



# ***Special Event Permit Handbook***

## ***CITY OF BOYNTON BEACH Risk Management***

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# Quick Reference Guide

Applications will automatically be denied if the deadline for submission has passed.

<b>APPLICATION:</b>	<b>Risk Management (561-742-6040)</b>	<b>Refer to Page 1</b>
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Application deadline is: **one month** before event if less than 1,000 people are expected, and **three months** for over 1,000 people. Send application fee and permit fee with application to the Risk Management Department. Upon receipt of your application, copies are reviewed by City Departments for approval.

<b>CERTIFICATE OF INSURANCE:</b>	<b>Risk Management (561-742-6040)</b>	<b>Refer to Page 3</b>
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A certificate of insurance is required for an event expecting 60 people or more. Events expecting less than 60 people may still need insurance as determined by Risk Management. If the event is on private property, a copy of the certificate of Liability Insurance shall be submitted with the application. Purchase of insurance through the City's TULIP program is available for private individuals only.

<b>BUSINESS TAX LICENSE:</b>	<b>Business License Division (561-742-6030)</b>	<b>Refer to Page 3</b>
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Any person who maintains a permanent business location within the City managing any business, profession or occupation is required to obtain a Business Tax Receipt. All event vendors must have individual Business Tax Receipts as well. A copy of the license shall be made available to the City of Boynton Beach.

<b>ELECTRICAL USAGE:</b>	<b>Building Division (561-742-6350)</b>	<b>Refer to Page 3</b>
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All exterior electrical usage shall be plugged into GFI protected receptacles only. All extension cords to be used outdoors must be rated for that use. Heavy rubber mats shall be placed over extension cords that pass through pedestrian or vehicular paths. Applications for electrical permits can be obtained through the Building Division.

<b>TEMPORARY SIGNAGE:</b>	<b>Planning and Zoning (561-742-6260)</b>	<b>Refer to Page 4</b>
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Signs require a Temporary Signage Permit that can be obtained from the Building Division. Approval must be received by FPL/FDOT if signs will be posted on utility poles not owned by City of Boynton Beach. Please see handbook for signage requirements.

<b>FOOD VENDORS:</b>	<b>Division of Hotels &amp; Restaurants (954-958-5520)</b>	<b>Refer to Page 4</b>
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Food vendors must submit their Business Tax License with the application. For mobile food vending unit, vendor must submit their Palm Beach County Mobile Occupational License with the application. If the food vendor is established specifically for the event, they must contact the Division of Hotels and Restaurants to obtain a copy of the temporary license and submit it with the application. All food vendors shall have the proper fire extinguisher for their process of food preparation.

<b>SECURITY:</b>	<b>Police Department (561-742-6150)</b>	<b>Refer to Page 4</b>
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For the safety of participants, police may be necessary for your event. Contact the police liaison for fees.

<b>ROAD CLOSURES:</b>	<b>Police Department (561-742-6150)</b>	<b>Refer to Page 4</b>
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Submit planned route with the application for approval from the Police Department. County and State roads need approval from governing agencies. Barricades must be rented separately.

<b>DUMPSTERS:</b>	<b>Solid Waste Division (561-742-6200)</b>	<b>Refer to Page 4</b>
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Dumpster fees are located on the Fee Schedule page of the handbook. An extra fee will be charged for any debris left on site. Contact the Solid Waste Division for more information and scheduling.

<b>RESTROOMS:</b>	<b>Risk Management (561-742-6040)</b>	<b>Refer to Page 4</b>
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One portable toilet is required for each gender per 75 persons. There shall be one accessible portable toilet for each gender located on and along an accessible path. There shall be a five foot flat spot for turning of the wheelchair in front of the door. There shall be one drinking fountain or one portable 10 gallon water cooler per 1,000 persons attending the event.

<b>TENTS:</b>	<b>Building Division (561-742-6350)</b>	<b>Refer to Page 5</b>
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Tents require a Temporary Structure Permit obtained through the Building Division. Please see handbook for tent requirements.

