

*City of Boynton Beach*

*Special Event Permit*

*Handbook*



# TABLE OF CONTENTS

<b>INTRODUCTION/SPECIAL EVENT PERMITS</b> .....	<b>1</b>
<b>DEADLINES</b> .....	<b>2</b>
<b>APPLICATION PROCEDURES</b>	
General Events .....	<b>2</b>
Neighborhood Block Parties .....	<b>2</b>
<b>SPECIAL EVENT REQUIREMENTS</b>	
Notification Letter .....	<b>2</b>
Insurance .....	<b>2</b>
ADA Requirements .....	<b>3</b>
Security .....	<b>3</b>
Garbage & Recycling .....	<b>4</b>
Sanitation .....	<b>4</b>
Fire Safety/EMS Coverage.....	<b>4</b>
<b>ROAD CLOSURES</b> .....	<b>5</b>
<b>BUSINESS LICENSE TAX</b> .....	<b>5</b>
<b>FOOD VENDORS</b> .....	<b>5</b>
<b>TEMPORARY ELECTRICAL WIRING</b> .....	<b>6</b>
<b>TENTING</b> .....	<b>6</b>
<b>SIGNAGE</b> .....	<b>7</b>
<b>INSPECTIONS</b> .....	<b>7</b>
<b>DESIGN STANDARDS/POLICIES FOR ALL SPECIAL EVENTS</b> .....	<b>7</b>
<b>FEE SCHEDULE</b> .....	<b>8</b>
<b>SPECIAL EVENT APPLICATION</b> .....	<b>9-11</b>

This handbook was adapted for use in the City of Boynton Beach from the City of West Palm Beach's Handbook.

## **INTRODUCTION/SPECIAL EVENT PERMITS**

The City of Boynton Beach City Code regulates all special events held within city limits. Prior to the event, the following items are required:

- Community Event Approval
- Zoning Approval
- Proof Of Liability Insurance
- City Carnival/Special Event Occupational License Tax
- State Carnival License (when applicable)
- Temporary Structure Permit
- Temporary Electrical Permit
- Temporary Sign Permit
- Restroom Facilities
- Final inspections from Building, Electrical, Fire and State Carnival Inspector (when applicable) prior to opening. Police Department notification required for traffic, safety and parking control.

The Recreation and Parks Department 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. The Recreation and Parks Department will coordinate with City departments to approve applications. The event promoter is required to make arrangements with the Police Department and the Department of Development with the assistance of the Recreation and Parks Department. Upon approval of application, the applicant will be notified of event fees. Site plan must be submitted with application. Special events are not scheduled on Thanksgiving or the Friday, Saturday and Sunday following Thanksgiving; Christmas Eve or Christmas Day, or on dates which include Special Events sponsored by the CRA.

### **City Parks and Facilities**

Art Center, Barton Memorial Park, Betty Thomas Park, Bicentennial Park, Boat Club Park, Boynton Beach Civic Center, Boynton Lakes Park, Kids Kingdom Playground, Congress Avenue Tennis Center, Edward F. Harmening Arbor Park, Ezell Hester, Jr. Center and Park, Forest Hill Park, Galaxy Park, Heritage Park, Intracoastal Park, Jaycee Park, Knollwood Park, Laurel Hills Park, Little League Park, Mangrove Nature Park, Meadows Park, Oceanfront Park, Palmetto Greens Linear Park, Pence Park, Pioneer Canal Park, Sara Sims Park, Boynton Beach Senior Center, Veteran's Park, Wilson Park Complex (includes Carolyn Sims Center and John Denson Pool).

### **Pavilions**

Picnic pavilions at Hester, Intracoastal, Jaycee, Meadows and Oceanfront Parks are available for rental by calling 561-742-6650. 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. This also applies to wedding ceremonies at Oceanfront Park.

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.

### **Ordinance No. 05-002, Sec. 16-28**

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 the City's Recreation and Parks Director. 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 the Recreation & Parks Department for the current list of companies who meet these requirements.

