



DATE/TIME RECEIVED:

11/7/2024

8N

**TOWN OF LAKE PARK
SPECIAL EVENTS DEPARTMENT
SPECIAL EVENT PERMIT APPLICATION**

For Events being held on Town Property, Town services may be requested for an additional fee(s). Please schedule a pre-submittal meeting with the Special Events Director at least 60 days in advance of your event by calling 561-840-0160.

This Application must be completed and submitted by the Event Organizer ("Applicant")

If this Event requires a Town facility rental, please contact our Special Events Department at 561-840-0160 regarding the completion of the Facility Usage Application PRIOR to submitting this application.

Instructions:

This completed Special Event Permit Application and all relevant attachments must be submitted to the Special Events Department not less than thirty (30) calendar days prior to the date of the proposed Event. For events being proposed wholly or partially on Town Property, the deadline to submit is sixty (60) calendar days prior to the date of the proposed Event.

Application Fee Due and Payable Upon Submittal: \$100.00 (\$50.00 for individuals or Non-profit organizations). Note: Application Fees are Non-Refundable.

Non-Profit IRS Tax Identification Number (required if Applicant is a non-profit):

85-80138972530-1

(If applicable)

Name of Applicant (i.e. Event Organizer):

Lake Park Elementary School

Name of Event:

Field Day

Address/Location of Event:

Kelsey Park

Are you interested in sponsorship from the Town of Lake Park? Yes ☐ No ☒

Dates/Times of the event (as applicable):

	Date	Day	Begin Time	End Time
Event Day 1	3/19/25	Weds	7:00 (✓) AM () PM	1:00 () AM (✓) PM
Event Day 2	3/20/25	Thurs	7:00 (✓) AM () PM	1:00 () AM (✓) PM
Event Day 3			() AM () PM	() AM () PM
Event Day 4			() AM () PM	() AM () PM
Event Day 5			() AM () PM	() AM () PM
Event Day 6			() AM () PM	() AM () PM

Additional Applicant Information:Name: Lake Park Elementary SchoolAddress: 410 3rd StreetState/Zip FL 33403CONTACT PHONE: 561-494-1322

Alternate Phone # _____

Fax: _____

E-mail: jennifer.johnson.1@palmbeachschools.org**Description and Purpose of the Event**Field Day Activities for Lake Park Elementary StudentsEstimated number of participants? 200 per dayHas this event ever occurred in the Town of Lake Park? Yes ✓ No _____Has this site had a Special Event Permit this calendar year? Yes _____ No ✓Will there be an admission fee for the Event? If yes, how much? Yes _____ (\$____) No ✓

535 PARK AVENUE, LAKE PARK, FLORIDA • Phone 561-881-3318 • Fax 561-881-3323

Special Event Permit Application

Revised: January 2023

Previous Editions Obsolete

****THE FOLLOWING SECTIONS MAY NOT APPLY TO
NON-COMMERCIAL EVENTS****

Will your event require road closure?

Yes ____ No ☒

If YES, describe the requested street segment closure and time and provide a Traffic Circulation Plan prepared by a Traffic Engineer, including a detour signage plan. You are responsible for notifying affected businesses/entities, including Palm Tran, regarding affected routes: _____

(Initial to acknowledge statement)

EVENT COMPONENTS (Check the items that will be associated with your event.)

- ☐ Road closure
- ☒ Electric service hook-up required
- ☒ Water service hook-up required
- ☐ Sidewalks blocked
- ☒ Municipal park(s) prepared
- ☐ Booths or other temporary structures
- ☐ Parking lots to be partially or completely closed
- ☐ Food Vendors (Liquid Propane Gas Log)
- ☐ Town litter pick-up or street sweeping
- ☐ Tents (if yes, describe type and size _____)
- ☐ Barricades ordered
- ☐ Alcohol served
- ☐ Security/Law Enforcement
- ☐ Music, bands, DJ
- ☐ Rides or other amusements
- ☐ Animals
- ☐ Fireworks
- ☐ Bleachers
- ☐ Designated parking area
- ☒ Town Restroom (if yes, please describe Students Will use RR)
- ☐ Portable Restrooms (if yes, please describe _____)
- ☒ Dumpsters/Trash Receptacles for lunch trash
- ☐ Portable stage
- ☐ Other (e.g., bounce house, etc.)