<b>INSPECTIONS:</b>	<b>Building Div. (561-742-6350) &amp; Fire Dep. (561-742-6600)</b>	<b>Refer to Page 5</b>
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Tenting, signage, fire, temporary electric and fencing will require inspection TWO HOURS PRIOR to the event. Please contact the Building Division and/or the Fire/EMS Department for more information and scheduling.

<b>PARKING:</b>	<b>Planning and Zoning (561-742-6260)</b>	<b>Refer to Page 5</b>
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Event parking shall not interfere with off-site traffic circulation. Open areas to be used for parking shall be clearly marked. No handicapped parking spaces shall be blocked from public use.

<b>NOISE/LIGHT:</b>	<b>Planning and Zoning (561-742-6260)</b>	<b>Refer to Page 5</b>
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Noise from an event that abuts a residential use shall be minimized through speaker orientation, and speaker location to maximize distance between residential uses and the event. Light from the event should not produce unnecessary glare.

<b>SITE MAP:</b>	<b>Risk Management (561-742-6040)</b>	<b>Refer to Page 5</b>
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A site map must be sent with all applications. The site map shall clearly show location of event elements such as parking areas, tents/structures, display tables, portable toilets, signage, vendor stands, etc. Please see attached Site Map example sheet.

**INTRODUCTION**

The following items must be submitted with the application:

- ✓ Proof of Liability Insurance
- ✓ A Site Map
- ✓ Permit Fee
- ✓ Application Fee

Risk Management shall receive and process for approval, applications for events that occur on City of Boynton Beach park properties or facilities (listed below), rights-of-way, any city street or on commercial properties within the city corporate limits. Risk Management will coordinate with City Departments to approve applications. Upon completion of application, the applicant will be aware of all possible fees. Special events are not permitted on Thanksgiving Day or the Friday, Saturday and Sunday following Thanksgiving, Christmas Eve or Christmas Day, or on dates which include Special Events sponsored by the City and/or Community Redevelopment Agency (CRA.).

**SPECIAL EVENT DEFINITION**

A Special Event is defined as any temporary commercial or private indoor or outdoor event, such as, but not limited to street festivals, athletic events, parades, fairs, shows, concerts, celebrations or other events of similar nature as determined by Risk Management. A Special Event may be held in whole or in part upon city owned property and/or public right-of-way. An event held on private property is considered a Special Event if it impacts the flow of local traffic or impacts the normal use by the general public of public property or public right-of-way within the vicinity of the event. Temporary is defined as four consecutive days or fourteen consecutive time periods of four days or less per quarter. Special Events lasting five or more consecutive days shall be reviewed by Risk Management for exception approval.

**DEADLINES**

A completed application for a Special Event Permit must be filed with Risk Management on or before the following deadlines (number is per day of event):

- Less than 1,000 people one month prior to date of event
- 1,001 to 50,000 three months prior to date of event

Exceptions include: Funeral Repast, similar ceremonies, and others as determined by Risk Management.

**APPLICATION PROCESS: GENERAL EVENTS**

The application process begins when you submit a completed Special Event Application form and the appropriate application fee (made payable to the City of Boynton Beach) to Risk Management. Upon receipt of your application, copies are reviewed by City Departments to assess site availability, quality and goals of the event, compliance with City Ordinances, and other permits required.

**APPLICATION PROCESS: NEIGHBORHOOD BLOCK PARTIES**

Neighborhood block parties will normally be approved on local streets which are not primary traffic streets (i.e. bus routes, sole access, etc.). All private block parties must have their neighborhood association (if one does not exist, signatures from the majority of the impacted homeowners) submit an application for city road closures, 30 days before the event date. Proof of General Liability Insurance is required. Neighborhood Block parties are not allowed to serve alcoholic beverages on city property (i.e. city parks, city streets, etc.)