## **DEADLINES**

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

Less than 500 people	one month	prior to date of event
501 to 5,000	three months	prior to date of event
5,001 to 50,000	six months	prior to date of event

## **APPLICATION PROCEDURES**

### **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 the Recreation and Parks Department coordinator. The magnitude and scope of the event will determine the security deposit (with minimum of \$300) may be required for the use of city property as deemed necessary by the City of Boynton Beach Recreation and Parks Department Director. Upon receipt of your application, copies are reviewed by City Departments and Recreation Administration staff to assess site availability, quality and goals of the event, compliance with City Ordinances, permits required, Special Event Permit fee and security deposit requirements.

Appeals may be taken to the City Commission within two (2) weeks of staff denial. All fees mentioned herein are subject to change without notice.

### **Neighborhood Block Parties**

Neighborhood block parties will normally be approved on local streets which are not primary traffic streets (i.e. bus routes). All private block parties must have their neighborhood association (if one does not exist, signatures from the majority of the homeowners) submit an application for road closures, including the \$25.00 fee, 30 days before the event date. See road closure section for requirements involving county or state roadways. Late applications may or may not be approved based on the availability of City services. Proof of General Liability Insurance is required.

Neighborhood Associations are not allowed to serve alcoholic beverages on city property unless they receive City Manager, or his designee's, approval and comply with all insurance requirements.

## **SPECIAL EVENT REQUIREMENTS**

**NOTIFICATION LETTER**, Recreation and Parks Department, 742-6240

The City of Boynton Beach may require each event promoter to provide a written notice one month prior to the event, including dates, times of the event and road closures to all businesses and neighborhoods surrounding the event. The event promoter shall also provide a copy of such notice to the Recreation and Parks Department.

**INSURANCE**, Risk Management Department, 742-6040

Insurance requirements depend upon the identified risk of the event, and the location of the event.

### **On City or other Public Property**

The event promoter shall provide to the City a Certificate of Liability Insurance (**Contact Risk Management for details at 742-6040**). 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 hired by the promoter. If alcoholic beverages are being served at the event, a Certificate must be provided showing Liquor Liability Insurance

coverage limits in the amount of \$1M, naming the City of Boynton Beach as Certificate Holder and Additional Insured.

On Private Property

The event promoter shall provide to the City proof of insurance coverage by a Certificate of Liability Insurance (**Contact Risk Management for details at 742-6040**), Certificate of Property Insurance (**Contact Risk Management for details at 742-6040**) or Evidence of Property Insurance (**Contact Risk Management for details at 742-6040**). 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 hired by the promoter. If alcoholic beverages are being served at the event, a Certificate must be provided showing Liquor Liability Insurance coverage limits in the amount of \$1M.

Certificates must be provided to the Risk Management Department two (2) weeks prior to the event. 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.

Please forward the Certificates to: City of Boynton Beach, Risk Management Department, 100 E. Boynton Beach Boulevard, Boynton Beach, FL, 33425-0310. Legible faxed copies will be accepted at (561) 742-6041, or by e-mail to brownp@bbfl.us

In those cases where the event promoter does not have available general liability insurance, the City may make available insurance through the City's Tenant User's Liability Insurance Program (TULIP). The availability and cost of this program is based upon the type of event. For further information, contact Recreation and Parks or the Risk Management Department.

ACCESSIBILITY REQUIREMENTS, Department of Development, 742-6350

It is the event promoter's responsibility to comply with all City, County, State and Federal Disabilities Access Requirements applicable to the event. All indoor and outdoor sites for special events must be accessible to persons with disabilities. This also includes portable restroom facilities.

SECURITY, Police Department, 742-6150

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. Please contact the Special Events Police Liaison with questions about whether your event may require police presence.

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

The cost for providing off-duty police services will vary based on whether the event is a city sponsored event or a privately sponsored event. For privately sponsored events, the applicant will contact the police department and speak to 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 turned in as quickly as possible. 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 Detail contract.

GARBAGE & RECYCLING, Solid Waste Division, 742-6200

All city grounds must be cleaned of any debris resulting from your event. An extra fee will be charged if any garbage is left on site. For any event held on a street or any business right-of-way, the event promoter is responsible for clean up and removal of debris. .