EVENT VENDOR(S) LIST ALL NAMES (identify which ones are food trucks)

_____	_____
_____	_____
_____	_____
_____	_____

Will the event require the use of electricity?

Yes ☒ No ☐

Will the event require water hook-up?

Yes ☒ No ☐

*Will food and/or beverages be served?

Yes ☒ No ☐

*Will the event have vendors or concession sales, including food? Yes ☐ No ☒

****If the answer to the above question is YES, the Applicant/Event Organizer is responsible for securing all respective Palm Beach County and State of Florida Health Certificates for food vendors, as well as copies of all other commercial vendor licenses.***

WILL THE EVENT INCLUDE FOOD TRUCKS?

Yes ☐ No ☒

****If the answer to the above question is YES, all food trucks must have the proper State license, PBC Business Tax Receipt, and a current PBC Fire Rescue Safety Inspection Report. Copies of these documents must be provided to the Town no later than fourteen (14) calendar days prior to the event.***

For events on Town property, the Liquid Propane Gas tanks will be inspected the day of the event for leaks prior to operating any gas appliances. Applicants must provide staff with their LPG Log at each event to ensure proper safety measures have been followed.

An old COI is attached - a new one will be provided w/in 30 days of event

Applicants must also provide to the Town a Certificate of Insurance (COI) within thirty (30) days prior to the date of the event and the COI must be in full force and effect (and the CRA, if the event is taking place within the Town limits) and an additional insured with respect to commercial general liability and limits are \$1 million per occurrence and \$2 million per aggregate. The COI must also be provided to the Town.

Applicants who have attempted to circumvent this requirement by obtaining insurance for the purposes of obtaining the required insurance from obtaining another special event permit within the Town limits are in violation of the Town Code.

(Applicant initial to acknowledge statement)

Applicant's responsibility and liability for its vendors.

(Initial to acknowledge statement)

Will food and/or beverages be served?

Yes ☐ No ☒

*****If the answer to the above question is YES, additional liquor legal liability insurance must be included on the Certificate of Insurance.***

***Are you proposing signage?

Yes ☐ No ☒

******If the answer to the above question is YES, please fill out the Signage Permit Application available in the Community Development Department. An additional \$100.00 application fee is required for this signage application. This application will be deemed incomplete if signage is proposed and a signage application is not submitted.***

Will the event have an official "Flyer" and/or promotional materials? Yes ___ No ☒
If yes, please provide a copy of the "Flyer".

Please provide a sketch of the Special Event site including: Proposed location of parking, tent(s), concession stand(s), booth(s), stage(s), etc. OR provide an attachment:

See attached

NOTE: Public parking spaces are on a first-come, first-serve basis, and may be metered depending on where your event is being held.

IF TENTS ARE BEING UTILIZED:

MAXIMUM ALLOWABLE TENT SIZE IS 35' X 45'.

For ALL tents larger than 10 ft. x 10 ft. (pop-up style), a *Certificate of Flame Resistance* is required and must accompany this Special Event Permit Application.

(All requirements imposed by any of the reviewing entities below, will be communicated to the Applicant early-on and must be secured no later than 14 calendar days in advance of the event, with verification provided to the Town prior to the issuance of the Special Events permit)

(FOR OFFICE USE ONLY)
SIGNATURES/APPROVALS:

Please Sign and Date

SPECIAL EVENTS DIRECTOR:

_____ DATE: _____

PUBLIC WORKS DIRECTOR:

_____ DATE: _____

MARINA DIRECTOR:

_____ DATE: _____

PALM BEACH COUNTY SHERIFF:

_____ DATE: _____

PALM BEACH COUNTY FIRE-RESCUE:

_____ DATE: _____

RISK MANAGEMENT:

_____ DATE: _____

COMMUNITY DEVELOPMENT DIRECTOR:

_____ DATE: _____

A copy will be provided to the Staff Member and/or Code Officer if on duty.