**CITY PARKS AND FACILITIES**

Art Center	Forest Hill Park	Laurel Hills Park	Senior Center
Barton Memorial Park	Galaxy Park	Little League Park	Tennis Center
Betty Thomas Park	Harvey E. Oyer Park	Mangrove Nature Park	Ocean Avenue Park
Boynton Beach Memorial Park	Heritage Park	Meadows Park	Veterans Memorial Park
Boynton Lakes Park	Hibiscus Park	Oceanfront Park	Wilson Park (Carolyn Sims Center and John Denson Pool)
Civic Center	Intracoastal Park Clubhouse	Palmetto Greens Linear Park	
Barrier Free Park	Jaycee Park	Pence Park	
Edward Harmening Arbor Park	Kids Kingdom Playground	Pioneer Canal Park	
Ezell Hester, Jr. Center Park	Knollwood Park	Sara Sims Park	

**AMPHITHEATER RENTAL**

To reserve the Ocean Avenue Amphitheater please contact the Recreation Department (561-742-6650) BEFORE completing the application below. The event may require an Amphitheater Attendant if any of the following apply: the event is at night, requires access to the electrical box, etc... **Please note that amplified music is prohibited before 9:00AM.**

**PAVILION RENTALS**

Picnic pavilions at Hester, Intracoastal, Jaycee, Meadows, Barrier Free and Oceanfront Parks are available for rental by calling 561-742-6650, Tuesday through Saturday between 10:00am – 2:00pm. Reservations are made through the Clubhouse at Intracoastal Park, 2240 N. Federal Hwy. All other pavilions are on a first come, first served basis. Pavilion reservations with more than 60 persons require the individual or organization provide a copy of their insurance or purchase insurance through the City's TULIP program. Please note: It is the applicant's responsibility to check availability and reserve and pay the appropriate fees in order to rent pavilions at a City Park as part of a Special Event Permit.

**BOUNCE HOUSES**

The use of "bounce houses" and other inflatable playground equipment is prohibited at City owned property unless the company operating the equipment has received prior approval from Risk Management. Companies authorized to operate on City property must have a Business Tax Receipt and provide the City with proof of insurance, naming the City as Additional Insured. Please contact Risk Management for the current list of companies who meet these requirements.

**LIQUOR**

Alcoholic beverages are not permitted on any City Property (with the exception of the Intracoastal Park Clubhouse). If alcoholic beverages are being served on Private Property, a Certificate must be provided showing liquor liability insurance coverage limits in the amount of \$1M.

**FIREWORKS**

The possession or use of fireworks on City property is prohibited. A firework display permit must be submitted and approved by the City Manager, Chief of the Fire/EMS Department and Chief of Police at least 30 days before the event.

**NOTIFICATION LETTER**

The City of Boynton Beach may require the event promoter to provide a written notice prior to the event to all businesses and residential neighborhoods surrounding the event. A copy must also be provided to Risk Management.

**INSURANCE: CITY/PUBLIC PROPERTY**

The event promoter shall provide to the City a Certificate of Liability Insurance to Risk Management. This Certificate must show general liability insurance coverage limits in the amount of \$1M, naming the City of Boynton Beach as Additional Insured. Insurance coverage for workers' compensation must also be shown on a Certificate for any employees of the promoter.

**INSURANCE: PRIVATE PROPERTY**

The event promoter shall provide to the City proof of insurance coverage by a Certificate of Liability Insurance, Certificate of Property Insurance or Evidence of Property Insurance to Risk Management. This Certificate must show general liability coverage limits in the amount of \$1M. Insurance coverage for workers' compensation must also be shown on a Certificate for any employees of the promoter. In those cases where the event promoter (not-incorporated) does not have available general liability insurance; the City may make available insurance through the City's Tenant User's Liability Insurance Program (TULIP). (See TULIP Packet)

The City of Boynton Beach reserves the right to require additional types of insurance, or to raise or lower the stated limits, based upon the identified risk of the event. All insurance companies named on Certificates must show a current A.M. Best Company rating of B+ or better.

**BUSINESS TAX LICENSE**

Any person who maintains a permanent business location within the City managing any business, profession or occupation is required to obtain a Business Tax Receipt. Please contact the Building Division for fees. Non-profit organizations are exempt from fees, but must fill out all paperwork. All event vendors must have individual Business Tax Receipts as well. A copy of the license shall be made available to Risk Management.

