPLICATE RECEIPT



TOWN OF PALMBEACH

Office of the Town Clerk

NON-REFUNDABLE
APPLICATION FEE
\$300.00

REC'D: 6/20/22

DOE: 3/3/23

Charitable: T-22-01617

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:	Amanda Skier2
Address:	311 Peruvian Avenue Palm Beach, FL 33480
Phone Number:	561.832.0731
E-mail:	askier2@palmbeachpreservation.org
Cell #:	

ORGANIZATION INFORMATION	
Name:	Preservation Foundation of Palm Beach
Address:	311 Peruvian Avenue Palm Beach, FL 33480
Phone Number:	561.832.0731
E-mail:	info@palmbeachpreservation.org
Cell #:	
*501(c)3 #:	59-1989832
*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:	Lauren Clyman
Address:	311 Peruvian Avenue Palm Beach, FL 33480
Phone Number:	561.832.0731
E-mail:	lclyman@palmbeachpreservation.org
Cell #:	

APPLICATION FOR SPECIAL EVENT PERMIT

EVENT INFORMATION		
Name:	Annual Dinner Dance	
Address/ Location:	100 Bradley Place, Palm Beach FL 33480 / Bradley Park	
Day and Date	Friday, March 3, 2023	
Start and End Time	6:00 - 11:00 PM	
Note: 5 hour time limit including set-up and clean-up		
Purpose:	To fund the operating budget of approx. \$1.6 million	
Provide a detailed description of activities – include maps, pictures, and illustrations. Note: No amplified music.		
cocktails, dinner, music, dancing		
Approximate number of participants:	400	Approximate number of spectators: None

TRAFFIC/PARKING INFORMATION	
Will support facilities or services such as traffic control and crowd control be needed? If yes, please specify: Yes, we will be Requesting the assistance of off-duty Palm Beach Police officers.	
List the different forms of transportation to be used by participants: personal vehicles	
Where will event attendees park? Flagler Museum via valet	(Note: Royal Poinciana Plaza parking is not permitted.)
Provide a reasonable estimate of parking volume generated by the event and the type of parking that will be used: 250 personal vehicles; parked at Flagler Museum via valet.	
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 (www.townofpalmbeach.com) (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):

Yes, see diagram.

INSURANCE INFORMATION

Name of
Applicant's
Insurance Company:

MARK EDWARDS Partners LLC

Address:

*505 Park Avenue
NY, NY 10022*

Phone #:

212.355.5005

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 will commence immediately following the end of the event by PFPB staff and all wired vendors. Tent will be struck Saturday AM.

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

	Non-Refundable Application Fee	Late fee if application not received 45 days in advance of event	Refundable Damage Deposit	Non-Resident Usage Fee
Bradley Park (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
Phipps South Ocean Park (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
Phipps South Ocean Park (Chickee Hut Only) (2185 S Ocean Blvd)	\$300	\$100	\$150	\$100/hr
Public Beaches	\$300	\$100	\$150	\$0
All Other Public Spaces	\$300	\$100	\$150	\$0
Lake Drive Park	This park is no longer available for special events.			
Phipps Plaza Park	Prohibition will sunset 8/14/22			
Memorial Park	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.**

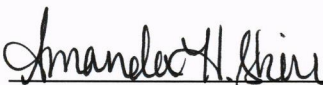
APPLICANT AGREEMENT

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.

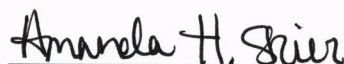
SIGNATURES OF APPLICANT AND WITNESS:



Signature of Applicant



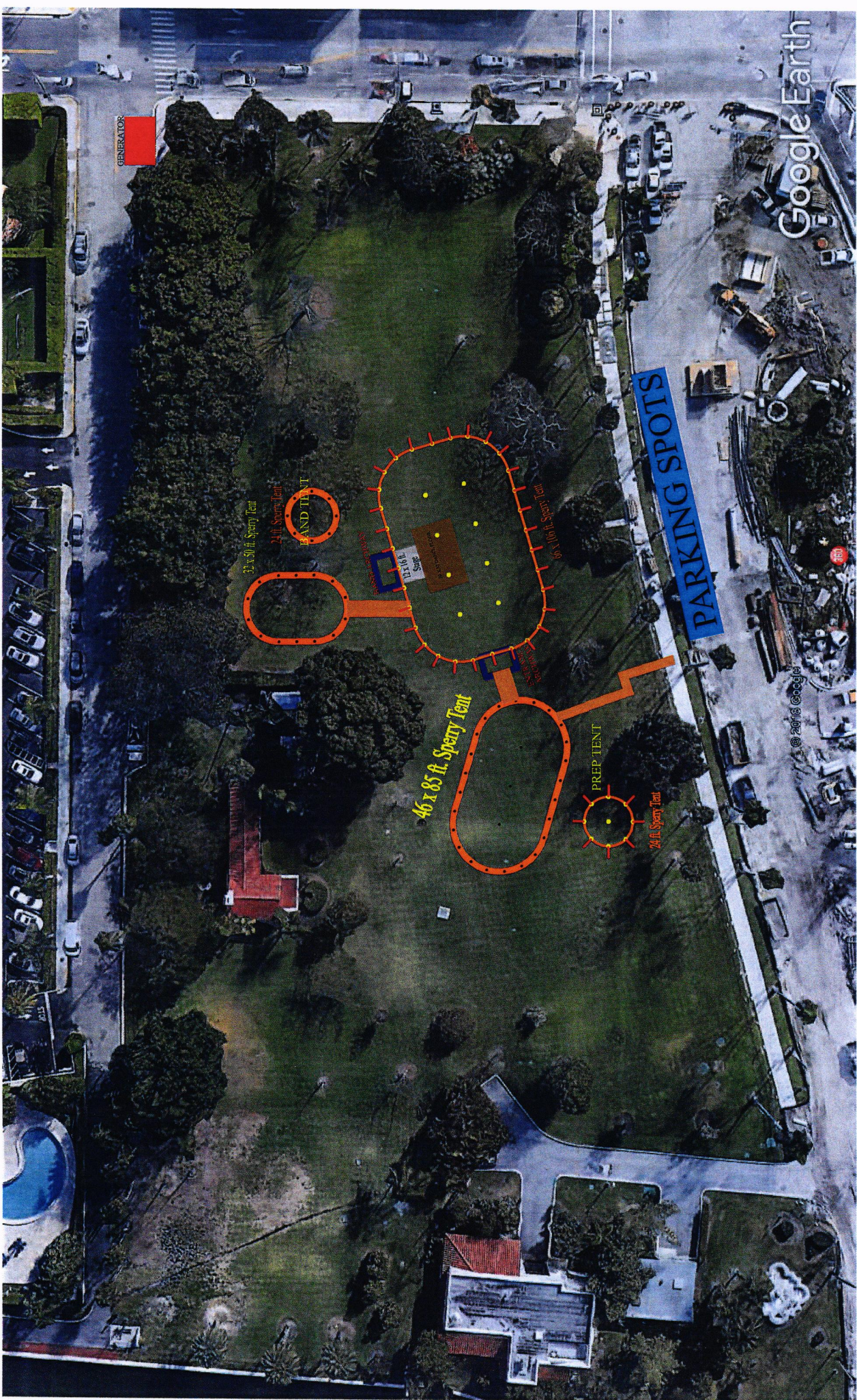
Signature of Witness



Print Name



Print Name of Witness



Google Earth

© 2016 Google



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/31/2021

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 Mark Edward Partners LLC 505 Park Ave. New York NY 10022		CONTACT NAME: Barry Zimberg PHONE (A/C, No, Ext): (212) 355-5005 FAX (A/C, No): (212) 813-8085 E-MAIL ADDRESS: bjz@markedwardpartners.com	
INSURED Preservation Foundation of Palm Beach 311 Peruvian Ave Palm Beach FL 33480-4637		INSURER(S) AFFORDING COVERAGE INSURER A: Atlantic Specialty Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 27154	

COVERAGES**CERTIFICATE NUMBER:** CL2183110732**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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y		710-03-10-19-0010	07/20/2021	07/20/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	<input type="checkbox"/> 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						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)

RE: Annual Dinner Dance Event on 3/3/23 at Bradley Park Palm Beach

The Town of Palm Beach is included as an Additional Insured as required by written contract, subject to the terms and conditions of the policy.