Additional Comments (reviewers may include attachments):

ADA Requirements

Insurance
Requirements

APPLICANT SIGNATURE:



APPLICANT PRINTED NAME:

Dr. Carlos Castro

DATE:

11/5/2022

PROPERTY OWNER: *(If Property Owner is not the Applicant)*

DATE:

PROPERTY OWNER PRINTED NAME:

DATE:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/4/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Beacon Group, Inc. 6001 Broken Sound Pkwy., N.W. Suite 500 Boca Raton FL 33487-2730	CONTACT NAME: PHONE (A/C, No, Ext): (561) 994-9994 FAX (A/C, No): (561) 997-7087 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: School Board of Palm Beach County INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
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COVERAGES **CERTIFICATE NUMBER:** CL2352212208 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE 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 ANY 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 THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Also applies to Child Abuse and Molestation GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			SUBJECT TO INSURER A: FLA STATUTE 768.28 *200,000 PER PERSON *300,000 PER OCCURRENCE	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 200,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 300,000 PRODUCTS - COMP/OP AGG \$ Included
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			SUBJECT TO INSURER A: FLA STATUTE 768.28 *200,000 PER PERSON *300,000 PER OCCURRENCE	07/01/2023	07/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 200,000 BODILY INJURY (Per accident) \$ 300,000 PROPERTY DAMAGE (Per accident) \$ Included
	UMBRELLA LIAB EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	SUBJECT TO INSURER A: FLA STATUTE 440	07/01/2023	07/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This certificate supercedes and voids all previous certificates. The School Board of Palm Beach County is self insured under the laws of the State of Florida for the above limits for tort liability and workers compensation coverage.

If you no longer wish to receive future School District certificates of self -insurance please email frontdesk@beacongroupinc.com and ask to be deleted from our certificate holder list.