**ACCESSIBILITY REQUIREMENTS**

Event promoters must comply with all City, County, State and Federal Disabilities Access Requirements applicable to the event. All indoor and outdoor sites must be accessible to persons with disabilities (including restrooms).

**TEMPORARY ELECTRICAL WIRING**

All exterior electrical usage shall be plugged into GFI protected receptacles only. All extension cords to be used outdoors shall be heavy duty, in good repair, and rated for that use. Household extension cords **must not be used outdoors**. If electrical extension cords pass through pedestrian or vehicular paths, heavy rubber mats and other approved safety devices shall be placed over the extension cords to prevent a shock or trip and fall hazard.

## **TEMPORARY SIGNAGE**

A banner permit application shall be made to the Building Division 30 days prior to the event, IN PERSON ONLY. Banners shall be allowed as follows: Not to exceed 20 square feet in total area, shall not be placed in road right of ways nor create a visual obstruction to pedestrian or vehicular traffic. Signs may be erected no more than one week in advance of the event, and must be removed within 24 hours of the completion of the event. Event signage shall not be placed in public rights-of-way.

## **FOOD VENDORS**

If the food vendor has a valid and currently effective occupational license and State of Florida Division of Hotels and Restaurants license for his/her restaurant or place of business, then no other license or fee is due.

If the food vendor has a Division of Hotels and Restaurants approved mobile food vending unit or Health Department approved mobile food vending cart, then the vendor must obtain a Palm Beach County Mobile Occupational License (561-355-2272). A copy must be submitted with the special event application.

If the food vendor is established specifically for the event then the vendor must contact the Division of Hotels and Restaurants to obtain a copy of the temporary license to be submitted with the application.

All food vendors shall have the proper tagged fire extinguisher for their process of food preparation.

## **SECURITY**

For the safety of participants, volunteers, etc., police may be necessary for your event. A police presence may be required at an event where alcoholic beverages are served or at any other location deemed necessary by the Special Events Police Liaison to maintain order and protect persons and property.

If a private security firm or individuals associated with the event are acting as security personnel, the event promoter shall indicate that in the Special Events Application. The Police Liaison will also coordinate with each promoter how many security personnel the promoter will need to hire for street closures and other responsibilities. All races/walks will be required to provide security in order to help close the roads and monitor street closings.

For privately sponsored events, the applicant will contact the Special Events Police Liaison. The Liaison will determine the number of officers needed and provide the applicant with an Off-Duty Police Detail Contract which should be completed and returned to the Police Liaison. The estimated fee for off-duty police services will be determined when the Special Events Police Liaison receives a finalized site map. Payments will be billed according to the Off-Duty Police Detail Contract.

## **ROAD CLOSURES**

Traffic Control Plans are to be submitted to Risk Management for approval of city-owned roads. When road closures are requested for city-owned roads, the Police and Fire/EMS Departments must approve the closure. If county or state roads are requested for closure, then application for closure must be made to the appropriate governing agency, and is subject to approval by the Police Department and Fire/EMS Departments and all other affected city departments. Please note the City does not provide barricades. They will need to be rented separately.

## **GARBAGE & RECYCLING/DUMPSTERS**

All city grounds, streets, or any business right-of-ways must be cleaned of all debris resulting from your event. An extra fee will be charged if any debris is left on site.

Arrangements for dumpsters and recycling containers will be handled by the Solid Waste Division with the event promoter providing authorization for billing and billing information, as all dumping fees incurred by the promoter will be billed after the event by the Solid Waste Division. The event promoter must submit dumpster needs in writing, including the dumpster and recycling container locations and their size on the requested site map to Risk Management.

## **TOILET FACILITIES**

Portable toilets may be required for an event depending on the estimated attendance and availability of public facilities. Toilet facilities must meet federal, state and local codes, including handicapped accessibility.

