



DATE/TIME RECEIVED:

February 20, 2024

SN

**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):

Tax Exempt Cert #: 85-8017091453C-9

(If applicable)

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

Community Greening

Name of Event:

Town of Lake Park Free Tree Giveaway

Address/Location of Event:

Kelsey Park - 601 Federal Hwy, Lake Park, FL 33403

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

Dates/Times of the event (as applicable):

8:00 AM arrival for setup

SN
2/22/24

	Date	Day	Begin Time	End Time
Event Day 1	Sat, March 9th, 2024	9-11am	() AM () PM	() AM () PM
Event Day 2			() AM () PM	() 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: _____

Address: 3601 N. Military Trail, Social Impact Lab at Lynn University _____

State/Zip Boca Raton, FL 33431 _____

CONTACT PHONE: 561.927.8733 _____

Alternate Phone # 804.513.5002 _____

Fax: _____

E-mail: josh@communitygreening.org _____

Description and Purpose of the Event

Community Greening has been hired by the Town of Lake Park to execute a free tree giveaway

to Lake Park residents. Residents show up and can take home two trees to plant at their home.

Estimated number of participants? 75 _____

Has this event ever occurred in the Town of Lake Park? Yes ____ No X ____Has this site had a Special Event Permit this calendar year? Yes ____ No ✓ SN
2/22/24Will there be an admission fee for the Event? If yes, how much? Yes ____ (\$____) No X ____

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 X ____

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 **Block 6 spaces on Northeast section of the South**
- ____ Food Vendors (Liquid Propane Gas Log) **Parking Lot (see site map)** *SN*
- ____ Town litter pick-up or street sweeping 2/22/24
- ☒ Tents (if yes, describe type and size One 10x10 pop-up tent)
- ☒ Barricades ordered **Town to provide barricades to block parking spaces (see site map)** *SN*
- ____ Alcohol served 2/22/24
- ____ Security/Law Enforcement
- ☒ Music, bands, DJ **DJ will be present, providing own power source** *SN*
- ____ Rides or other amusements 2/22/24
- ____ Animals
- ____ Fireworks
- ____ Bleachers
- ____ Designated parking area
- ____ Town Restroom (if yes, please describe _____)
- ____ Portable Restrooms (if yes, please describe _____)
- ____ Dumpsters/Trash Receptacles
- ____ Portable stage
- ____ Other (e.g., bounce house, etc.)

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

Community Greening	
Town of Lake Park	

Will the event require the use of electricity? Yes ____ No X

Will the event require water hook-up? Yes ____ No X

*Will food and/or beverages be served? Yes ____ No X

*Will the event have vendors or concession sales, including food? Yes ____ No X

****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 X

****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.

For events on Town property, Applicants must also provide to the Town a Certificate of Insurance issued no more than thirty (30) days prior to the date of the event and naming the Town of Lake Park (and the CRA, if the event is taking place within the CRA area) as certificate holder and an additional insured with respect to commercial general liability. The required limits are \$1 million per occurrence and \$2 million aggregate. \$100,000 damage to rented premises must also be provided.

Applicants who are found to have attempted to circumvent this requirement by using another person/entity for the purposes of obtaining the required insurance coverage shall be barred from obtaining another special event permit within the Town for three years.

JW

(Applicant initial to acknowledge statement)

The Applicant holds full responsibility and liability for its vendors. _____

(Initial to acknowledge statement)

**Will alcoholic beverages be served? Yes ____ No X

*****If the answer to the above question is YES, additional liquor legal liability insurance usual to the insured's operations with a \$1million limit must be included on the Certificate of Insurance.***

***Are you proposing signage? Yes ____ No X

******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".

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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:

TBD based on walk through with Town officials.

Set-up only includes an F250 with a trailer of trees, and a 10x10 pop-up tent (approximately 60 ft).

See Attached SN 2/22/24

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.

COMMUNITY GREENING &
THE TOWN OF LAKE PARK ARE

**GIVING AWAY
FREE TREES**
TO LAKE PARK RESIDENTS
AT KELSEY PARK
ON SATURDAY,
MARCH 9TH!

**PICK UP A
NATIVE OR FRUIT
TREE TO PLANT AT
YOUR HOME!**

FIRST COME, FIRST SERVED.
TWO TREES PER HOUSEHOLD
1 FRUIT TREE MAX.

**MUST BE A LAKE PARK
RESIDENT**

*Native &
Fruit Species
Options Available:*

*Barbados cherry,
Gumbo limbo, Satinleaf,
Simpson's stopper,
Soursop and
Starfruit*



**FREE TREE
GIVEAWAY**

SAT, MARCH 9TH | 9AM

Kelsey Park

601 FEDERAL HWY, LAKE PARK



COMMUNITYGREENING.ORG



Key

-  10 x 10 Tent
-  Trees
-  Truck/Trailer
-  Barricades

(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: Josh Weiner

APPLICANT PRINTED NAME: Josh Weiner DATE: 2/20/24

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

DATE: _____

PROPERTY OWNER PRINTED NAME: _____

DATE: _____