The event promoter must submit dumpster needs in writing, including the dumpster and the recycling container locations and their size, on the requested site map to the Recreation and Parks Department along with the application package.

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.

Dumpster fees are as follows: \$50.00 delivery fee per container plus pickup fee as indicated below:

Dumpster Size/Fee:

4 yard= \$29.10 per dump      6 yard=\$43.68 per dump      8 yard=\$58.20 per dump

Recycling fees are as follows (clean only)

Recycling container size/Fee:

95 gallon=\$5.00 per dump      4 yard=\$12.24 per dump      6 yard=\$13.86 per dump      8 yard=\$15.21 per dump

All fees are subject to change at any time without notice. Each event is encouraged to utilize its best efforts to recycle materials.

TOILET FACILITIES, Department of Development, 742-6350

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 FBC Assembly Occupancy – One water closet (portable toilet) is required for each sex, per each 75 persons. There shall be one accessible water closet (portable toilet) for each sex, 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 to each accessible portable toilet. Accessible toilets shall not be placed on sand, grass, or shell rock base areas.

There shall be one drinking fountain or one portable 10 gallon water cooler, per each 1000 persons attending the special event. The water cooler shall be centrally located.

FIRE SAFETY/EMS COVERAGE, Fire Rescue Department, 742-6600

If any event occurs within the city limits, the Fire Rescue Department must approve the site plan to assure adequate fire and emergency access as prescribed by the Fire Code. The site plan must be submitted 30 days prior to the event to the Recreation and Parks Department. The site plan is to show layout of stage, seating, parking, vendor locations, boundaries and Fire Department access. Each event utilizing city streets must leave a 15-foot emergency access lane. The Fire Rescue Department will delineate fire and life safety requirements depending on the nature and size of the event using approved codes and standards. The City codes and ordinances allow for off-duty special details for special events.

Prior to the start of the event, i.e., occupied by the public, but after the complete set-up, the site and all set-ups must pass a fire inspection (exits, extension cords, fire extinguishers, etc).

The Fire Rescue Department is authorized to require employment of standby firefighters, EMS and/or Fire Inspectors for events held within the city. The Fire Marshall will make the determination of the need for such coverage. The cost for providing off-duty Fire Rescue personnel is \$40.00/hr/per person with a minimum of three (3) hour shifts. The number of personnel required will be determined by the Fire Chief. Additional fees will be assessed for fire and rescue vehicles at \$100/hr/vehicle.

## **ROAD CLOSURES – Streets Division, 742-6228**

### **Events on City maintained and/or privately maintained streets:**

The event planner shall be responsible to submit event traffic control plans to the affected agency responsible for street maintenance. Traffic Control Plans are to be submitted to the Public Works department for review and approval of city owned roads.

When road closures are requested for local roads, the Police and Fire 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, via FDOT Department, and is subject to approval by the Fire Department and all other affected city divisions.

### **BUSINESS TAX**, Business License, Division of Department of Development, 742-6360

Even though the special event itself pays an occupational license tax, it does not eliminate the requirement that all the event vendors be properly licensed. If the event vendor has a permanent business location or branch office properly licensed in the city, no other license tax is due. If the event vendor does not have a permanent business location or branch office within the city, but holds a valid and currently effective occupational license issued by the county or another incorporated municipality, a copy of the license shall be made available to the City of Boynton Beach.

Carnivals and special events have an occupational license tax rate schedule of \$489.30 per event. Any short term special event of one day or less and not requiring city services have a Business Tax Receipt (special event occupational license), tax rate schedule of \$147 per city fiscal year... Not for profit organizations are exempt from fees, but must meet all other requirements and fill out all paperwork.

### **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 other 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 and does not meet the previous two group's criteria, 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 fire extinguisher for their process of food preparation. Call the Fire Department (742-6600) for information. Food vendors are to be set up one hour prior to start of the event to allow for final inspection by the Fire Department.

The special event occupational license tax rate is per event which may be more than day. The city individual vendor occupational license expires September 30 of each year. It is the responsibility of the event promoter to inform the State of Florida Division of Hotels and Restaurants at (954) 958-5520 of his/her event times, dates, number and type of food vendors.