Toilet and potable water requirements per Florida Plumbing Code (FPC) Assembly Occupancy – One portable toilet is required for each gender, per each 75 persons. There shall be one ADA accessible portable toilet for each gender, located on and along an ADA accessible path. There shall be a five foot flat spot for turning of the wheelchair in front of the door to each ADA accessible portable toilet. ADA Accessible toilets shall not be placed on sand, grass, or shell rock base areas. Appropriateness of toilet locations shall be approved by Risk Management. There shall be one drinking fountain or one portable 10 gallon water cooler, per each 1,000 persons attending the special event. The water cooler shall be centrally located.

## **FIRE SAFETY/EMS COVERAGE**

The Fire/EMS Rescue Department must approve the site plan to assure adequate fire and emergency access as prescribed by the Fire Code. Each event utilizing city streets must leave a 15-foot wide emergency access lane. The Fire/EMS Department will delineate fire and life safety requirements depending on the nature and size of the event using approved codes and standards. The Fire/EMS Department is authorized to require employment of standby firefighters, EMS and/or Fire Inspectors for events held within the City. (See fee schedule for cost, page 6)

## **TENTING**

Tents larger than 10ft. x 10ft. require a building permit/inspection. A permit application shall be made to the Building Division 30 days prior to the event IN PERSON and the following information must be submitted with the application:

- Site plan indicating tent placement.
- Flame retardant certificate for the tent or tents; matching certificate number should be sewn into the tent.

### **Tent Requirements for Assembly Use:**

- A supplemental emergency lighting system is required in addition to the regular system.
- A field inspection is required after the tent is erected and prior to use by the public to confirm flame resistance.
- The storage of flammable liquids or the use of combustible materials, not flame retardant treated, are not permitted inside the tent. There will be no smoking or open flame allowed inside the tent.
- A method to provide for emergency communications shall be provided.
- A ten-pound ABC fire extinguisher will be prominently displayed and the operator shall be trained in its use.
- The public will be protected from tripping hazards and all electrical connections shall be enclosed.
- LP tanks shall be placed outside of any structure used for cooking. The tanks shall be secured upright so they do not easily tip over or cause a tripping hazard. All gas lines shall be subject to inspection at any time the Fire EMS Department deems necessary. All gas lines shall be secured so as to not cause a tripping hazard.
- LP tank connections shall not be closer than 3 feet to any electrical connection.
- Any tents with sides shall not have more than two sides lowered at any time while cooking is taking place. Charcoal grills cannot be used in a tent unless a UL listed hood and suppression system is installed.
- Charcoal fired grills shall use only passive methods to ignite the coals inside of the tent. Such passive methods can be, but are not limited to pre-treated self lighting coals, lighting sticks, etc. Charcoal lighter fluid, gasoline or any other flammable liquid shall not be used inside the tent.
- All tents used for cooking shall receive an approval sticker from the Fire EMS Department before cooking can begin.
- All tents, booths or canopies used for cooking or vending shall be of fire retardant material. This does not include 10'x10' shade canopies for exhibitors.
- Any tent with sides shall not have more than two sides lowered at any time while cooking is taking place.
- Tent placement is not permitted within ten (10) feet of any structure, or within 10 feet of an adjoining property line that is not participating in the event.
- Clear ground within and adjacent to tents of all grass, underbrush or similar fire hazards.

## **INSPECTIONS**

Tenting, temporary structures, electricity, grills, etc. will require inspection by the Building Division and/or the Fire/EMS Department prior to the event. Inspections conducted by the Building Division are scheduled Monday – Thursday and must be scheduled at least **24 hours** in advance by calling 561-742-6350 and the Fire/EMS Department by calling 561-742-6600. Event setup **MUST** be completed at least **two hours prior** to the start of the event in order for the departments to complete their inspections.

