



THE VILLAGE OF NORTH PALM BEACH
420 U.S. HIGHWAY 1 • SUITE 21 • NORTH PALM BEACH, FLORIDA 33408
COMMUNITY DEVELOPMENT: 561.841.3365 • RECREATION: 561.841.3386
WWW.VILLAGE-NPB.ORG

SPECIAL EVENT CHECK LIST & APPLICATION

- Please allow a minimum of fourteen (14) business days for approval of application for events with fewer than 100 attendees. **Commercial events or events with over 100 people must be submitted 30 days prior to the event.**
- Certified Crowd Manager required for events with 250 or more persons. Please submit copy of certificate with application.
- Completed “Application for Facility Rental/Special Event Permit” including notarization of applicant signature.
- Property owner (as shown on Property Appraiser Website) signature on last page of application or “statement of authority” from property owner.
- Copy of current North Palm Beach Business Tax Receipt (*if applicable*).
- Be sure to include specific dates and times for the proposed event (Maximum of 4 consecutive days).
- Indicate if a road closure is being requested for the event. If so, provide site plan/survey indicating location of closure.
- Use of electricity or a temporary tent may require separate permits. Contact the Building Division at 561.841.3365 to determine if you will need additional permits for the event.
- A copy of the applicant’s driver’s license is required with all applications.
- Payment of application fee (\$50 regular/\$25 non-profit) is due upon submittal and is non-refundable.
- Applications for events at Village Facilities and/or on Village Property should be submitted to Parks & Recreation at 603 Anchorage Drive.** Call 561.841.3386 for more information.
- All other applications should be submitted in person during normal business hours to Community Development in the Shops at Village Square:

**Village of North Palm Beach
420 U.S. Highway 1, Suite 21
North Palm Beach, Florida 33408**

For more information, call 561.841.3365 or visit our website at www.village-npb.org.





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APPLICATION FOR FACILITY RENTAL/SPECIAL EVENT PERMIT

Completed application must be submitted within 14 days prior to rental/event.
Commercial Events or events involving over 100 people must be submitted 30 days prior to the proposed rental/event.

DATE RECEIVED: _____ PERMIT NUMBER: _____

Name of Rental/Event: _____

Address/Location of Rental/ Event: _____

Description of Rental/Event: _____

Purpose of Rental/Event: _____

Estimated Number of Participants: _____

Dates and Times of the Rental/Event:

	Date	Day	Begin Time	End Time
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

Submitting the Permit Application is only a request and events are not confirmed until you have received confirmation from the Village. *Initial/Date* _____

Due to any unforeseen circumstances the village reserves the right to deny or cancel any event with a full refund if applicable to the permit applicant. *Initial/Date* _____

APPLICANT INFORMATION

Organization(s) holding Rental/Event: _____

Responsible Party: _____

Home Address: _____

Mailing Address: _____

Phone Number: _____ Cell: _____ E-Mail Address: _____

EVENT DETAILS

Will the Event require road closure(s)? Yes No

If **YES**, describe the requested street segment closure and time:

Will the Rental/Event require the use of electricity? Yes No
(If yes, please contact the Building Department to verify if a permit is required)

Will the Rental/Event require the use of a grill/generator? Yes No

Will food and beverages be served? Yes No

Will the Rental/Event require an admission charge? Yes No

Will the Rental/Event be promoted and/or advertised? Yes No
 Social Media (Site Name) _____ Radio/Television (Source) _____ Newspaper _____

If **YES**, attach a copy of the proposed advertisement. Failure to complete this section and/or leaving this section blank will result in disqualification.

Will music be provided? Yes No
Time of Day _____ Live Band DJ Sound System

Are you providing transportation? Yes No

Are you proposing to use fireworks? Yes No

Will the Rental/Event have any vendor/concession sales? Yes No

If **YES**, submit a complete list of food service vendors, copies of their respective Palm Beach County Mobile Business Tax Receipt, Florida State Health certificates, and Village of North Palm Beach registration.

Will alcoholic beverages be served? Yes No

If **YES**, please attach copy of state license or application form. Serving or consumption of alcohol on Village premises is not permitted. This includes parking lots.

Will the Rental/Event be using the services of outside vendor(s)? Yes No

The Village of North Palm Beach **MUST** approve all equipment and entertainment for the event (including, but not limited to DJ's, special games, banquet set-ups, catering, etc). All outside vendors must complete the **Outside Vendor Information Sheet**.

Are you proposing any signs/banners? Yes No

If **YES**, please describe the number and size of proposed signs/banners and where they are to be placed:

Will any temporary tents, buildings, structures, trailers, etc. be associated with the Event?