CERTIFICATE HOLDER**CANCELLATION**

Lake Park Town Commission
535 Park Avenue
Lake Park, FL 33403

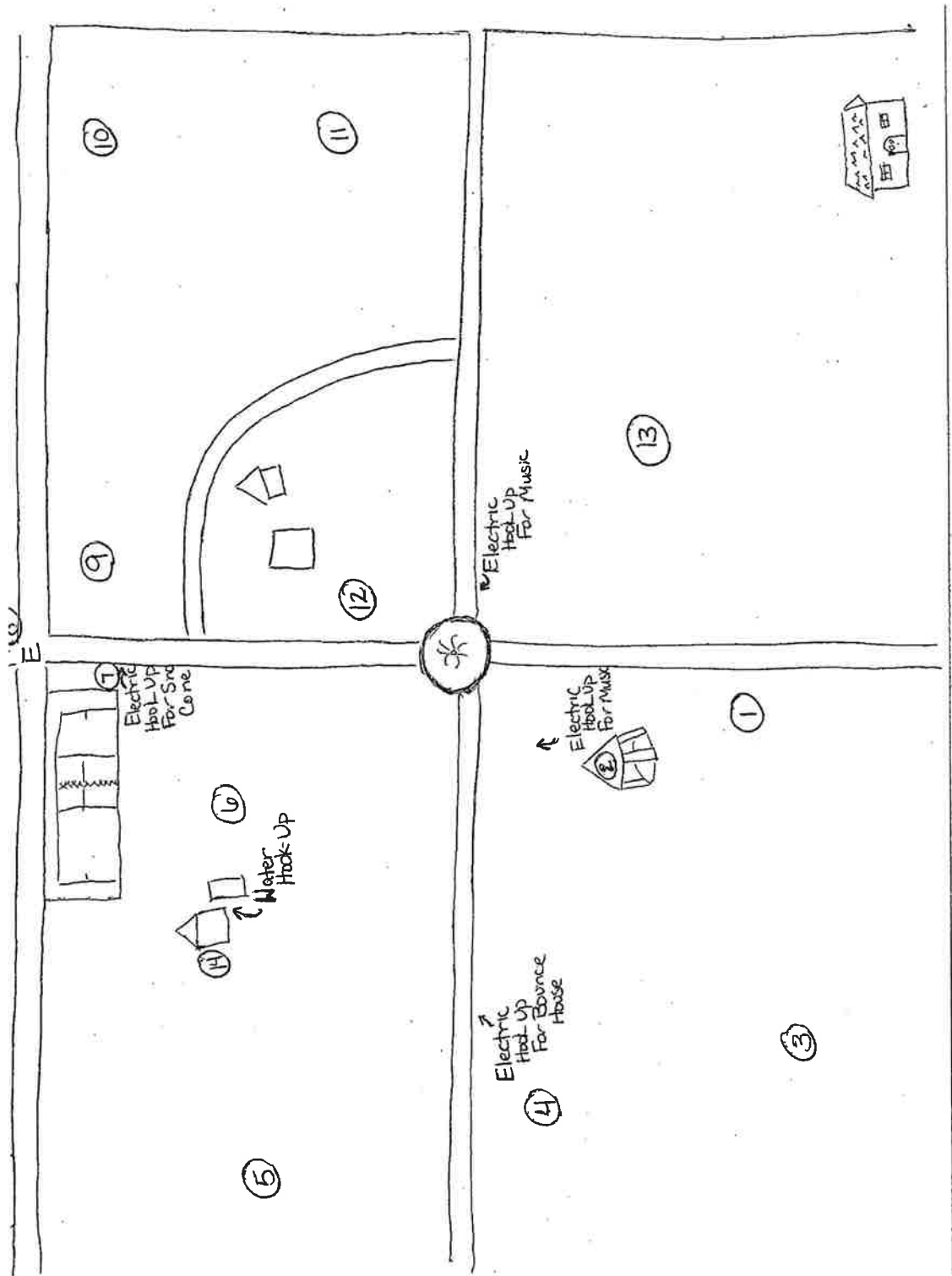
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

D Dresback, CPCU, ARM

A072032

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100 Years of LPE Field Day 2024

1. *Sum of 100* – Law – Julianna T, Chloe
2. *100 Beats* – Thomas
3. *100 Years of Traffic Lights - Red Light/Green Light* – Goodman – Sarai, Juliana A., Keydi
4. *3-5 - HBD LPE* – Kendee – Saskya, WB, Chelsea
PK-2 – 100 Bubbles

5. *100 Obstacles* – Adams – Austin, Ranaldo, Gavin

**** SNACK – Homeroom Teacher **at your 5th station**

6. *100 Points* – Donlon – Jorge, Yasmyn, Jarryn
7. *Sno Cones* – B. Williams – Love, Amerie, Molly
8. *100 Bottle Flips* – Curiel – Joshua, Angel, Aaliyah
9. *100 Years Old* – Segal

**** WATER BREAK – Homeroom Teacher **at your 9th station**

10. *100 Meter Race* – Pataca – Sabrina, Rene, Artavia, Marovia
11. *100 Cannon* – Dominique – Jayden
12. *100 Rounds* – Fickling – Rame, Kerwinza, Zhanae
13. *100 oz H2O* – Hernandez – Kamran, Mike, Fantasia

14. *100 Runs* – Stewart – Alexander, Shamira, Gabriela

- Bathroom helpers for PK – 2 – Ali
- Lunch with homeroom teacher – ***Trash bags for lunches to be given to each teacher as they enter the lunch line along with the lunch list for their class. (maybe attached to each cooler for teachers)***
- Walk back to school 12:30

Sum of 100 - Divide students into groups of 2. Each team will have a marker and a white board and a sponge. When the teacher tells a number or math problem, they will run and pick up a ball and bring it back. They will write the number on the white board, then take it back to the pool. Once their numbers equals 100. They are done! The first team to make 100 wins.

