

# EXHIBIT J

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

## SPECIAL EVENT 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: \_\_\_\_\_

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

CITY STATE ZIP

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

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

(Applications for the use of Phipps Plaza Park, Memorial Park and Lake Drive Park will not be accepted)

EVENT DATE(S): \_\_\_\_\_ EVENT HOURS\*: \_\_\_\_\_

\*5 hour time limit including set-up and complete clean-up

SET UP TIME: \_\_\_\_\_ BREAKDOWN TIME: \_\_\_\_\_ NUMBER OF PARTICIPANTS: \_\_\_\_\_ NUMBER OF SPECTATORS: \_\_\_\_\_

OUTLINE PROVISIONS FOR IMMEDIATE CLEANUP AFTER SPECIAL EVENT: \_\_\_\_\_

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

EVENT PURPOSE: \_\_\_\_\_

IS THIS A REPEATED EVENT IN THE TOWN OF PALM BEACH?  YES  NO IF YES, DATE OF LAST EVENT: \_\_\_\_\_

### CHECK ALL THAT APPLY:

<input type="checkbox"/> FUNDRAISING WILL TAKE PLACE	If yes, a separate <a href="#">Charitable Solicitation Permit</a> will be required.
<input type="checkbox"/> FOOD WILL BE SERVED	If yes, please attach a copy of the caterer's license if applicable.
<input type="checkbox"/> ALCOHOL WILL BE SERVED	If yes, please attach a copy of the liquor license unless at a private residence.
<input type="checkbox"/> EVENT INCLUDES ANIMALS	If yes, a <a href="#">Temporary Animal Permit</a> may be required.
<input type="checkbox"/> TEMPORARY SIGNS WILL BE UTILIZED	If yes, these are only allowed between April 1-October 31.
<input type="checkbox"/> A TENT WILL BE UTILIZED	If yes, a Construction Permit may be required. Please contact 561-838-5431 <b>after this Special Event Permit is accepted</b> 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"/> OUTDOOR LIGHTING WILL BE UTILIZED	If yes, outdoor lighting will not be permitted in close proximity to the beaches between March 1-October 31 due to sea turtle nesting season.
<input type="checkbox"/> FIREWORKS WILL BE UTILIZED	If yes, a Pyrotechnic Display Permit will be required. Please call 561-227-6440 <b>after this Special Event Permit is accepted</b> for more information.
<input type="checkbox"/> VALET SERVICES WILL BE UTILIZED	If yes, a <a href="#">Valet Permit</a> may be required, please see Traffic/Parking section.

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. Amplified music, the use of banners, flags (other than flags of official governmental bodies), streamers, balloons or any similar devices, and decorated vehicles or trailers in connection with the event shall be prohibited.

### SITE PLAN

Please attach a detailed site plan describing the layout of the special event, including parking areas. Photos of any furniture or structures that will be temporarily placed on public property are also required, or images providing a general idea of what these items will look like. A site plan for a walk or run should clearly indicate the location of the start and finish line as well as the walk/run route. Applications for special events that involve leaving the primary event location (public or private properties) to utilize public sidewalks, streets and/or bike paths shall require town council approval prior to the issuance of a special event permit and shall be subject to [Section 106-288.1](#) of the Town Code.

**TRAFFIC/PARKING INFORMATION**

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

If buses or trolleys will be used in correlation with the event, please specify the drop-off and pickup locations: \_\_\_\_\_

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

(Royal Poinciana Plaza parking is not permitted. Please see [here](#) for more parking information.)

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 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.

**ORGANIZATION INFORMATION (if applicable)**

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

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

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

**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, \$2,000,000.00 aggregate, or an amount higher based upon the particular special event proposed. There shall also be a 30-day notice of cancellation.

**CHECKLIST**

Before you submit your special event application, please make sure that the following steps have been completed:

- Truthfully complete all necessary information
- Attach site plan
- Attach a Certificate of Insurance and 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
- Note any separate permits needed according to the checklist on Page 1
- Sign authorization below

**AUTHORIZATION**

Please review [Article VII. Special Events on Public Property](#) 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, and any other related special event fees. 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 Special Events on public property and agree to abide by all provisions set forth therein.

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

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