

**THE SPECIAL
EVENT ON
PUBLIC
PROPERTY
HANDBOOK**

(APPLICATION ENCLOSED)

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What Is A Special Event?

Any parade, fair, show, festival, carnival, rally, party, motorcade, run, street dance, bike-a-thon, race, walks, athletic event or other attended entertainment or celebration that is to be held in whole or in part upon publicly owned property and/or public right-of-way, or if held wholly upon private property, but will nevertheless affect or impact the ordinary and normal use by the general public of public property or public right-of-way within the vicinity of the event, and/or will involve noise levels prohibited by Section 14-126 and Section 14-129 of the Code. Special Event shall also mean any activity to be held in whole or in part upon publicly owned or controlled property and/or public right-of-ways where merchandise or services are offered for sale, whether by for-profit or non-profit organizations. Special Events do not include events held in facilities described in Category No. 162 of the Master Use List, Appendix A, of the City's Zoning Code, i.e., "Theaters, Indoor Motion Picture and Live Performance" and events held in the Palm Beach County Convention Center.

Frequently Asked Questions

Q: Do I need a special event?

A: Events that are held on public and private property which require one or more city services, and/or will have an impact on traffic in the City requires a special event permit.

Q: Whom should I contact?

A: Contact City of West Palm Beach Department of Parks and Recreation if you plan to produce an event in the City of West Palm Beach Parks. Ask for the Recreation Manager. The Recreation Manager will help you obtain an event permit. You can also obtain the application from our website at www.cityofwpb.com. If you want to plan an event in your neighborhood or in downtown West Palm Beach, call Community Events at 561-822-1515.

Q: How much will it cost?

A: There is an event fee and security deposit, which are both determined based upon a point schedule. Security deposits may range between \$500.00 and \$10,000.00. Event fees may range between \$50.00 to over \$15,000.00. Refer to page 10.

Q: Who arranges closing the roads, police, dumpsters, port-o-lets, fencing, and vendors and entertainment?

A: The Recreation Manager will oversee closing the roads, and scheduling dumpsters. They will also make sure that all requirements of the City are met by the event producer. Port-o-lets, vendors, entertainment and fencing are the responsibility of the promoter applying for the permit.

Q: How do I reserve a date?

A: Fill out the Special Event Application, include a \$50.00 non-refundable check made payable to the City of West Palm Beach. Don't forget to fill out the application completely, including a site map, traffic plan, marketing plan and security plan. Only completed applications with checks will be reviewed. Refer to page 12.

Q. When are the fees due?

A. Security deposit for the event is due 3 months prior, Permit fees are due 1 month before the event, and all parking fees are due 2 weeks before the event.

Q: Are there any additional fees?

A: Yes; promoters will pay overtime costs to the Parks and Recreation Department, Grounds Maintenance Division, Parking Administration, etc., if applicable. Refer to Page 10. If the event is fenced, \$500 or 5% (whichever is more) of the ticket sales go to the Parks and Recreation Department.

Q: What is your cancellation policy?

A: 50% of your security deposit will be returned if you cancel your event between 3 months and 6 weeks before the actual event date. No deposit will be refunded if you cancel within 6 weeks of the first date of the event. Refer to page 8.

Q: Do you provide rain dates?

A: No. You may reapply to have your event at another time.

This handbook is filled with lots of useful information.
Please read each page carefully!

Important Numbers:

Closure of State roads
State of Florida
Department of Transportation
7900 Forest Hill Blvd.
West Palm Beach FL
33413-3342
561/434.3903
Fax: 561/434.3929

Downtown Development Authority (DDA)
561/833.8873

Palm Tran
561/233.1111

Railroad
800/342.1131 x: 5637

Electrical
Florida Power & Light
561/650.7095

Sunshine Utilities (this firm will mark the grounds for electric or water)
800/432.4770

Emergency Medical
City of West Palm Beach
Chief David Dyal
561/804-4700

Fire Department
City of West Palm Beach
Fire Marshall Bob Prusiecki
561/804-4700

Liquor Licensure
Division of Alcoholic Beverages & Tobacco
400 N. Congress Avenue
Suite 150
West Palm Beach FL
33401