100 Beats – Students will all get drum sticks and will be led through drumming on the buckets.

100 Years of Traffic Lights - Red Light/Green Light - Choose one person to be the “Light”. Everyone else lines up at the cones or painted line. When the light says “green light” everyone must walk forward, when the light says “red light”, they must stop. Anyone who doesn’t stop, must go back to the beginning. Be very strict about those moving after “stop”. The first person to the “Light” gets to be the “Light” and everyone goes back and starts over.

HBD LPE(3-5 only) – Divide class into groups of 2/3. They start behind the cone with their carpet squares. They must move using the carpet squares to each of the cones to pick up a magnet tile with a picture. When they get back to their cone, they must put the squares on the map of Lake Park in the right place. The first team done wins. Once everyone is done, they go backwards, using the carpet squares and put all of the tiles back.

100 Bubbles (Pre-K – 2 only) - Use the bubble gun and have the class try to catch 100 bubbles. Use slightly sparingly 😊

100 Obstacles – Students will line up and go through the obstacle course 1 at a time. (You can start a second person once the first person is safely ahead.)

100 Points - Divide students into 5 different teams. Each team will have a disc and a target in front of them. As a team, they will try to throw the disc through the target as many times as possible, taking turns.

Hydration Station - Have students sit down and call them up 2 at a time to get a snow cone. Then they need to sit and eat their snow cone. Make sure their cups end up in the trash.

100 Flips – Divide students into 6 teams, each team having their own cone. One person at a time from each team will run down to the “flip zone” and flip a water bottle. Once they get it to stand up, they will put a mark on the board and run back and high five the next person in their team. When the entire class has 100 bottle flips, they are done.

100 Years Old – Divide students into 5 teams. Run this as a relay. The first person in each line will go first. They run to the 1st cone and put on the item, then repeat until at cone 5 and are completely dressed like an 100 year old. Then, they will run with the walker around the 6th cone and when they get back to cone 5 put back what they put on there. Do the same at each cone through #1. The next person goes next!!

100 Meter Dash – Line students up into 3 lines. This is not a relay!! On your “GO” have the first person in each line run down, around the cone and back. Then go to the end of the line and say “GO” for the next 3. Repeat until time is up. You can change the locomotor skill (run, skip, etc) whenever you feel they need a change.

100 Cannons – Divide class into 6 teams. Each group will have a cone, a bucket, a cannon launcher and a ball. One person will pick up the bucket and walk out in front of the cannon and try to catch the ball in the bucket. One person will jump on the cannon to launch the ball and the third person will stand by the cone waiting to go next. Rotate after every launch. Try to get 100 catches.

100 Rounds - Divide class into 2 teams. Each team will have a pool filled with water and water balls. They will use those water balls to throw at the balls on the cones of the opposite team. They must stay behind the middle dividing cones when they throw the balls. They must pick up the balls on their side, go put them in the pool and pick up another ball from the pool to throw. The first team to knock over all 5 balls wins. There are NO GUARDS!!

100 Ounces of Water - Divide class into 5 teams. Each team will have a cup and a bucket at their cone. One at a time the students will run to the pool, fill their cup and run back to dump it into their bucket. The goal is to be the first team to get 100 ounces of water (the full bucket). After one team gets theirs filled, dump the buckets back into the pool and start again.

100 Runs – Make 2 lines at the cones or spots behind home plate. The blue line will kick the ball and run the bases, the yellow line will run to get the ball. Once they are back, they will get in the opposite line. Every time someone touches home, flip the score to reflect them scoring. The goal is to get 100 runs in the time you have. If they reach 100, start over.

Snack – At this time, the class will sit at the station they have just done. Each station has a cooler with the snacks in it. Please put the trash in the bag in the cooler. The students are to sit and rest while eating their snack. When you hear the horn, change to the next station.

Water Break – Students sit in the shade at your station (your 9th station, not station #9) and take a resting break!

