

**APPLICATION FOR SPECIAL EVENT HOSTED ON PUBLIC PROPERTY**

***Submittal of this application does not guarantee approval for the event***

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

**Event Name:** \_\_\_\_\_

**Requested Event Location:** \_\_\_\_\_

Set-up will begin on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.  
Date Time

	EVENT DATE	DAY OF WEEK	START TIME	END TIME
<b>DAY 1</b>				
<b>DAY 2</b>				
<b>DAY 3</b>				

Break-down will completed by \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.  
Date Time

	ALTERNATIVE EVENT DATE	DAY OF WEEK
<b>DAY 1</b>		
<b>DAY 2</b>		
<b>DAY 3</b>		

**APPLICANT INFORMATION**

**Applicant:** \_\_\_\_\_  
*Organization/Corporation*

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Please Select Which Best Describes Your Organization:

- For Profit :    Non-Profit:     Governmental :    Neighborhood Association :    Private :

## EVENT SPONSORS

Sponsor: \_\_\_\_\_

*Organization/Corporation*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Sponsor: \_\_\_\_\_

*Organization/Corporation*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EVENT INFORMATION

Please give a detailed description of the event – include all aspects of the event. *Remember to keep Community Events informed of any additions, deletions, or changes to your event!*

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

**Purpose / Description of Event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Estimated number of attendees you will expect at your event?** \_\_\_\_\_

Your event will be listed at: <https://www.wpb.org/government/community-events/community-events>

Has this event taken place in the City of West Palm Beach?  Yes  No

If **YES**, how many years? \_\_\_\_\_

Is this event produced in other cities?  Yes  No

If **YES**, please list what cities: \_\_\_\_\_

**EVENT REFERENCES (LIST TWO)**

<b>REFERENCE 1</b>	Organization/Company: _____
	Contact: _____
	Phone: _____
<b>REFERENCE 2</b>	Organization/Company: _____
	Contact: _____
	Phone: _____

**Ticket Prices (if applicable)**

Adult / General Admission: \_\_\_\_\_ Senior: \$ \_\_\_\_\_ Child: \$ \_\_\_\_\_  
 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: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_

Terms of Agreement: \_\_\_\_\_

**% of funds which will be donated:** \_\_\_\_\_

*\* MUST provide copy of non-profit 501C3 Status \**

**CITY SERVICES**

**ROAD CLOSURES**

Will you require road closures?  Yes  No

If **YES**, please describe the streets you want closed and the closing and opening dates/times.

STREET / INTERSECTION	CLOSURE	RE-OPEN OF ROAD
	Date / Time	Date / Time
	/	/
	/	/
	/	/

**NOTE:** Event Producer is responsible for obtaining a company to provide MOT, cones, barricades and signage for road closures and will require FDOT permit if using county roadways.

Event Producer is required to pay for any meters along road closure at \$25.00 per meter.

**PARKING**

Will you need parking meters reserved?  Yes  No

*Reserved parking meters will be charged at the current cost per day, including Sundays and Holidays*

Will you use a valet service for parking?  Yes  No

Where do you intend event attendees/valet will park? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DUMPSTERS**

Will you need dumpsters?  Yes  No

If YES, how many? \_\_\_\_\_

**POLICE SERVICES**

Police services requirements will be determined by the City.

**EMS SERVICES**

EMS services requirements will be determined by the City.

**SIGNAGE**

Do you plan on having signage or banners advertising the event? ?  Yes  No

**ADDITIONAL INFORMATION**

**ALCOHOL**

Will alcohol be served at your event?  Yes  No

Will alcohol be sold at your event?  Yes  No

**NOTE:** Include locations of any alcohol being sold or served on your site map.  
State and local laws apply with regards to alcohol consumption. The sale of alcohol must be permitted and sold by licensed vendors and proper documentation must be provided to the City in advance of the event.  
You must provide: Liquor Liability Insurance with the "City of West Palm Beach, its commissioners, officers, and employees" listed as "Additional Insured" and a Liquor License, these can be provided by caterer on your behalf. **THIS IS NOT OPTIONAL.**

**FOOD**

Will food be served at your event?  Yes  No

Will food be sold at your event?  Yes  No

Will you be using a concessionaire company?  Yes  No

**NOTE:** Any food vendors are required to be in accordance with applicable laws and regulations of the Florida Department of Environmental Protection and the Palm Beach County Health Department.