## **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 are illegal and shall not be used outdoors. If electrical extension cords pass through pedestrian or vehicular paths, heavy rubber mats shall be placed over the extension cords to prevent a shock or trip and fall hazard.

Application for electrical permits can be obtained in the Building Division of the Department of Development.

## **TENTING**

*Building Division Of The Department Of Development, 742-6350  
Fire Rescue Department, 742-6600*

Tents require a building permit and building inspections. This application shall be made to the Building Division of the Department of Development a minimum of two weeks (preferably 30 days) prior to the event .

If the event involves the placement of tents, the event promoter or tent representative will need to bring the following to the Building Division for the permit application which will be reviewed for code compliance:

- Site plan indicating tent placement. 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.
- Per section FBC- Clearing ground within and adjacent to tents shall be cleared of all grass, underbrush or similar fire hazards.
- Flame certificate for the tent or tents; matching certificate # should be sewn into the tent. All tents, booths or canopies used for cooking or vending shall be of fire retardant material. This does not include 10'x12' 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 Requirements for Assembly Use:**

- A supplemental lighting system in addition to the regular system for emergency lighting is required.
- A certificate of flame retardant fabric is required to be provided to the authority having jurisdiction.
- A confirmatory 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.
- The ten-pound ABC fire extinguisher will be prominently displayed and persons operating the assembly shall be trained.
- 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 so they do not easily tip over or cause a tripping hazard. All gas line shall be subject to inspection at any time the Fire Department deems necessary. All gas lines shall be secured so as to no cause a tripping hazard.
- LP tank connections shall not be closer than 3 feet to any electrical connection.
- 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 Department before cooking can begin.

### **Inspection Costs**

Fire Code Inspections of the tent will take place one hour prior to the event and billed according to the following schedule: \$35 per tent.

**SIGNAGE,** *Department Of Development, 742-6269*

**Temporary Signage**

Banners in association with Recreation and Parks Special Event permits, 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. Such banners shall only be displayed for the duration of the special event.

**Directional Signage**

Directional signs may be permitted on existing city signposts to direct traffic to the event site. Each sign will require a seven (7) foot clearance between the bottom of the sign and the ground surface. The Building Department must approve all directional signs. Utility poles are not owned by the city; therefore, approval must be received by Florida Power and Light (FPL), Department of Transportation (DOT), and the Department of Development as follows:

- Submit an approval letter by FP&L Electric
- Contact DOT and complete application forms
- Provide a photocopy of design, size, color and make
- Provide approval letter from DOT and receive approval by Department of Development.
- Permittee is responsible for erecting signage no more than three (3) days in advance of event and must dismantle all signs within two (2) days after the event.

**INSPECTIONS,** *Building Division of the Department Of Development, 742-6350*

Tenting, signage, temporary electric and fencing will require inspection by the Building Division prior to the event. Inspections are conducted Monday – Thursday and must be **scheduled 24 hours** in advance by calling the number above.

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

1. No accessible (handicapped) parking spaces shall be blocked from public use.
2. Special event 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.
3. Light from events held after dark should not produce unnecessary glare toward adjacent streets or abutting residential districts.
4. Event parking shall not interfere with off-site traffic circulation. Parking areas occupied by event shall minimize blocking of access and circulation aisles.
5. Open areas to be used for parking shall be clearly marked to delineate parking spaces (including access spaces) access aisles, and entrances/exits.
6. Event signage shall not be placed in public rights-of-way.
7. Application graphic/map shall clearly delineate event locations, boundary, location of event elements such as parking areas, tents/structures, display tables, etc. and approximate distances to adjacent single family homes when less than 100 feet.
8. 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.