(Liquor Licensure, cont.)
561/682.0077
Fax: 561/681.6207

Planning & Zoning

City of West Palm Beach
Planning & Zoning
3rd Floor, City Hall
561/822-1435
Fax: 561/822-1459

Parking

City Parking Lots
Sue Olley **561/822-1500**
All Right Parking
561/655.8640

USA Parking
561/659.8060

Police
561/822-1751

Road Closure Equipment

Night-time road closures and redirection of traffic:

PSI Barricades
Phone: 561/659.0388
Fax: 561/659.2381

Bob's Barricades
561/585.4861

Special Event Permit

City of West Palm Beach
Community Events Division for Downtown
Mayor's Office
Katrina Robinson,
Events Specialist
Phone: 561/822-1515
Fax: 561/822-1525

Special Events Permit for Community Parks

Parks and Recreation for Community Parks
Rene Connors
Recreation Manager
Phone: 561/804-4900
Fax: 561/835-7033

Application Deadlines

Please turn complete applications in on time!!

<u>Type of Event</u>	<u>Deadline</u>
Events without alcohol	6 Weeks
Events with alcohol	3 Months
High Impact Events*	6 Months

**Any event, with or without alcohol, which involves a road closure of 12 or more hours and/or anticipated attendance of 5,000 or more persons.*

Please be sure to include a site plan and \$50.00 non-refundable check, written to the City of West Palm Beach, with your completed application.

Completed applications, which are submitted with check and site plan attached, will be processed in a timely manner. (The average time for approval: less than 3 weeks.)

Thank you,

The Department of Parks and Recreation
City of West Palm Beach

Cancellation Policy

Fifty percent (50%) of the deposit will be returned if the event is cancelled between three (3) months and six (6) weeks prior to the first date of the event.

No deposit refund will be paid if the event is cancelled within six (6) weeks of the first date of the event.

Criteria for Application

- Availability of dates requested
- Nature of event
- Location appropriate for event
- City services involved
- Road closures involved
- Alcohol involved
- Site plan required
- Compliance with special event regulations at past events
- References

The City reserves the right to deny any application for a special event permit.

Conditions To Obtain A Special Event Permit

- (1) The public area utilized shall be cleaned immediately following any special event and in all respects restored to its former condition within twenty-four (24) hours after the event or such other period as fixed by written agreement. A refundable security bond, cash or similar financial pledge may be required, in an amount to be determined by the Recreation Manager, to insure that any damage is repaired and the premises returned to their original condition.
- (2) The use or construction of platforms, chairs or other equipment may be prohibited or restricted by the Recreation Manager if such would result in permanent damage to City property or constitute a hazard to public safety.
- (3) All City ordinances, rules or regulations applicable to the use of the City property on which the special event will occur shall be obeyed.
- (4) Indemnification and insurance to protect the City shall be provided as is required in Section 26-167 herein.
- (5) All permits necessary to conduct the special event shall be obtained, and copies thereof provided to the City not less than fourteen (14) days prior to the first day of the event, unless a shorter time period is agreed to by the Recreation Manager.
- (6) When requested, a site plan shall be provided which shows the location of the event, all structures to be utilized in the event including tents, booths, concession areas, waste removal facilities, sanitary facilities, utilities (such as temporary electrical and telephone facilities) emergency medical facilities, and any other information requested by the City.
- (7) When requested, a contract containing the terms and condition for permitting the event shall be signed by the parties prior to the issuance of the special event permits.

Fees Associated With Producing A Special Event

Department/Service Fee

Application	\$50.00 Non-refundable
Security Deposit	\$500.00 - \$10,000
Special Event Fee	\$25.00 – over \$11,000

Parks and Recreation On-call

Employees are required to be on “stand-by” for all events at the rate of \$25.00/24-hour day, Sunday through Saturday, including holidays. If the employee fails to respond within 30 minutes to a stand-by call, the employee shall forfeit the \$25.00 stand-by pay.

