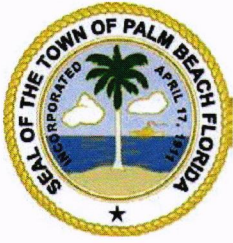


T-23-01744

Received 5/16/23  
DOE 3/1/24

## TOWN OF PALMBEACH

Office of the Town Clerk

**NON-REFUNDABLE  
APPLICATION FEE  
\$300.00**

RECEIVED

MAY 16 2023

## APPLICATION FOR SPECIAL EVENT PERMIT

Town Clerk's Office

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 Skier	
Address:	311 Peruvian Avenue Palm Beach, FL 33480	E-mail: ASKIER@palm beachpreservation.org
Phone Number:	561.832.0731	Cell #:

ORGANIZATION INFORMATION		
Name:	Preservation Foundation of Palm Beach	
Address:	311 Peruvian Avenue Palm Beach, FL 33480	E-mail: info@palm beachpreservation.org
Phone Number:	561.832.0731	Cell #:
*501(c)3 #:	59-1989832	
*Will any fundraising be taking place during this event? Y/N	no	*If yes, a separate <a href="#">Charitable Solicitation Permit</a> will be required.

CONTACT INFORMATION		
Name:	Lauren Clyman	
Address:	311 Peruvian Avenue Palm Beach, FL 33480	E-mail: LClyman@palm beachpreservation.org
Phone Number:	561.832.0731	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 1 <sup>st</sup> , 2024	
Start and End Time	6pm - 11pm	
<b>Note:</b> 5 hour time limit including set-up and clean-up		
Purpose:	to fund the operating budget of approx. \$1.6 mil	
Provide a detailed description of activities – include maps, pictures, and illustrations. <b>Note: No amplified music.</b>		
cocktails, dinner, music, dancing		
Approximate number of participants:	450.	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, will be requesting the assistance of off duty Palm Beach 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	
<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):

yes see diagram

## INSURANCE INFORMATION

Name of Applicant's Insurance Company:

mark Edwards Partners LLC

Address:

505 PARK AVENUE  
NY, NY 10022

Phone #:

22.355.5405

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 PFB staff and all hired vendors.

## 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**

	<b>Non-Refundable Application Fee</b>	<b>Late fee if application not received 45 days in advance of event</b>	<b>Refundable Damage Deposit</b>	<b>Non-Resident Usage Fee</b>
<u>Bradley Park</u> (100 Bradley Pl)	<u>\$300</u>	\$100	50 people or less: \$400 51-100 people: \$1,000 <u>Over 100 people: \$2,000</u>	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.

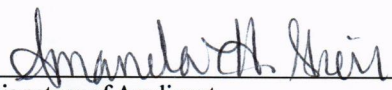
### APPLICANT AGREEMENT


The applicant from page 1 by endorsement, agrees to the following statement:

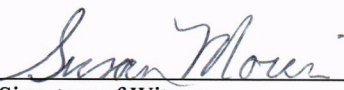
I have read the provisions of the Town Code of Ordinances relating to the regulation of Special Events on public property and agree to abide by all provisions set forth therein including the requirement that the Special Event chairperson or other person heading or leading such Special Event shall carry the Special Event Permit upon his/her person during the conduct of the Special Event and shall present at the Special Event.

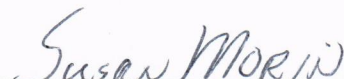
Any person determined to be in violation of the provisions of the Town Code regulating Special Events on public property, not relating to revocation of the permit, where such a violation also constitutes violation of any law or regulation of the State, such violation shall be punished in the same manner 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

  
Print Name

  
Signature of Witness

  
Print Name of Witness



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/08/2023

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 E-MAIL: bjz@markedwardpartners.com ADDRESS:  INSURER(S) AFFORDING COVERAGE INSURER A : Atlantic Specialty Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	FAX (A/C, No): (212) 813-8085 NAIC #
INSURED Preservation Foundation of Palm Beach 311 Peruvian Ave  Palm Beach FL 33480-4637		

## COVERAGES

CERTIFICATE NUMBER: CL2271911662

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			710-03-10-19-0011	07/20/2022	07/20/2023	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS ONLY						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						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: Dinner Dance Event on March 1, 2024

The certificate holder is included as an additional insured as required by written contract, subject to the terms and conditions of the policy. 30 Day Notice of cancellation applies except 10 days for non-payment of premium.