## FEE SCHEDULE

Services	Due Date	Fees	Contact
Application, site map, sales tax certificate. Application fee is non Refundable.	Depends on estimated attendance – Refer to Page 2	\$35–Commercial/Non Resident \$25- Commercial/Resident \$20 – Private/Non-Resident \$15 – Private/Resident \$10 – Non-Profit	Recreation and Parks Department, 742-6240
Site Map	Submit with Application	N/A	Recreation and Parks Department, 742-6240
Notification Letter	30 days prior to the event – Refer to Page 3	N/A	Recreation and Parks Department, 742-6240
Police	30 days	Varies based on type of event and police vehicle usage	Police Department, 742-6150
Dumpsters/Recycling containers	30 days	Dumpster fees- Delivery fee of \$50.00 per container range from \$29.10 – \$58.20 Recycling fees - \$5, \$12.24, \$13.86, \$15.21	Solid Waste Division, 742-6200
Fire/EMS Coverage	30 days	\$40 per person/per hour	Fire & Life Safety, 742-6600
Business Tax	30 days	Determined by Event Type – Refer to Page 6	Department of Development- Business Tax Division, 742-6360
Tent Permit	30 days	Min. \$46 up to \$2,000.00, then 2.3% of value	Department of Development, 742-6370
Special Event Permit Fee	14 days	\$100–Commercial/Non Resident \$75- Commercial/Resident \$50 – Private/Non- Resident \$25 – Private/Resident \$10 – Non-Profit	Recreation and Parks Department, 742-6240
Security Deposit	14 days	\$300 – Refer to Page 3	Recreation and Parks Department, 742-6240
Business Tax Receipt (Special Event Occupational License)	14 days	\$147 per year	Department of Development- Business Tax License Division, 742-6360
Insurance Certificates	30 days	TULIP policy may be required	Risk Management Department, 742-6043
Signs	7 days before event	Sign permit fee may be required	Department of Development, 742-6269
Copy of Liquor License	7 days	N/A	Recreation and Parks Department, 742-6240
Copy of Food Permits	7 days	N/A	Recreation and Parks Department, 742-6240
Temporary Electric Permits	14 days prior to the event	Min. \$46 up to \$2000, then 2.3% of value	Department of Development, 742-6370
Tent Inspections	Day of the event	\$35 per site	Fire & Life Safety, 742-6600
Road Closures	Varies, based on agency	varies	Police Department 742-6150

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

**Page 1 of 3**

Please type information or print legibly in dark ink. Application must be filled out completely. A detailed site map showing all temporary structure locations (stages, restrooms, signage, tents, etc.) must be attached. Application fee must also be included when application is turned in to the Recreation and Parks Department, or it will not be reviewed.

**EVENT PROPOSAL**

Name of Event \_\_\_\_\_  
Detailed description of the event \_\_\_\_\_  
Requested location of event \_\_\_\_\_  
Alternate location of event \_\_\_\_\_  
Dates and times of the event \_\_\_\_\_

	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

Set up for event will begin on Date \_\_\_\_\_ Time \_\_\_\_\_  
Breakdown will be complete by Date \_\_\_\_\_ Time \_\_\_\_\_

Alternate date for your event \_\_\_\_\_

**Organization(s) Producing Event:**

Name _____	Name _____
Address _____	Address _____
City _____	City _____
State/Zip _____	State/Zip _____
Phone _____	Phone _____
Fax _____	Fax _____
# of full time staff members in the organization _____	# of full time staff members in the organization _____
# of volunteers in the organization _____	# of volunteers in the organization _____

**Individual(s) Responsible:**

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

Non-Profit, Private or Commercial \_\_\_\_\_  
Tax Exempt Number \_\_\_\_\_  
Corporation Name \_\_\_\_\_  
Date of Incorporation (Please attach a copy of your sales tax certificate to the application) \_\_\_\_\_

Purpose of the event (Goals, etc.) \_\_\_\_\_

Number of years this event has taken place in the City of Boynton Beach: \_\_\_\_\_

Is event produced in other cities?  YES  NO If yes, what cities? \_\_\_\_\_

Estimated number of participants \_\_\_\_\_

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

**Page 2 of 3**

Please list charges for participants and viewers below (admission, registration or entrance fees):

<u>Vendor Fees</u>	<u>Number</u>	<u>Cost Per Vendor</u>	<u>Estimated Revenue</u>
Food Vendors	_____	\$ _____	\$ _____
Art Vendors (other)	_____	\$ _____	\$ _____
<u>Tickets/Registration</u>	<u>Number</u>	<u>Cost per Ticket/Registration Fee</u>	<u>Estimated Revenue</u>
Adults	_____	\$ _____	\$ _____
Children	_____	\$ _____	\$ _____
Seniors	_____	\$ _____	\$ _____

How will these revenues be utilized? \_\_\_\_\_

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

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

Total Estimated Donation: \$ \_\_\_\_\_

Event Logistics

Will your event require road closure?  YES  NO If yes, please describe requested streets and times below:

**A map of this area must be attached.**

Does the proposed area include fenced areas?  YES  NO

If yes, clearly indicate the exact areas to be fenced on the map. There are specific requirements regarding fencing on city property.

