



CITY OF PAHOKEE
207 Begonia Drive
Pahokee, Florida 33476
Phone: (561) 924-5534

Office Use Only

Application No.: _____
Date Received: _____
Date Reviewed: _____
Reviewed By: _____

Food Distribution Event Registration and Compliance Application

APPLICATION REQUIREMENTS

A completed application must be submitted to the City Manager's Office no less than fifteen (15) business days prior to the proposed food distribution event.

The following items must be submitted with this application:

☐ Site Plan showing:

- Distribution area
- Vehicle access and circulation
- Parking areas
- Pedestrian flow
- Emergency vehicle access
- Waste collection locations

☐ Written authorization from property owner (if on private property)

☐ Written authorization from religious institution (if applicable)

☐ Proof of any required City, State, County, or Federal permits

☐ Certificate of Liability Insurance

☐ Traffic Management Plan (if required by City)

☐ Additional supporting documents (if applicable)

FOOD DISTRIBUTION EVENT REGISTRATION AND COMPLIANCE APPLICATION

APPLICANT / ORGANIZATION INFORMATION

Organization Name: _____

Organization Address: _____

City: _____ State: _____ Zip: _____

Organization Type:

☐ Nonprofit Organization

☐ Educational Institution

☐ Faith-Based Organization

☐ Food Bank

☐ Government Agency

☐ Other: _____

EVENT INFORMATION

Event Name: _____

Proposed Distribution Date(s): _____ Hours: _____

Reoccurring Schedule (if applicable): _____

Proposed Location Address: _____

Property Type (*Note: Distribution site MUST be Non-Residential*):

☐ City-Owned Property

☐ Private Property

☐ Other

Estimated Number of Individuals Served: _____

Estimated Number of Vehicles Expected: _____

Estimated Number of Volunteers/Staff: _____

FOOD SOURCE INFORMATION

Food Supplier(s) / Source(s): _____

Type of Food Being Distributed (Select all that apply):

☐ Non-Perishable

☐ Refrigerated Foods

☐ Fresh Produce

☐ Prepared Meals

☐ Frozen Foods

☐ Other: _____

FOOD DISTRIBUTION EVENT REGISTRATION AND COMPLIANCE APPLICATION

APPLICANT CERTIFICATION, RISK ACKNOWLEDGMENT & CITY DISCLAIMER

The Applicant certifies that all information provided in this application is true and correct and acknowledges that submission of this application does not constitute approval of the proposed event.

The Applicant agrees to comply with all applicable federal, state, county, and local laws, regulations, and ordinances.

The Applicant acknowledges and agrees that the City of Pahokee shall have no responsibility for setup, staffing, supervision, facilitation, security, traffic control, monitoring, or breakdown of the event, and that the Applicant is solely responsible for all planning and operational aspects of the event.

The Applicant understands and agrees that the City does not provide, fund, assign, or guarantee law enforcement, fire rescue, or emergency services for the event. Any request for such services must be made directly by the Applicant to the Palm Beach County Sheriff's Office (PBSO) and/or Palm Beach County Fire Rescue (PBCFR), and the City has no obligation to coordinate or fund such services.

The Applicant is solely responsible for all marketing, advertising, and promotional materials and shall not use the City of Pahokee name, seal, or logo without prior written approval from the City Manager or City Commission.

The Applicant assumes all risks associated with the event and agrees to indemnify, defend, and hold harmless the City of Pahokee, its elected officials, officers, employees, agents, and volunteers from any and all claims, liabilities, damages, losses, costs, or expenses, including attorney's fees, arising out of or related to the event, to the fullest extent permitted by law.

Applicant Name: _____

Title: _____

Signature: _____ Date: _____

FOOD DISTRIBUTION EVENT REGISTRATION AND COMPLIANCE APPLICATION

CITY COORDINATION REVIEW

Palm Beach County Sheriff's Office (PBSO)

Date Notified: _____

Date Approved/Denied: _____

Comments: _____

Palm Beach County Fire Rescue (PBCFR)

Date Notified: _____

Date Approved/Denied: _____

Comments: _____

City of Pahokee Building, Planning & Zoning

☐ Approved

☐ Approved with Conditions

☐ Denied

Comments: _____

CITY MANAGER APPROVAL

Pursuant to the City of Pahokee Food Distribution Event Registration and Compliance Application resolution, I have reviewed this application and find that:

☐ The application satisfies all registration requirements; the proposed event complies with applicable health, safety, sanitation, traffic, and operational standards; and all required permits, approvals, and supporting documents have been provided.

Registration is approved.

Conditions of Approval (if any): _____

☐ The application does not satisfy all registration requirements; and/or the proposed event does not comply with applicable health, safety, sanitation, traffic, and operational standards; and/or required permits, approvals, and supporting documents have not been provided. **Registration is denied**

City Manager or Designee:

Name: _____

Signature: _____ Date: _____