Employee on “stand-by” and actually called out shall receive overtime pay at the rate of one and one-half (1-1/2) times his/her base pay for actual time worked and shall be guaranteed a minimum of two and one half (2-1/2) hours of pay at said rate.

Employees not on stand-by, but who are called out, shall be paid at the rate of one and one half times his/her base rate of pay for actual time worked, and shall be guaranteed a minimum of two and one half hours of pay at said rate.

EMS 1 cart \$100.00 /hr. (2 people / 4 hour min.)
Truck \$150.00 / hr. (3 people / 4 hour min.)
Single medic on foot (\$50.00 / medic)

Police \$35.00/hr. and up (per officer / 3 hour min.)

Fire 1-3 Tents \$35.00 / Tent
4-50 Tents \$10.00 / Tent
51-100 Tents \$20.00 / Tent
Firework Inspection: \$50.00
Stand-by overtime: \$50.00/hr.

Sanitation 4 Yard = \$28.00 / Dumpsters / Visit
6 Yard = 42.00 / Dumpsters / Visit
8 Yard = 56.00 / Dumpsters / Visit

Between the hours of 2:00 pm.and 5.00 a.m.
Add \$10.00 / dumpster to the price.

Parking Effective October 1, 2002, for fenced and non-fenced event areas; meters will be: First half day free.

1-10 days bagged / restricted; \$10 / day receive 25% discount.
11-20 days bagged / restricted; \$10 / day receive 50% discount.
21-30 days bagged / restricted; \$10 / day receive 75% discount.

Sundays are Free.

Traffic Overtime (3:30 p.m.-7:00 a.m.)
(If applicable) \$20.00 and up (min. 2-1/2hrs.)

Recreation Overtime (3:30 p.m. - 7:00 a.m.)
(If applicable) \$25.00 and up (min. 2-1/2 hrs.)

Grounds OVER-TIME (3:30 p.m. - 7:00 a.m.)
(If applicable) \$20.00 and up (min. 2-1/2 hrs.)

Other Possible Items To Consider When Budgeting:

(Note: These are only examples.)

Fencing

Temporary Electric

Entertainment

Food Concessions

Merchandise

Supplies

Advertising/Promotional Materials

Banners

Clean-up Crew

Damages to grounds

Note: All fees are subject to change.

Step 1: Reservation of Dates

Events will be scheduled on a first-come, first-served basis upon application approval.

How To Obtain A Special Event Permit

By Mail

Contact the City of West Palm Beach Parks & Recreation Department, located at 561-804-4900. Request that a Special Event Permits on Public Property handbook/application be mailed or e-mailed to you.

In Person

You may also pick up an application at the Parks & Recreation Office, located at 1100 Southern Blvd. Please call to confirm that the office has not changed locations.

On the City Website

Go to www.cityofwpb.com / park/event permit

Requirements for Obtaining an Event Permit

Submit a Completed Application.

Event promoters must submit a completed application, along with a \$50.00 check written to the City of West Palm Beach, and a site map for review.

Send applications to:

City of West Palm Beach, Parks & Recreation Dept.; PO Box 3366., West Palm Beach, FL 33402

Deadlines for Applications

Be aware of application deadlines! Applications will not be accepted if submitted past the applicable time periods:

<u>Type of Event</u>	<u>Deadline</u>
Events without alcohol	6 Weeks
Events with alcohol	3 Months
High Impact Events*	6 Months

**Any event, with or without alcohol, which involves a road closure of 12 or more hours and/or anticipated attendance of 5,000 or more persons.*

STEP 2: How Applications Are Reviewed

Applications will be stamped with the date of their arrival into the Parks & Recreation office. If you don't think you will meet a deadline, please hand-deliver.

If they have met the required deadlines, the Recreation Division and other City departments who will be impacted by the special event will review them.

Events serving alcohol will be required to have a contract with the City and to be approved by the City Commission. Please note the City Commission has the final word on such events.

After Being Approved or Disapproved:

After the application has been approved or disapproved, a member of the Recreation Division staff will contact you by phone and by letter.

The Recreation staff member will let you know what steps you need to take next, and what fees and additional items will be required to obtain the event permit.