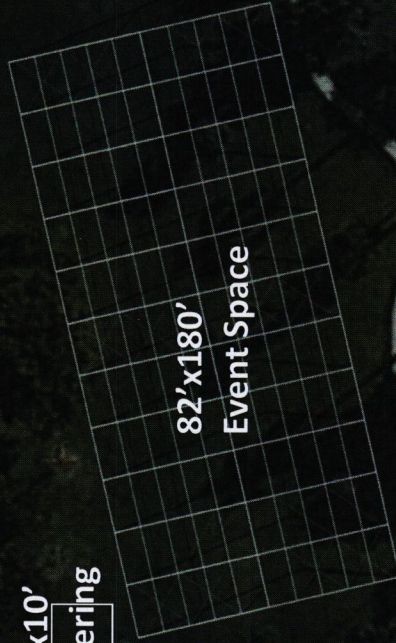
## CERTIFICATE HOLDER

## 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
---	---

20'x20'  
Band

30'x50'  
Catering



10'x10'  
Catering

20'x20'  
Staff

Valet



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**DIV OF ALCOHOLIC BEVERAGES & TOBACCO**

THE CATERER HEREIN IS LICENSED UNDER THE  
PROVISIONS OF CHAPTER 565, FLORIDA STATUTES  
SERIES: 13CT  
CONSUMPTION ON PREMISES ONLY

**NOSH CATERING & EVENTS LLC**

NOSH CATERING & EVENTS  
2211 N DIXIE HIGHWAY  
LAKE WORTH FL 33460

**LICENSE NUMBER: BEV6017616**

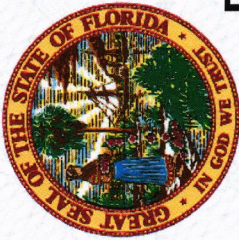
**EXPIRATION DATE: MARCH 31, 2024**

Always verify licenses online at [MyFloridaLicense.com](https://myfloridalicense.com)

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.





Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**DIVISION OF HOTELS AND RESTAURANTS**

THE NON-SEATING FOOD SERVICE (2010) HEREIN IS LICENSED UNDER THE  
PROVISIONS OF CHAPTER 509, FLORIDA STATUTES  
NBR. OF SEATS: 0

**NOSH CATERING & EVENTS LLC**

NOSH CATERING & EVENTS  
1710 N DIXIE HWY  
LAKE WORTH FL 33460

**LICENSE NUMBER: NOS6020173**

**EXPIRATION DATE: DECEMBER 1, 2023**

Always verify licenses online at [MyFloridaLicense.com](https://MyFloridaLicense.com)

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



PRESERVATION FOUNDATION  
OF PALM BEACH

10333

To:

Town of Palm Beach

5/10/2023

INVOICE NUMBER	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
2024 DD App. Fee	5/10/2023	2024 Dinner Dance Application Fee	\$300.00	\$0.00	\$300.00
Totals:			\$300.00	\$0.00	\$300.00
Application Fee T-23-01744					

Town of Palm Beach

360 S. County Rd

(561) 838-5400

We i come

## FINANCE

Clerk's Office (Clerk)

Foundation - T-23-01744

2023 Item: Clerk

001.329.930	300.00C
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Subtotal	300.00
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CHECK	300.00
-------	--------

Change due	0.00
------------	------



CUSTOMER COPY

10335

PRESERVATION FOUNDATION  
OF PALM BEACH

To: Town of Palm Beach

5/10/2023

INVOICE NUMBER	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
Refundable Deposit	5/10/2023	2024 Dinner Dance Refundable Deposit	\$2,000.00	\$0.00	\$2,000.00
		Totals:	\$2,000.00	\$0.00	\$2,000.00
> Deposit T-23-01744					

Town of Palm Beach  
Finance Department  
360 S. County Rd  
Palm Beach, FL 33480  
(561) 838-5400  
www.townofpalmbeach.com  
Welcome

031126-0004 Rebecca M 05/18/2023 09:15AM

**FINANCE**

Payment Tran Code:

Clerk's Office (Clerk)

Description: T-23-01744

Clerk's Office (Clerk)

2023 Item: Clerk

Clerk's Office (Clerk) 2,000.00

001.329.930 2,000.00C

2,000.00

Subtotal 2,000.00

Total 2,000.00

CHECK 2,000.00

Check Number 010335

Change due 0.00



Thank you for your payment

CUSTOMER COPY  
DUPLICATE RECEIPT