

City of Boynton Beach

Special Event Permit

Handbook



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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. Please see attachment for approved Bounce House Companies.

DEADLINES

A completed application for a Special Event Permit must be filed with the Recreation and Parks Department on or before the following deadlines:

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
Over 50,000	nine 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 742-60402**). 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 risk@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.

ACCESSABILITY 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, 742-6100

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.

BARRICADES, Streets Division, 742-6228

The City will provide barricades at no cost contingent on availability. **Barricades must be picked up by the applicant at 222 NE 9th Ave. A barricade release form is required. If barricades are not returned or are damaged a replacement fee (\$35 each) will be incurred by the applicant as stated on the Barricade Release Form** unless the event requires special barricades for night street closures or re-routing of traffic, which must

be approved. The promoter shall be responsible for the rental of any necessary special barricades or barricades that cannot be provided by the City.

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 8yard= \$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 table 403.1 FPC – 01 Assembly Occupancy – One water closet (portable toilet) is required for each sex, per each 100 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/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

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 the Police 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 per event. Any short term special event of one day or less and not requiring city services has a 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 3103.2 FBC-01 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'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 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: \$25 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 – Friday 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	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 – Refer to Page 2	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, 742-6100
Barricades	30 days	Barricade Release Form \$35.00 fee for lost or damaged barricades Possible rental fees – Refer to Page 4	Street Division, 742-6200
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. \$35 up to \$3000, then 1.6% 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
Special Event Occupational License category #713-992	14 days	\$140 per year	Department of Development- Business Tax License Division, 742-6360
Insurance Certificates	30 days	TULIP policy may be required	Recreation and Parks Department, 742-6240
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. \$35 up to \$3000, then 1.6% of value	Department of Development, 742-6370
Tent Inspections	Day of the event	\$25 per site	Fire & Life Safety, 742-6600
Road Closures	Varies, based on agency	varies	Police Department 742-6100

CITY OF BOYNTON BEACH
APPLICATION FOR SPECIAL EVENTS
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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**

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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 200 persons. Please show on locations 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

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

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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 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

FOR STAFF USE ONLY	DATE APPLICATION RECEIVED _____
<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

ATTACHMENT A

CERTIFICATE OF INSURANCE						4/5/200x	
COMPANY NAME HERE			THIS CERTIFICATE ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
PHONE							
INSURED			INSURANCE COMPANIES PROVIDING COVERAGE				
			INSURANCE COMPANY A				
			INSURANCE COMPANY B				
					INSURANCE COMPANY C		
<p>COVERAGES: THIS IS TO CERTIFY THAT POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES. THE ISSUER OF THIS CERTIFICATE REPRESENTS AND WARRANTS THAT SAID POLICIES CONTAIN WITHOUT:</p>							
CO. LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	ALL LIMITS IN THOUSANDS		
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GEN LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCC. <input type="checkbox"/> OWNERS & CONTRACTORS PROTECTIVE <input type="checkbox"/> OCCURRENCE <input type="checkbox"/>				GENERAL AGGREGATE	PER PROJECT	
					PRODS-COMPI/OPS AGG		
					PERS & ADVG INJURY		
					EACH OCCURRENCE		
					FIRE DAMAGE (ANY ONE FIRE)		
					MEDICAL EXPENSE (ANY ONE PERSON)		
	AUTO LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/>				CSL		
					BODILY INJURY (PER PERSON)		
					BODILY INJURY (PER ACCIDENT)		
					PROPERTY		
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM					EACH OCC	AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY				STATUTORY EACH ACC DISEASE POLICY LIMIT DISEASE EACH EMPLOYEE		
<p>SPECIAL PROVISIONS: 1) THIS INSURANCE SHALL BE PRIMARY INSURANCE IN RESPECTS TO (COMPANY NAME HERE), ITS OFFICERS, AGENTS AND EMPLOYEES. 2) THE PROVISIONS UNDER PARAGRAPH 1 OF THIS SECTION, "SPECIAL PROVISIONS," SHALL APPLY TO CLAIMS, COSTS, INJURIES, OR DAMAGES BUT ONLY IN PROPORTION TO AND TO THE EXTENT SUCH CLAIMS, COSTS, INJURIES, OR DAMAGES ARE CAUSED BY OR RESULT FROM THE NEGLIGENT ACTS OR OMISSIONS OF THE NAMED INSURED.</p>							
<p>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS COMPANY NAME HERE PROJECT NAME: COMPANY NAME PROJECT NO: _____ are (is) PRIMARY ADDITIONAL INSURED.</p>							
<p>CERTIFICATE HOLDER Company Name Here Company Address Company City, State, and Zip ATTN: PROJECT DEVELOPMENT</p>				<p>CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 60 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.</p>			
				<p>AUTHORIZED REPRESENTATIVE: The undersigned certifies that he/she is authorized to sign this certificate and that the special provisions described herein have been made a part of the policy(ies) shown above.</p> <p>_____</p>			

The City of Boynton Beach



P.O. Box 310
Boynton Beach, Florida 33425-0310
PUBLIC WORKS DEPARTMENT
PHONE: (561) 742-6200
FAX: (561) 742-6211
www.boynton-beach.org

ATTACHMENT B BARRICADE RELEASE FORM

I, _____, hereby acknowledge receipt of
#_____ barricades from the Public Works Department. These supplies are on loan to me
from Public Works and will be returned on or before _____.
There will be a charge of \$35 each for any non-returned or damaged barricades.

Name: _____

Address: _____

Phone #: _____

Driver's License #: _____

Signature

Date

The City of Boynton Beach is not responsible for any property or personal injury incurred through the use
of the barricades.

Having a Bounce House at Your Picnic?

Important Information

- Electricity is NOT available at area parks
- Your bounce house MUST BE operated by a GENERATOR
- Bounce houses are NOT permitted at Oceanfront Park
- The Bounce House Company MUST have a Miscellaneous Recreation Service License and provide the City a Certificate of General Liability Insurance naming the City as Additional Insured

The following companies have obtained the required Miscellaneous Recreation Service License and have provided the City a Certificate of General Liability Insurance to operate in the City of Boynton Beach. These are the ONLY Bounce House Companies currently approved to operate in City parks. **Please note: The City of Boynton Beach does not endorse these companies, or the quality of service they provide.*

A Perfect Party
(561 792-0622)

www.aperfectparty.net

Jump For Fun
1-800-281-6792

www.jumpforfun.com

Fun City
(561) 790-3600

www.funcityusa.net

V2E
(954) 290-3712
www.v2eparty.com

All Star Bounce
(954) 965-0960
www.allstarbounce.com

As the person making the pavilion reservation, you are responsible for contacting the bounce house company and making all arrangements for the bounce house for your picnic. You are responsible for the bounce house at all times and for the removal of the bounce house by park closing time (9:00 p.m.). The City of Boynton Beach Code Compliance Division reserves the right to check your pavilion reservation receipt and Bounce House agreement to ensure only companies with the proper licenses and certificates are operating in City parks.

Intracoastal Park Clubhouse
2240 North Federal Highway
Boynton Beach, FL 33435
(561) 742-6650