STEP 3: Final items to be submitted to Parks & Recreation

SECURITY DEPOSIT

A Security deposit is due 3 months prior to the first date of the event. For events that apply within 3 months, the security deposit is due 6-weeks out from the event, upon notification of approval.

If a date that is currently reserved by an applicant has been requested by another applicant, the original applicant will be notified of the other request, and will have 5 days following this notice in which to turn in their deposit.

Deposits are determined by a point system. They range between \$500.00 and \$10,000.00. This depends on the impact of the event.

The deposit is refundable if the following occurs:

The entire deposit will be refunded within 30 days after the event if the deposit has been paid on time and the applicant has complied with all conditions contained in the special event permit.

Fifty percent (50%) of the deposit will be returned if the event is cancelled between three months and six weeks prior to the first date of the event.

No deposit will be refunded if the event is cancelled within six weeks of the first date of the event.

SPECIAL EVENT FEE

This fee is based on a point system. An assessment will be made based on the information given in the application. Fees can range from \$50.00 to over \$15,000.00. (A few of the things which determine the special event fee are as follows: the time of year, the location length of the event, time of the event, type of event, non-profit vs. for-profit, alcoholic vs. non-alcoholic, one site vs. many sites, ticketed event vs. free event, road closure vs. no road closure, and so forth.)

INSURANCE

The special event organizer shall indemnify and save the City harmless from any and all claims, suits or actions, damages or causes of action arising as a result of the special event.

General Liability

The event organizer is required to have a one million dollar (\$1,000,000.00) General Liability policy.

Liquor Liability

If the alcohol is being served, a one million dollar (\$1,000,000.00) Liquor Liability policy should also be taken out). All policies must additionally insure the City of West Palm Beach before, during and after the event.

Please include the dates and location of the event on the certificate of insurance.

HOLD HARMLESS AGREEMENT

The City will provide a hold harmless agreement, which is required to be signed by the organizer. This document states that the City will not be held responsible for things that happen during the set-up, breakdown or during the event.

FINAL SITE MAP

The site map shall include all structures to be utilized in the event, including: tents, concession area, restrooms, dumpsters, stage, entrances/exits, and fence lines. Please make a list of the vendors who will be at your event, with corresponding numbers on the tents/locations. This map should be as extensive as possible. It is due to Community Events two weeks prior to the event date. Tents must be weighted – NO STAKING.

CELLULAR AND HOME TELEPHONE NUMBERS OF ORGANIZERS

The Parks & Recreation Department requires cellular and home telephone numbers of the event organizers. These numbers shall be used to contact the organizer if the need should arise.

NOTIFICATION LETTER

This letter should be addressed to anyone who will be affected by the special event (businesses, condo, etc.) Please state the time, date, and location of the event. Also include a description of the event, the time of the set-up and breakdown, and the roads which will be closed and when the closure and openings will be.

If it is a business, this is a great opportunity for you to invite them to get involved in participating or advertising your event. Please make sure The Parks & Recreation Department approves this letter first.

ADDITIONAL ITEMS WHICH MAY BE REQUIRED TO OBTAIN SPECIAL EVENT PERMIT:

TRAFFIC PLAN

If your event were expected to bring 5,000 or more people to the downtown, the City would like to know how you plan to have the attendees come in and out of the City.

PARKING PLAN

Please let us know where you plan to park your staff, volunteers, sponsors, and patrons. The City of West Palm Beach Parking Department will be happy to assist you with your needs.

SAFETY PLAN

On a site map, show us where you will station security guards, Police, first aid stations, emergency exist, ADA accessible areas, and provide a comprehensive description of your plan in the event of an emergency.

Please provide these plans in detail for the Parks & Recreation Department, Police Department, Traffic Division, Parking Administration and Engineering Department for review.

ENTERTAINMENT & VENDOR LIST

The City needs to know all of the people who will be involved in your event.

COPY OF ALCOHOL PERMIT (IF APPLICABLE)

You must obtain a copy of the alcohol permit if you are selling alcohol. We require a copy of the license. Go to the Division of Alcoholic Beverages and Tobacco, located at 400 North Congress Avenue, Suite 150, West Palm Beach, Florida, 33401, Telephone: 561/682.0077.