Lunch – After the last station, teachers walk your students by the fountain to pick up their lunch, take them to any area of the park to sit and eat. You will be given a trash bag with your lunches, please use that to throw away all the trash and then designate one or two students to bring the trash over to the trash can at the fountain.

First Aid – At the table by the water fountain.

Field Day Emergency Plans

Tornado or Code Red: In case of one tornado or code red, please take your students to the following areas. Depending on the threat, take your students to the safest side of the building and have them sit in the tornado position.

- Stations 7-13, will go to the Evergreen House and get on one side of the building together
- Stations 1-6 go to the bathrooms and either go inside or stand in front – whatever is available for your class to get into best

Code White/Blue: – please continue with your activity, but do not switch stations until the all clear has been given. Depending on the level of the threat and the advice of emergency personnel, you may be asked to sit down where you are or go to code red positions.

(3-5)

Field Day Schedule

Grades 3-5

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
8:45-8:55	3B	3M	3S		4D	4K	4V			5H	5L	5W		
8:58-9:08		3B	3M	3S		4D	4K	4V			5H	5L	5W	
9:11-9:21			3B	3M	3S		4D	4K	4V			5H	5L	5W
9:24-9:34	5W			3B	3M	3S		4D	4K	4V			5H	5L
9:37-9:47	5L	5W			3B	3M	3S		4D	4K	4V			5H
9:50-10:00	S	N	A	C	K		S	N	A	C	K			
10:03-10:13	5H	5L	5W			3B	3M	3S		4D	4K	4V		
10:16-10:26		5H	5L	5W			3B	3M	3S		4D	4K	4V	
10:29-10:39			5H	5L	5W			3B	3M	3S		4D	4K	4V
10:42-10:52	4V			5H	5L	5W			3B	3M	3S		4D	4K
10:55-11:05			H2O		B	R	E	A	K					
11:08-11:18	4K	4V			5H	5L	5W			3B	3M	3S		4D
11:21-11:31	4D	4K	4V			5H	5L	5W			3B	3M	3S	
11:34-11:44		4D	4K	4V			5H	5L	5W			3B	3M	3S
11:47-11:57	3S		4D	4K	4V			5H	5L	5W			3B	3M
12:00-12:10	3M	3S		4D	4K	4V			5H	5L	5W			3B
12:10-12:30					L	U	N	C	H					

Field Day Schedule

Grades Pre-K-2

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
8:45-8:55	PK	KA	KC	KH	KM	1F	1L	1R		2D	2M	2P	2S	
8:58-9:08		PK	KA	KC	KH	KM	1F	1L	1R		2D	2M	2P	2U
9:11-9:21	2S		PK	KA	KC	KH	KM	1F	1L	1R		2D	2M	2S
9:24-9:34	2P	2S		PK	KA	KC	KH	KM	1F	1L	1R		2D	2P
9:37-9:47	2M	2P	2S		PK	KA	KC	KH	KM	1F	1L	1R		2D
9:50-10:00		S	N	A	C	K		S	N	A	C	K		
10:03-10:13	2D	2M	2P	2S		PK	KA	KC	KH	KM	1F	1L	1R	
10:16-10:26		2D	2M	2P	2S		PK	KA	KC	KH	KM	1F	1L	1R
10:29-10:39	1R		2D	2M	2P	2S		PK	KA	KC	KH	KM	1F	1L
10:42-10:52	1L	1R		2D	2M	2P	2S		PK	KA	KC	KH	KM	1F
10:55-11:05			H2O		B	R	E	A	K					
11:08-11:18	1F	1L	1R		2D	2M	2P	2S		PK	KA	KC	KH	KM
11:21-11:31	KM	1F	1L	1R		2D	2M	2P	2S		PK	KA	KC	KH
11:34-11:44	KH	KM	1F	1L	1R		2D	2M	2P	2S		PK	KA	KC
11:47-11:57	KC	KH	KM	1F	1L	1R		2D	2M	2P	2S		PK	KA
12:00-12:10	KA	KC	KH	KM	1F	1L	1R		2D	2M	2P	2S		PK
12:10-12:30					L	U	N	C	H					