



DATE/TIME RECEIVED:

11/28 1pm

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):**

23-7167701 - non profit

(If applicable)

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

Kimberly Thomson & Carlo Vernia

**Name of Event:**

Lake Park car show and cruise

**Address/Location of Event:**

796 10th St. Lake 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	Sunday	Dec 10, 2023	( ) AM (x) PM 3:00	( ) AM (x) PM 7:00
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: Kimberly Thomson Carlo VerniaAddress: 796 10th St. Lake ParkState/Zip Fl. 33403CONTACT PHONE: 561.309.2820Alternate Phone # 914.906.0905

Fax: \_\_\_\_\_

E-mail: estatespalmbeach@gmail.com**Description and Purpose of the Event**

Charity Event: see Attached - Please  
wave application fee: it is a non profit  
event - please see attached

Estimated number of participants? 200Has 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 ✓ (\$ 10.00) No \_\_\_\_\_donation

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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:* CRA TO provide MOT Plan  
(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 - parking for guests at Town Hall, Library, CRA Parking Lot
- ☒ Food Vendors (Liquid Propane Gas Log).
- ☐ Town litter pick-up or street sweeping
- ☐ Tents (if yes, describe type and size \_\_\_\_\_)
- ☒ Barricades ordered (TOWN) → MOT PLAN
- ☐ Alcohol served
- ☐ Security/Law Enforcement
- ☒ Music, bands, DJ Inside Coastal Karma
- ☐ Rides or other amusements
- ☐ Animals
- ☐ Fireworks
- ☐ Bleachers
- ☒ Designated parking area
- ☐ Town Restroom (if yes, please describe \_\_\_\_\_)
- ☐ Portable Restrooms (if yes, please describe \_\_\_\_\_)
- ☒ Dumpsters/Trash Receptacles (TOWN)
- ☐ Portable stage
- ☐ Other (e.g., bounce house, etc.)

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

Queen P Smoothies  
Smash em up Burger  
Tacos Veracruz  
92 Golf



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.***

***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.***

***(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 ☒

***\*\*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 ☒

***\*\*\*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.***

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*CRA to cover liability per Town Manager*

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:**

**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.**



# LAKE PARK CAR SHOW & CRUISE

Benefitting the

Sean M. Thomson Foundation

**SUNDAY DECEMBER 10, 2023**

**3:00 -7:00**

**796 10<sup>TH</sup> ST, LAKE PARK**

**FOOD TRUCKS & BREWS**

**LIVE BAND**

**\$10 ADMISSION FEE PER CAR**

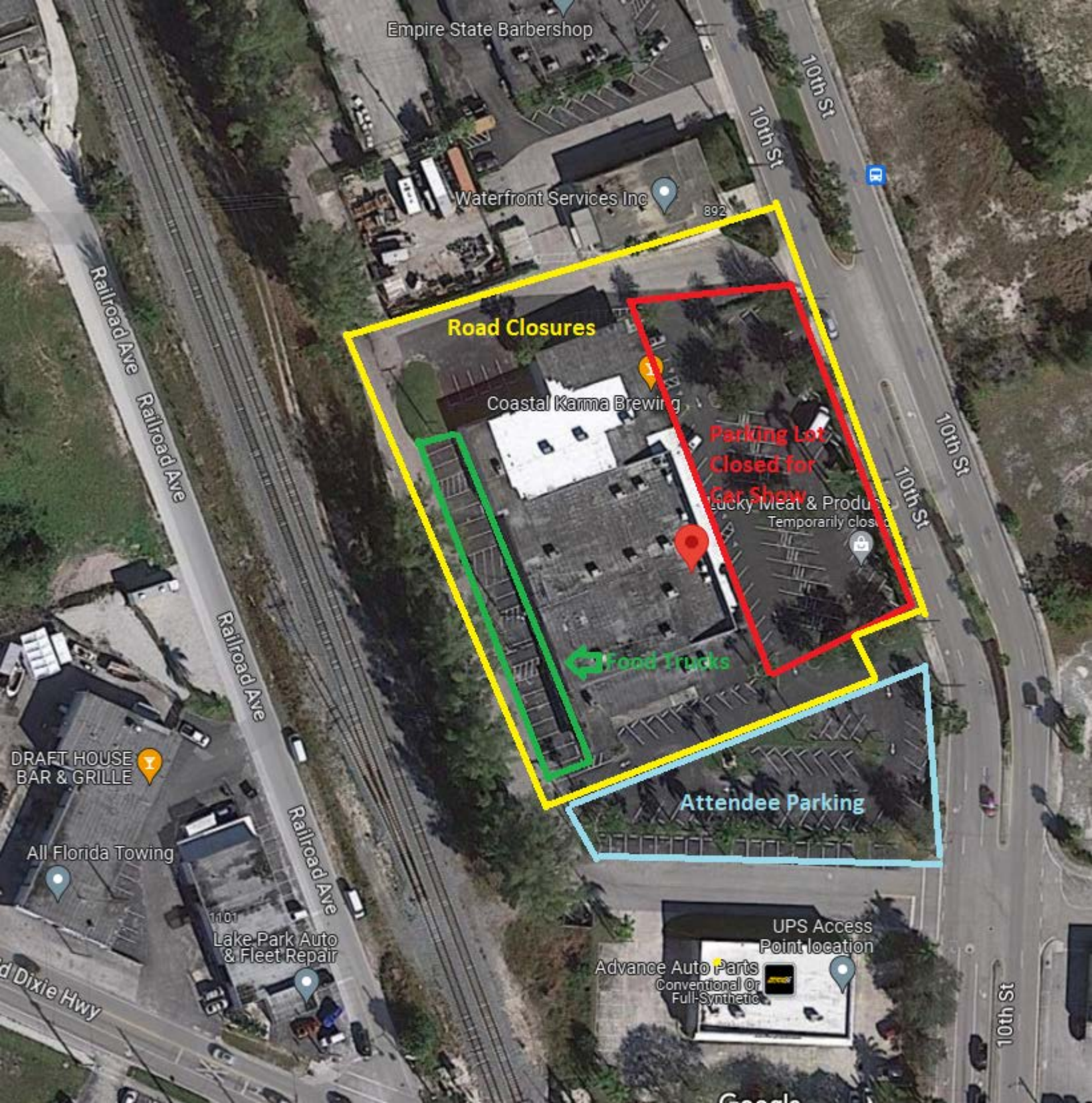
**CONTACT:**

**KIM THOMSON 561.309.2820**



**GORDON & PARTNERS**





Empire State Barbershop

Waterfront Services Inc

892

Road Closures

Coastal Karma Brewing

Parking Lot  
Closed for  
Car Show

Lucky Meat & Products  
Temporarily closed

Food Trucks

Attendee Parking

UPS Access  
Point location

Advance Auto Parts  
Conventional Or  
Full-Synthetic

Lake Park Auto  
& Fleet Repair

All Florida Towing

DRAFT HOUSE  
BAR & GRILLE

Dixie Hwy

Railroad Ave

Railroad Ave

Railroad Ave

Railroad Ave

10th St

10th St

10th St

10th St

10th St

***(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.**

ADA Requirements

Insurance  
Requirements

**Additional Comments (reviewers may include attachments):**



APPLICANT SIGNATURE:

Carlo Vernia

APPLICANT PRINTED NAME:

Carlo Vernia

DATE:

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

DATE:

PROPERTY OWNER PRINTED NAME:

Carlo VerniaDATE: 11/14/2023