

# EXHIBIT F

DATE RECEIVED \_\_\_\_\_  
PERMIT # \_\_\_\_\_  
CUSTOMER # \_\_\_\_\_  
(FOR ADMINISTRATIVE PURPOSES ONLY)

Town of Palm Beach | Town Clerk's Office  
360 S County Rd, Palm Beach, Florida 33480  
Phone: (561) 805-5416  
Email: TownClerk@townofpalmbeach.com

## AUCTION PERMIT APPLICATION

**NOTE:** If there is any change that would alter the information given in this application while it is pending, the applicant shall notify the Town Clerk's Office within 48 hours of such change.

APPLICANT/CONTACT PERSON NAME (Person responsible for conducting the auction): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY STATE ZIP

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AUCTIONEER'S LICENSE NUMBER: \_\_\_\_\_ (PLEASE ATTACH COPY OF LICENSE)

\*All auctions must be conducted by a [licensed](#) auctioneer, [Sec. 94-36 \(a\)](#).

EVENT ADDRESS: \_\_\_\_\_

CITY STATE ZIP

ZONING DISTRICT WITHIN WHICH AUCTION WILL BE HELD: \_\_\_\_\_

COMMERCIAL USE OF LOCATION\*: \_\_\_\_\_

\*The goods or services to be auctioned should be the same or similar to the licensed use of the facility within which the auction is to be held as determined by the Director of the Planning, Zoning and Building Department, or his designee.

EVENT DATE(S): \_\_\_\_\_ NUMBER OF PARTICIPANTS: \_\_\_\_\_ NUMBER OF SPECTATORS: \_\_\_\_\_

HOURS OF AUCTION, INCLUDING ASSEMBLY: \_\_\_\_\_

OUTLINE PROVISIONS FOR IMMEDIATE CLEANUP AFTER EVENT ON ANY PUBLIC STREETS, SIDEWALKS, OR ALLEYS:

EVENT NAME: \_\_\_\_\_

PURPOSE OF AUCTION: \_\_\_\_\_

GENERAL DESCRIPTION OF ITEMS TO BE AUCTIONED: \_\_\_\_\_

PROVIDE A DETAILED DESCRIPTION OF THE ACTIVITIES: \_\_\_\_\_

HAS THIS EVENT BEEN HELD IN THE TOWN BEFORE?  YES  NO IF YES, DATE OF LAST EVENT: \_\_\_\_\_

## ORGANIZATION INFORMATION (if applicable)

If the event is to be held on behalf of an organization, please complete the following:

ORGANIZATION NAME: \_\_\_\_\_

ORGANIZATION ADDRESS: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ PHONE/EMAIL: \_\_\_\_\_

### CHECK ALL THAT APPLY:

- |   |   |
|---|---|
| <input type="checkbox"/> A TENT WILL BE UTILIZED            | If yes, a Construction Permit may be required. Please contact 561-838-5431 after this Auction Permit is accepted for more information. Please specify size of tent if applicable: _____ |
| <input type="checkbox"/> A TEMPORARY STAGE WILL BE UTILIZED |   |
| <input type="checkbox"/> GENERATORS WILL BE UTILIZED        |   |
| <input type="checkbox"/> VALET SERVICES WILL BE UTILIZED    | If yes, a <a href="#">Valet Permit</a> may be required, please see Traffic/Parking section.   |

**TRAFFIC/PARKING INFORMATION**

Will support facilities such as traffic control, parking volume and crowd control be needed? If yes, please specify:

\_\_\_\_\_

\_\_\_\_\_

List the different forms of transportation to be used by participants (list primary form of transportation first): \_\_\_\_\_

Where will the attendees park? \_\_\_\_\_

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

Note: Temporary valet services require a separate permit unless the location of the auction 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.

**INSURANCE INFORMATION**

NAME OF APPLICANT'S INSURANCE COMPANY: \_\_\_\_\_

PHONE/EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY STATE ZIP

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.**  YES

**AUTHORIZATION**

Please review [Chapter 94, Article II. Auctions and Auctioneers](#) prior to application submission and contact the Town Clerk's Office at (561) 227-6300 with any questions. Before a permit is issued, the applicant must pay an administrative processing fee. The Town Clerk's office will be in contact with payment instructions.

I have read the provisions of the Town Code of Ordinances relating to the regulation of Auctions and Auctioneers and agree to abide by all provisions set forth therein.

PRINTED NAME: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_