APPLICATIONS REQUIRING CITY COMMISSION APPROVAL & A SIGNED CONTRACT

If the applicant is serving alcohol, the Parks and Recreation Department, along with the Law Department, will draft a contract between the City and the organizer of the special event. After a draft is completed and all items have been reviewed for accuracy. The contract will be typed and placed on the Commission Agenda to be approved by the City Commission. Once the City Commission approves the event, the organizer may proceed with their planning.

IMPORTANT GUIDELINES TO FOLLOW

ENTERTAINMENT

Licensee is solely responsible for all contracts or agreement of any nature for entertainment for the event. All contracts or agreements of any nature shall be negotiated by Licensee and secured at the sole expense of the Licensee. The City shall not be named as a party in any contract for goods and/or services provided in conjunction with the event. Licensee represents ad warrants that it shall have, prior to the event, all necessary performing rights and licenses (BMI/ASCAP) and shall ensure that all performance payments required to be made under such licenses are made promptly and directly to the licensing organizations. Copies of all said licenses shall be submitted to the City no later than a one week before the event. In the event a Licensee fails to submit licenses as required herein or the documentation submitted is not satisfactory to the City, Licensee shall be responsible for payment to the City for all license fees incurred for the event. The City shall have no responsibilities to any performing rights licensing organization for any performances during the event.

FEDERAL, STATE, COUNTY & CITY REGULATIONS

Licensee shall comply in all material respect with all applicable federal and state laws and regulations and all applicable county and city ordinances and regulations.

SANITARY & FOOD REGULATIONS

Sanitary and food facilities shall be provided by the Licensee in accordance with applicable laws and regulations of the Florida Department of Environmental Protection and the Palm Beach County Health Department. Licensee agrees to ensure that any and all grease remaining after the event by food vendors shall be properly disposed of in accordance with any applicable ways. In the event Licensee fails to properly dispose of the grease, the City will charge Licensee for the cost incurred by the City to do so.

CONCESSIONAIRE RIGHTS

Licensee shall have exclusive concessionaire rights within the permitted area.

DISCRIMINATION CLAUSE

Licensee and its concessionaires shall not discriminate against any vendor, concessionaire, employee, patron, visitor, attendee or customer because of sex, age, race, color, religion, ancestry, national origin, sexual orientation, or disability.

ADA ACCESSIBLE

Licensee must make the site accessible in compliance with the requirements of the American with Disabilities Act.

How to Comply:

If you are providing portable bathroom facilities, a minimum of 5% of the facilities must be wheel chair accessible and meet applicable codes.

All pedestrian routes from the parking lot to the event site are equipped with curb cuts or temporary ramps to accommodate wheel chair patrons.

All ramps must meet the Florida Accessibility code. The maximum slope of a ramp should be 1:12". The maximum rise shall be 30", 70mm.

Displays and exhibits must be set at least 36 to 42" apart to allow clearance for wheel chair accessible visitors. All display items should be located no higher than 54" to allow a parallel approach by a person in a wheel chair. For forward approach, the maximum height must be 48". Vendors who do not meet these standards must be willing to accommodate disabled patrons by coming out of the exhibit when assistance is required. Make certain that displays, events and concessions are set up along existing hard surfaces when possible, and avoid tree routes, soft or rough terrain.

The event sponsor must provide available alternative means for telecommunications devices such as a TDD for the hearing impaired if the event sponsor is installing public restrooms. If TDD's are installed there must be proper signage that indicates the location of the TDD phone.

All fliers and written promotional material for the event should be made accessible to people with disabilities, including those with hearing and visual impairments. A statement of information on Access for persons with disabilities can be obtained from the City ADA Coordinator at 494-1130. Signs must be posted indicating the availability and location of listening devices. For performers who are disabled, all stages and dressing areas must be accessible.

Wheel chair accessible transportation must be made available for the duration of the event if transportation is being offered during the event from a central parking area. The City's event staff can help with this process.

