

STAFF REPORT REGULAR MEETING

AGENDA DATE: June 3, 2025

DEPARTMENT: City Commission

TITLE:

Permitting for events in City parks

SUMMARY:

There have been unpermitted events occurring regularly in City parks. This item is to determine whether to change any procedures or regulations regarding permitting of events.

BACKGROUND AND JUSTIFICATION:

The City of Lake Worth Beach Leisure Services Department is responsible for permitting events in city parks. The Recreation division issues permits for pavilion rentals, athletic field rentals, and recreation facility rentals. The Special Events division issues permits for larger scale events defined as a non-routine happening or social activity bringing people together having a common purpose, design, or goal upon any public or private facility which requires City services to ensure safety and coordination. A special event shall include but is not limited to City co-sponsored events, festivals, carnivals, concerts, parades, walks, races, fundraisers and similar gatherings, block parties, grand openings, sunrise ceremonies at the public beach or at Bryant Park, and other similar events not specifically permitted by City Ordinance.

Rental applications for facility space currently require 30 day notice and must be submitted to the Recreation division. Low impact special events require applications 90 days prior to the event date and high impact event events require 180 days and must be submitted to the Special Events division for review. Certificates of insurance and damage deposits are required for all rentals and special events. Rental fees are based on the timeframe, scope, services provided, and impact of the event.

Currently there are no specifications regarding large group feeding events which are occurring without permits being obtained. West Palm Beach has some regulations that the City might consider (attached as backup).

DIRECTION:

Direction is sought related to permitting for events in City parks and whether to make changes or additions to the City's code.

ATTACHMENT(S):

Fiscal Impact Analysis – N/A
Fees for events & facilities
Code from WPB