CERTIFICATE HOLDER**CANCELLATION**

Town of Palm Beach 350 South County Road 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 Mark Edward Partners LLC
--	---

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9662

**PRESERVATION FOUNDATION
OF PALM BEACH**

To:

Town of Palm Beach

6/8/2022

INVOICE NUMBER	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
Permit 2023 Dance	6/8/2022	Charitable Solicitation Permit for 2023 Dance at Bradley	\$500.00	\$0.00	\$500.00
Special Event 2023	6/8/2022	Special Event Permit - 2023 Dance at Bradley Park	\$300.00	\$0.00	\$300.00
Damage Deposit	6/8/2022	Refundable Damage Deposit for 2023 Dance at Bradley Park	\$2,000.00	\$0.00	\$2,000.00
		Totals:	\$2,800.00	\$0.00	\$2,800.00

Town of Palm Beach
Finance Department
360 S. County Rd
Palm Beach, FL 33410
www.townofpalmbeach.com
Welcome

029264-0001 Amy W. 06/09/2022 10:04AM

FINANCE

Payment Tran Code:

Clerk's Office (Clerk)

Description:

Preservation Foundation

Clerk's Office (Clerk)

2022 Item: Clerk

Clerk's Office
(Clerk)

2,800.00 - total

001.329.930

500.00C

- Charitable

001.369.990

300.00C

- Special event

001.220.140

2,000.00C

- Damage Deposit

2,800.00

Subtotal

2,800.00

Total

2,800.00

CHECK

2,800.00

Check Number 9662

Change due

0.00

Paid by: Preservation Foundation

Thank you for your payment

Town of Palm Beach COPY
DUPLICATE RECEIPT



TOWN OF PALM BEACH

Office of the Town Clerk

GUIDELINES ON THE SUBMISSION OF AN APPLICATION FOR A CHARITABLE SOLICITATION PERMIT

1. Organizations planning to conduct charitable solicitation activities in the Town of Palm Beach are **required** (Sec. 78-102) to submit the application **at least** sixty (60) days prior to the proposed effective date of the permit. **You must submit one application per event.**

As of July 16, 2014, if the application is received:

60 Days or More in Advance:	
Events Estimated to Raise \$5,000 or less:	\$240 each
First Event Estimated to Raise over \$5,000:	\$500
Second Event Held Within the Past 12 months Estimated to Raise over \$5,000:	\$240
31-59 Days in Advance:	
Events Estimated to Raise \$5,000 or less:	\$290 each
First Event Estimated to Raise over \$5,000:	\$605
Second Event Held Within the Past 12 Months Estimated to Raise over \$5,000:	\$290
16-30 Days in Advance:	
Events Estimated to Raise \$5,000 or less:	\$340 each
First Event Estimated to Raise over \$5,000:	\$710
Second Event Held Within the Past 12 months Estimated to Raise over \$5,000:	\$340
15-8 Days in Advance:	
Events Estimated to Raise \$5,000 or less:	\$390 each
First Event Estimated to Raise over \$5,000:	\$815
Second Event Held Within the Past 12 Months Estimated to Raise over \$5,000:	\$390
7 Days or Less in Advance (Including After the Fact Permits):	
Events Estimated to Raise \$5,000 or less:	\$490 each
First Event Estimated to Raise over \$5,000:	\$920
Second Event Held Within the Past 12 Months Estimated to Raise over \$5,000:	\$490

2. The information contained in said application shall be available to the public. The application must be accompanied by the following:

A.	On page 5, the applicant's signature needs to have a witness. You may email your application. It will be date stamped the date received.
B.	A Resolution giving authority for the fund-raising event. A resolution can be signed by any single board member or the entire board. Minutes of the Board Meeting where authority was given are also acceptable.
C.	A copy of the State Registration form. The Town of Palm Beach requires a registration with the State of Florida Department of Agriculture and Consumer Services prior to engaging in any solicitation activities. Florida residents call 1-800-435-7352 for forms and further information. Out of State residents call (850)-488-2221. NOTE: Check the expiration date on your State Registration Form as these forms are renewed annually by the State of Florida.
D.	"Schedule" for last year's fund-raising activity in the Town of Palm Beach. (Items 15 & 16 on page 4 of the application) NOTE: This requirement does not apply to first time solicitations.
E.	A check in the amount to cover the permit fee and any late fees. Make checks payable to Town of Palm Beach. NOTE: FEES ARE NON-REFUNDABLE.

3. If you expect to have a drawing/raffle at the charitable event, furnish a copy of Form 501 (c) (3) filed with the IRS.
4. Save this application form to your local computer from the Town's website, fill it out and save it. This will save you time filling out your next application.

Mailing: Post Office Box 2029, Palm Beach, Florida 33480 • **Location:** 360 South County Road, Palm Beach, Florida 33480
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