## **DESIGN STANDARDS/POLICIES FOR ALL SPECIAL EVENTS**

1. Noise/sound from a special event that abuts a residential use shall be minimized through orientation of speakers, proper design to maximize distance between residential uses and the active portions of the event, hours compatible with adjacent land uses, etc. Noise shall not exceed city performance standards: "Plainly audible beyond a distance of twenty-five (25) feet... in a single residential zoning district" or "Plainly audible beyond a distance of one hundred (100) feet... in a commercial zoning district and is heard in a residential zoning district". For more information please refer to City Code of Ordinance Section 15-8.
2. Light from events should not produce unnecessary glare toward adjacent streets or abutting residential districts.
3. Event parking shall not interfere with off-site traffic circulation. Parking areas occupied by event shall minimize blocking of access and circulation aisles.
4. Open areas to be used for parking shall be clearly marked to delineate parking spaces (including handicapped spaces) access aisles, and entrances/exits. No handicapped parking spaces shall be blocked from public use.
5. The site map shall clearly indicate event locations, boundary, location of event elements such as parking areas, tents/structures, display tables, portable toilets, etc. and approximate distances to adjacent single family homes when less than 100 feet.
6. Proposed events must be generally consistent with zoning regulations with respect to use and location, or approved pursuant to a pre-existing agreement executed by the City Commission, i.e. carnivals, fireworks, etc.

## FEE SCHEDULE

**\*All fees are due 30 days prior to the event\***

Services	Fees
Application *non-refundable*	\$35–Commercial/Non-Resident \$25- Commercial/Resident \$20 – Private/Non-Resident \$15 – Private/Resident \$10 – Non-Profit
Special Event Permit Fee	\$100–Commercial/Non-Resident \$75- Commercial/Resident \$50 – Private/Non- Resident \$25 – Private/Resident \$10 – Non-Profit
Dumpsters/Containers	\$6 – 65 Gallon or 95 Gallon Cart \$31.72 - 4 Yard Dumpster \$63.44 – 8 Yard Dumpster
Insurance Requirements	Certificate of Insurance/ TULIP (See TULIP Packet)
Police Detail/Road Closures	\$37 per officer/per hour with vehicle \$33 per officer/per hour w/o vehicle (three hour minimum)
Fire/EMS Coverage	\$40 per person/per hour (three hour minimum) \$100 per hour/per rescue vehicles
Tent Permit (Building Permit)	2.3% of the value of the tent (Minimum \$46)
Banner Permit	\$50 (one banner per company)
Temporary Electric Permits	2.3% of the value (Minimum \$46)
Fire Inspections (two hours <b>PRIOR</b> to start of event)	\$75 per hour during normal business hours (Monday – Thursday 7AM to 6PM) \$75 per hour Friday – Sunday & Late evenings with a <b>two hour minimum</b>
Building Inspections (two hours <b>PRIOR</b> to start of event)	There is no inspection fee during normal business hours (Monday – Thursday 8:30AM to 5:30PM) \$75 per hour (two hour minimum) Friday – Sunday & Late evenings An additional \$300 deposit will be held and returned if not used.
Amphitheater Fee	\$250–Commercial/Non-Resident \$200- Commercial/Resident \$200 – Private/Non-Resident \$150 – Private/Resident \$125 – Non-Profit/Non-Resident \$100 – Non-Profit/Resident
Amphitheater Attendant Fee	\$30 per hour/per person
Restroom Cleaning Staff Fee	\$25 per hour/per person
Building & Grounds Staff Fee	\$25 per hour/per person
Buildings & Grounds Supervisor Fee	\$32 per hour/per person

\*All fees mentioned herein are subject to change without notice\*

**Please send payments to:**

Risk Management  
The City of Boynton Beach  
100 E. Boynton Beach Blvd.  
Boynton Beach, FL 33435



**CITY OF BOYNTON BEACH  
APPLICATION FOR SPECIAL EVENTS**

A detailed **site map** showing all event elements (stages, restrooms, signage, tents, etc.) must be attached. **Application and permit fee must also be included** when application is turned in to Risk Management, or it will not be reviewed.

