



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.**

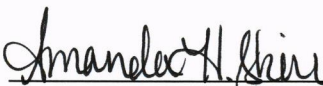
APPLICANT AGREEMENT

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.

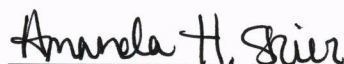
SIGNATURES OF APPLICANT AND WITNESS:



Signature of Applicant



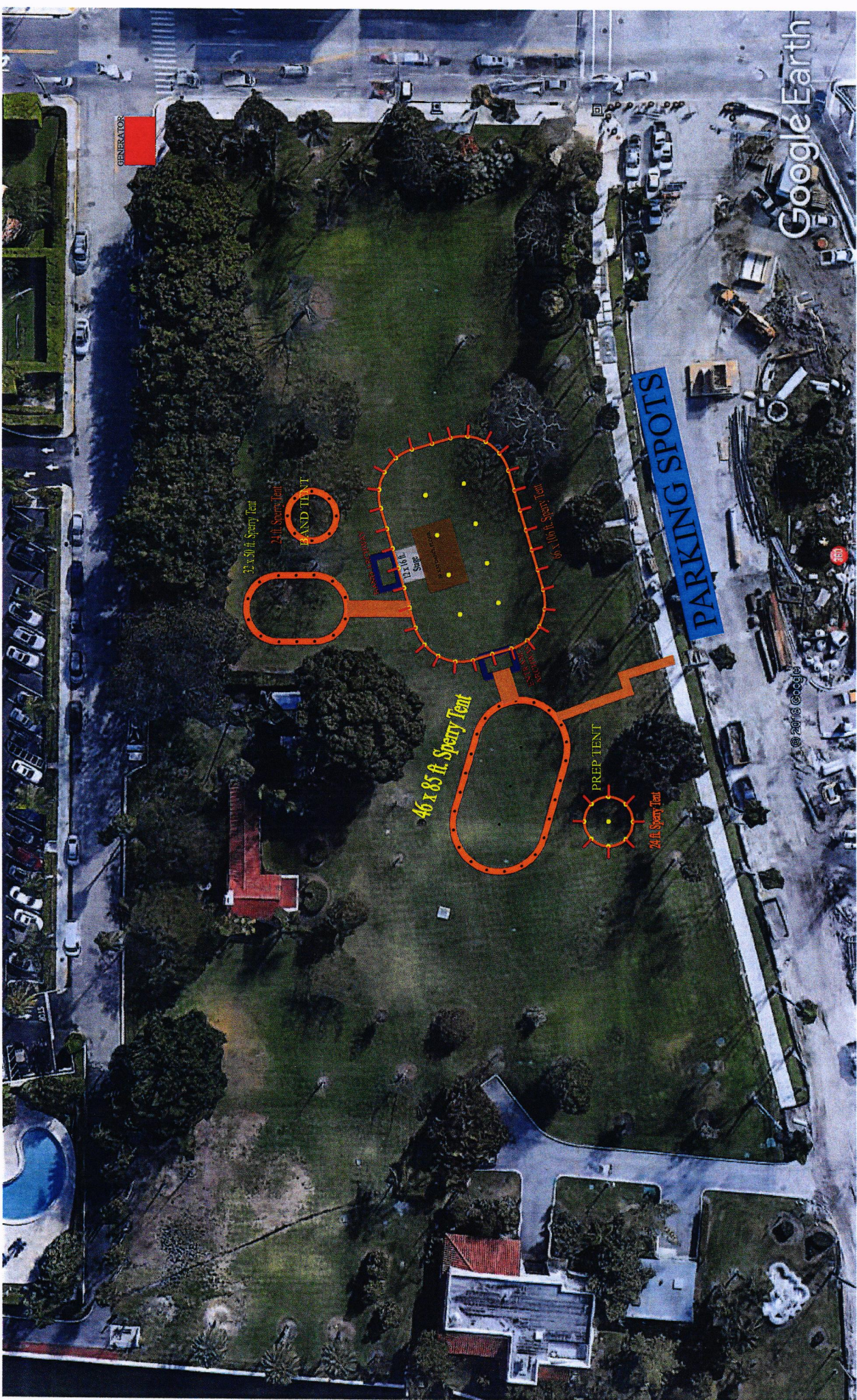
Signature of Witness



Print Name



Print Name of Witness



Google Earth

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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 INSURER(S) AFFORDING COVERAGE INSURER A: Atlantic Specialty Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Preservation Foundation of Palm Beach 311 Peruvian Ave Palm Beach FL 33480-4637	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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ 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 \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			710-03-10-19-0010	07/20/2021	07/20/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	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 ☐ N / A		N / A				PER STATUTE ☐ OTH-ER ☐ 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