Yes No Type: _____ Quantity: _____

If **YES**, attach a copy of the survey/site plan indicating size and location of proposed tent(s) including setbacks. Indicate dates of tent set-up and removal. A Building Permit may be required in addition to the Special Event Permit Fee. Contact Building Dept. for more information @ 561.841.3365. Tents may be installed no sooner than seven (7) days prior to Event start date. Tents on Village property may be installed no sooner than one (1) day prior to Event date.

Cleanup services provided by: Self Company _____

If the rental/event site is not cleaned thoroughly, a cleanup fee will be accessed.

Rental Fees are based on resident or non-resident status. The Village will make a determination of the applicable rate schedule based on the Permit Application submitted. Applicants requesting the resident rate must provide proof of residency within the incorporated Village limits. The event may require an off duty officer fee.

Access by permit applicant is granted for reserved time frame only. Decorating and cleanup must be included within the time frame. If the event exceeds the rented time frame, additional fees will be charged.

FEES

Special Event Application Fee: \$50.00

Rental rate: \$ _____ @ _____ hours for a total of \$ _____

Staff charge** \$25.00 @ _____ hours for a total of \$ _____

Police charge (Min. 3 hours): \$53.87 @ _____ hours for a total of \$ _____

Per running hour per vehicle or per hour of detail, whichever is greater: \$0.50 @ _____ hours for a total of \$ _____

TOTAL: \$ _____

Security/damage deposit: \$200.00 (Check Only)

Make all checks payable to "Village of North Palm Beach".

** Recreation Staff if necessary/required

REQUIRED SIGNATURES

My signature on this document affirms that I understand and will comply with the provisions and regulations of the Code of the Village of North Palm Beach, Florida. I further certify that of all the information contained in this application and all documentation submitted herewith is true to the best of my knowledge and belief. Further, I understand that the application and its attachments become part of the official records of the Village of North Palm Beach and are not returnable.

In consideration of the Village's grant of the request to rent Village facilities and/or conduct a special event, Applicant agrees to indemnify and hold the Village of North Palm Beach, its officials, officers, employees and agents, harmless from and against any and all claims, liabilities, losses and/or causes of action of whatsoever type, including, but not limited to claims resulting from the injury or death of any person or property damage which arise from or relate to any negligent or intentional act or omission of the Applicant, or the Applicant's agents, employees, customers, contractors or subcontractors, during the use of Village facilities and/or the course of the special event.

I have read and understand the Facility/Park Rental Guidelines and I will assure my organization/group's compliance with them. I understand that violations may result in annulment of this agreement or a ban against the continued use of the facility.

Disqualifying Factors

- Use is considered contrary to the best interest of the Village of North Palm Beach
- Misrepresentation of information provided
- Previously caused or allowed damage to village property
- History of hostile or violent behavior
- Past conduct has resulted in Police/Fire response
- Current/outstanding code violations

The foregoing instrument was acknowledged before me this ____ day of _____, 20____,

By means of physical presence / online notarization by:

(Name of person making statement).

Who is personally known to me ____ or has produced identification ____ Type of Identification produced: _____

(Signature of Notary)

(
NOTARY STAMP
)

Signature of Applicant Printed Name of Applicant Date

Signature of Applicant Printed Name of Applicant Date

Signature of Property Owner(s) Date
(REQUIRED if statement of authority is not attached)

OFFICIAL USE ONLY

DEPARTMENTAL REVIEW

PUBLIC WORKS _____
Signature Date

Comments: _____

BUILDING DEPARTMENT _____
Signature Date

Comments: _____

BUSINESS TAX RECEIPTS _____
Signature Date

Comments: _____

FIRE DEPARTMENT _____
Signature Date

Comments: _____

POLICE DEPARTMENT _____
Signature Date

Comments: _____

VILLAGE MANAGER _____
Signature Date

Comments: _____



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OUTSIDE VENDOR INFORMATION SHEET

Rental Date _____

Name of Renter _____

Contact Name _____

Address of Vendor _____

City _____ State _____ Zip Code _____

Phone Number _____ Email _____

Description of rented item(s) or service: _____

License Number (if applicable) _____

Does the vendor intend to promote and/or advertise this service? Yes No

Social Media (Site Name) _____ Radio/Television (Source) _____ Newspaper _____

*If **YES**, attach a copy of the proposed advertisement. Failure to complete this section and/or leaving this section blank will result in disqualification.*

Has client rental company/entertainer been contacted and informed of pertinent Village policies?

Yes _____ No _____ Date: _____

_____ I will not be using an outside vendor

Signature of Renter

Date

Signature of Vendor

Date