EMERGENCY ACCESS & COMMUNICATION

Licensee shall provide any and all emergency access required by the City. Licensee should keep a 15 foot fire lane open at all times and provide keys to all gated areas. Communication with the emergency services should be clear and precise about the emergency location. A plan should be drafted and volunteers, staff and participants in the event should be informed of what steps to take in case of an emergency.

SITE CONDITION

Safety comes first. Please insure that the event site is free of trip hazards. Also monitor areas which could cause extreme congestion. Try to set up the event so that people have the ability to move around as easily as possible. Remember 15 ft. fire lane. Always have a first aid location and a lost children area. Have plenty of water made available to avoid dehydration situations. Mist fans are a good idea to have on hand.

CROWD MONITOR

Please insure that areas do not become overcrowded. Make sure that the site you book will accommodate the entertainment you bring in.

PRE-EVENT CHECK LIST

TO APPLY:

(Please include the following items)

_____ \$50.00 non-refundable application fee _____ Site plan
_____ Completed application _____ Sample Notification Letter

THE FOLLOWING ARE REQUIRED IN ORDER TO PRODUCE YOUR EVENT: (The security deposit is due three months prior to your event. The remaining items are due one month prior to your event)

_____ Special Event Fee _____ Security Deposit (refundable)
_____ General Liability Insurance _____ Liquor Liability Insurance
_____ Final Site Map _____ Hold Harmless Agreement
_____ Site Walk Through (required to meet either morning of set-up or evening before set-up) _____ Signed License Agreement
_____ Cell Phone Numbers of Event Directors (if applicable)

Confirmation of:

Traffic Department:	Barricades	_____	
Sanitation Department:	Dumpsters	_____	
Police Department:	Police	_____	
Fire Department:	Site Map	_____	Tent Plan _____
Grounds Department:	Sprinklers	_____	Reg. Maint. _____
	Sport Court	_____	
Parking Department:	Meters	_____	Permit Passes _____
Recreation:	Hang-Up Banners	_____	Equipment _____

DATE RECEIVED: _____
(Office Use Only)

CITY OF WEST PALM BEACH APPLICATION FOR SPECIAL EVENT HOSTED ON PUBLIC PROPERTY

Please make sure that you fill this application out completely. Do not forget to include a check for \$50.00. Make the check payable to: The City of West Palm Beach. Also include a detailed site plan that shows all temporary structures (tents, restrooms, stages, dumpsters, etc.)

NAME OF THE EVENT: _____

EVENT DATE AND TIME: _____
DAY DATE TIME BEGIN END

EVENT DAY 1- _____

EVENT DAY 2- _____

EVENT DAY 3 - _____

SET-UP FOR THE EVENT WILL BEGIN ON (date) _____ AT (time) _____

BREAK-DOWN WILL BE COMPLETE ON (date) _____ AT (time) _____

ALTERNATE DATE FOR YOUR EVENT: _____

REQUESTED LOCATION FOR THE EVENT: _____

ALTERNATIVE LOCATION FOR THE EVENT: _____

ORGANIZATION PRODUCING THE EVENT:

(Please circle)

FOR PROFIT / NON-PROFIT / GOVERNMENTAL / NEIGHBORHOOD ASSOCIATION

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL: _____

CONTACT PERSON'S NAME: _____

PHONE NUMBER: _____ CELL: _____

PHONE NUMBER YOU WANT THE PUBLIC TO CONTACT FOR MORE INFORMATION:

CONTACT NAME: _____

PHONE NUMBER YOU WANT THE PUBLIC TO CONTACT TO BE A FOOD VENDOR, ARTIST OR ENTERTAINER: _____

CONTACT NAME: _____

DETAILED DESCRIPTION OF THE EVENT: _____

PURPOSE OF THE EVENT: _____

NO. OF YEARS THIS EVENT HAS TAKEN PLACE IN THE CITY OF WEST PALM BEACH:

IS THE EVENT PRODUCED IN OTHER CITIES? _____

IF YES, WHAT CITIES? _____

GIVE TWO REFERENCES:

NAME: _____ NAME: _____

PHONE #: _____ PHONE # _____

ESTIMATED NUMBER OF PEOPLE YOU EXPECT TO ATTEND YOUR EVENT:

TICKET PRICES (IF APPLICABLE):

Seniors _____ Adults _____ Children _____

HOW WILL THESE REVENUES BE USED?