**EVENT PROPOSAL**

Name of Event: \_\_\_\_\_  
 Detailed Description of the event: \_\_\_\_\_  
 Requested location of event: \_\_\_\_\_  
 Set up for event will begin on:           Date \_\_\_\_\_ Time \_\_\_\_\_  
 Breakdown will be complete by:        Date \_\_\_\_\_ Time \_\_\_\_\_

	Date	Day	Begin		End	
Event Day 1	_____	_____	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM
Event Day 2	_____	_____	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM
Event Day 3	_____	_____	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM
Event Day 4	_____	_____	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM

Purpose of the event \_\_\_\_\_  
 Number of years this event has taken place in the City of Boynton Beach: \_\_\_\_\_  
 Is event produced in other cities?    YES    NO   If so, what cities \_\_\_\_\_  
**Estimated** number of participants \_\_\_\_\_

**ORGANIZATION(S) PRODUCING EVENT:**

Name _____	Name _____
Address _____	Address _____
City _____	City _____
State/Zip _____	State/Zip _____
Phone/Fax _____	Phone/Fax _____
Email _____	Email _____

**INDIVIDUAL(S) RESPONSIBLE:**

Name _____	Name _____
Address _____	Address _____
City _____	City _____
State/Zip _____	State/Zip _____
Phone/Fax _____	Phone/Fax _____
Email _____	Email _____

Check all that apply:            Non-Profit            Private            Commercial  
 Tax Exempt Number: \_\_\_\_\_ (please attach copy of certificate)

**BENEFITING ORGANIZATION:**

If same as above, check here:

If the proceeds of the requested event are intended for an organization other than the applicant, please provide the following information:

Benefiting Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
 Terms of Agreement: \_\_\_\_\_ Total Estimated Donation: \_\_\_\_\_

**EVENT LOGISTICS:**

Will music be provided?  YES  NO \* Live Band, DJ, Sound System? \_\_\_\_\_  
 \* Time of Day: \_\_\_\_\_  
 \* Type of Music: \_\_\_\_\_  
 \* Quantity of Speakers: \_\_\_\_\_

Does the proposed area include fenced areas?  YES  NO  
 Will food and/or beverages be served?  YES  NO \* Food Vendor(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \* Drinks Served: \_\_\_\_\_

Will you be using a grill?  YES  NO \* Propane, Charcoal or Electric? \_\_\_\_\_  
 \* Size/Quantity of LP tank(s): \_\_\_\_\_

Will you be having a tent or temporary structure?  YES  NO \* Structure: \_\_\_\_\_  
 \* Size/Quantity: \_\_\_\_\_

Will you be using a generator?  YES  NO \* Propane or Electric? \_\_\_\_\_  
 \* Size/Quantity of LP tank(s): \_\_\_\_\_  
 \* Watts: \_\_\_\_\_

Are you proposing to place signs or erect banners?  YES  NO \* Quantity/Size of signs: \_\_\_\_\_  
 Are you proposing to use Fireworks at your event?  YES  NO \* Permit required from Fire Marshal  
 Are you providing transportation?  YES  NO \* Explain: \_\_\_\_\_  
 \_\_\_\_\_

Will the event include craft vendors?  YES  NO \* What kind: \_\_\_\_\_  
 \_\_\_\_\_

Clean-up service provided by:  Self  Company \* Company: \_\_\_\_\_  
 \* If event site is not cleaned thoroughly,  
**a cleanup fee will be assessed.**

**PLEASE REMEMBER:**

- ✓ All extension cords must be rated for exterior use, be in good condition, plugged into GFCI receptacles, and have heavy rubber mats covering the cord if it runs through vehicular or pedestrian pathways.
- ✓ Handicap accessibility shall be maintained at all times.
- ✓ If you will be using either a grill or a generator, you must have a *tagged* fire extinguisher next to the equipment at all times.
- ✓ Make sure to send in your **certificate of insurance, site map**, and the **application & permit fees** with this application!

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPROVALS:**

PLANNING & ZONING DIVISION

\_\_\_\_\_  
SIGNATURE DATE

BUILDING DIVISION

\_\_\_\_\_  
SIGNATURE DATE

FIRE EMS DEPARTMENT

\_\_\_\_\_  
SIGNATURE DATE

POLICE DEPARTMENT

\_\_\_\_\_  
SIGNATURE DATE

RISK MANAGEMENT

\_\_\_\_\_  
SIGNATURE DATE

RECREATION & PARKS DEPARTMENT

\_\_\_\_\_  
SIGNATURE DATE

PUBLIC WORKS DEPARTMENT

\_\_\_\_\_  
SIGNATURE DATE