**MUSIC**

Will music be provided at your event?  Yes  No

If **YES**, what type of music? \_\_\_\_\_

Will you be using a professional production company?  Yes  No

**FENCING**

Will you be using a fencing company for your event?  Yes  No

**NOTE:** Fence company must apply for Fence Permit through Development Services and supply a copy to Community Events. Fencing cannot be installed before 7:00 a.m. and cannot be broken down after 10:00 PM Sunday-Thursday and after 11:00 p.m. on Friday & Saturday. **NO EXCEPTIONS.**

**CLEANING**

You are required to use a cleaning company experienced in cleaning outdoor events.

Name of cleaning company: \_\_\_\_\_

**NOTE:** If event site is not cleaned per the Terms and Conditions, the City reserves the right to have another cleaning company of its choice complete the job and any fees will be deducted from security deposit.

**ELECTRICITY**

Will you be using temporary electric?  Yes  No

Will you be contracting with an electrician for your event?  Yes  No

**NOTE:** Electrical Contractor must apply for Temporary Electrical Permit through Development Services and supply a copy to Community Events. Also, no electrical work can occur before the approved set-up time and must be removed by the approved breakdown time.

**TENTS/OTHER EQUIPMENT**

Will you be erecting any tents, stages, ticket booths, etc.?  Yes  No

Will you be using a tenting company?  Yes  No

Will you be using a rental company?  Yes  No

Will you be using port-o-lets at your event?  Yes  No

**NOTE:** Tent contractor must apply for Tent Permit through Development Services and supply a copy to Community Events.  
No tents can be installed, or equipment dropped off before the approved set-up time. All tents and equipment must be removed by the approved breakdown time. You **MUST** include all these items on your site map.

**AMUSEMENT RIDES/GAMES/LIVE ANIMALS**

Will your event include amusement rides?  Yes  No

If **YES**, what kind? \_\_\_\_\_

Will your event include children’s games?  Yes  No

If **yes**, what kind? \_\_\_\_\_

Will your event include live animals?  Yes  No

If **YES**, what kind? \_\_\_\_\_

**NOTE:** All amusement rides must be approved by the State.  
Large amusement rides such as Ferris wheels are not allowed on the West Palm Beach Waterfront. Bounce houses should be positioned so not to block the waterfront views.

**PROMOTION/ADVERTISING**

What type of promotion/advertising do you have planned for your event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you include in 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) \_\_\_\_\_

**APPLICANT ACKNOWLEDGEMENT**

**I have received and read a copy of the Special Event Permits Requirements and Conditions included in this Application package, and I understand and agree to all the terms and conditions.**

**I understand and agree that I am solely and fully responsible for compliance with the Special Event Permits Requirements and Conditions and will be responsible for any violation or non-compliance. I understand that I am responsible, regardless of the source of payment or any permit fees or charges. I am aware that if any of the Special Event Permits Requirements and Conditions are violated, I will be charged accordingly or my special event permit, if granted, may be revoked by the Mayor.**

**If I am signing on behalf of an applicant organization or corporation, I also represent that I am authorized to sign the application on behalf of the organization or corporation and that my signature will bind the organization or corporation.**

Organization: \_\_\_\_\_

Authorized Representative (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE SUBMIT SPECIAL EVENT APPLICATION, SITE PLAN & \$50.00 APPLICATION FEE TO:**

City of West Palm Beach  
Community Events Division  
401 Clematis Street, 3<sup>rd</sup> Floor  
West Palm Beach, FL 33401