IF THE PROCEEDS OF THE EVENT ARE INTENDED FOR AN ORGANIZATION OTHER THAN THE APPLICANT, PLEASE PROVIDE THE FOLLOWING INFORMATION:

BENEFITING ORGANIZATION: _____

% OF FUNDS WHICH WILL BE DONATED: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

TERMS OF THE AGREEMENT: _____

ROAD CLOSURE:

WILL YOU REQUIRE ROAD CLOSURE: _____ IF YES, PLEASE DESCRIBE THE STREETS YOU WANT CLOSED AND THE CLOSING AND OPENING DATES/TIMES. ALSO, ATTACH A MAP THAT SHOWS CROSS STREETS, ETC.

STREETS:

TIME/DATE OF CLOSURE: _____

TIME/DATE OF OPENING: _____

ALCOHOL:

WILL ALCOHOL BE SERVED AT YOUR EVENT? YES _____ NO _____

FOOD:

WILL FOOD BE SERVED AT YOUR EVENT? YES _____ NO _____

MUSIC:

WILL MUSIC BE PROVIDED? YES _____ NO _____

IF YES, WHAT TYPE OF

MUSIC? _____

WHAT TIME? _____

NAME OF SOUND COMPANY? _____

FENCING:

WILL YOU BE FENCING YOUR EVENT? YES _____ NO _____

WILL YOU NEED DUMPSTERS YES _____ NO _____

IF YES, HOW MANY AND WHAT SIZE (4 YD, 6 YD, 8 YD.) ? _____

ELECTRICITY:

WILL YOU BE USING TEMPORARY ELECTRIC? YES _____ NO _____

IF YES, PLEASE NAME THE ELECTRIC COMPANY YOU WILL BE USING:

PHONE NUMBER: _____

(Please note: the electrician that you hire needs to take out a permit with the City. Telephone number: 561/822-1435.)

POLICE SERVICES:

DO YOU THINK YOU WILL REQUIRE POLICE AT YOUR EVENT? YES _____ NO _____

HOW MANY? _____ DATE: _____ TIME: _____

(Events that serve alcohol, and walks or runs closing roadways are required to hire police.)

EMS SERVICES

DO YOU THINK YOU WILL REQUIRE EMS ON-SITE AT YOUR EVENT?

YES _____ NO _____

HOW MANY? _____ DATE: _____ TIME: _____

WILL YOU BE ERECTING TENTS, STAGEST, TICKET BOOTHS, ETC.?

YES _____ NO _____ IF YES, WHAT IS PLANNED? _____

(Please include these items on your site map.)

WILL YOUR EVENT INCLUDE AMUSEMENT RIDES OR CHILDREN'S GAMES?

YES _____ NO _____ IF YES, WHAT KIND? _____

(All amusement rides must be approved by the State.)

WHAT TYPE OF PROMOTION/ADVERTISING DO YOU HAVE PLANNED FOR YOUR EVENT?

WILL YOU INCLUDE NEWSPAPER? YES _____ NO _____

IF YES, NAME OF NEWSPAPER:

WILL YOU INCLUDE IN MAGAZINES? YES _____ NO _____

IF YES, WHICH MAGAZINES?

WILL YOU INCLUDE RADIO? YES _____ NO _____

IF YES, NAME OF RADIO STATION(S)

WILL YOU INCLUDE TELEVISION? YES _____ NO _____

IF YES, NAME OF TELEVISION STATION(S)

PLEASE SIGN HERE TO VERIFY THAT YOU HAVE READ THE ENTIRE EVENT HANDBOOK:

DATE: _____

**PLEASE SEND EVENT APPLICATION,
\$50.00 CHECK AND SITE MAP TO:**

**City of West Palm Beach
Parks & Recreation Dept.
PO Box 3366
West Palm Beach FL 33402**