Will event require the use of electricity?  YES  NO Location: \_\_\_\_\_

Events requiring electricity must hire an electrician, licensed in the City of Boynton Beach. (Please show locations on map)

Name of Electrician \_\_\_\_\_ Company Name \_\_\_\_\_ Phone #: \_\_\_\_\_

The event promoter is responsible for clean-up of all event sites. The City of Boynton Beach will provide dumpsters for your event at your request all dumping fees will be charged to the promoter by the city. If event site is not cleaned thoroughly, a clean-up charge will be assessed. Who will provide clean-up service during and after the event?

Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Number of \_\_\_\_\_ and sizes of \_\_\_\_\_ Location (please show on map): \_\_\_\_\_  
dumpsters needed: \_\_\_\_\_

Number of temporary restroom facilities being placed: \_\_\_\_\_

(The minimum number of facilities should be one per 75 persons. Please show locations on site map)

Will music be provided?  YES  NO Number of loud speakers: \_\_\_\_\_

<u>DATE</u>	<u>TIME OF DAY</u>	<u>TYPE OF MUSIC</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**NO AMPLIFIED MUSIC IS PERMITTED AT CITY PARKS.**

Will food and/or beverages be served?  YES  NO If yes:  Alcohol  Food

Please provide detailed information on the site map. i.e. how food will be served, if propane tank, size of tank, etc.

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

**Page 3 of 3**

Are you utilizing public transportation?  YES  NO How? Please explain. \_\_\_\_\_

Are you proposing to use Fireworks at your event?  YES  NO \* Separate permit required from the Fire Marshal  
(Indicate their location on site map)

Are you proposing to place signs or erect banners?  YES  NO  
(Indicate their location on site map)

Will any temporary structures be erected (stages, tents, ticket booths, etc?)  YES  NO  
(Indicate their locations on site map)

Will the event have any vendors or concession sales?  YES  NO Please indicate  
Will LP gas be used?  YES  NO Please provide  
(Inspection of LP gas tanks will be conducted) size (in #'s)  
and number of  
tanks \_\_\_\_\_

Will the event include amusement rides?  YES  NO If yes, company providing the equipment \_\_\_\_\_

What amusement rides are planned? \_\_\_\_\_  
(All amusement rides must be approved by the state. Please indicate on site map)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please enclose the appropriate non-refundable application fee payable to The City of Boynton Beach  
Recreation and Parks Department  
P.O. Box 310, 100 E. Boynton Beach Blvd.  
Boynton Beach, FL 33425-0310

<b>FOR STAFF USE ONLY</b>	<b>DATE APPLICATION RECEIVED</b>	
<input type="checkbox"/> SITE MAP	_____	_____
<input type="checkbox"/> SALES TAX CERTIFICATE	_____	
<input type="checkbox"/> INSURANCE	_____	TULIP
	_____	CERTIFICATE PROVIDED
<input type="checkbox"/> APPLICATION FEE RECEIVED:	AMOUNT: \$ _____	CHECK #: _____
NAME ON CHECK:	_____	DATE: _____

**APPROVALS:**

PLANNING & ZONING DIVISION \_\_\_\_\_  
SIGNATURE DATE

BUILDING DIVISION \_\_\_\_\_  
SIGNATURE DATE

FIRE DEPARTMENT \_\_\_\_\_  
SIGNATURE DATE

POLICE DEPARTMENT \_\_\_\_\_  
SIGNATURE DATE

RISK MANAGEMENT \_\_\_\_\_  
SIGNATURE DATE

RECREATION AND PARKS DEPARTMENT \_\_\_\_\_  
SIGNATURE DATE