

SPECIAL EVENTS GUIDE

Pam Triolo, Mayor | Michael Bornstein, City Manager | Juan Ruiz, Leisure Services Director



7 North Dixie Highway
Lake Worth, FL 33460
www.lakeworth.org
561.586.1600

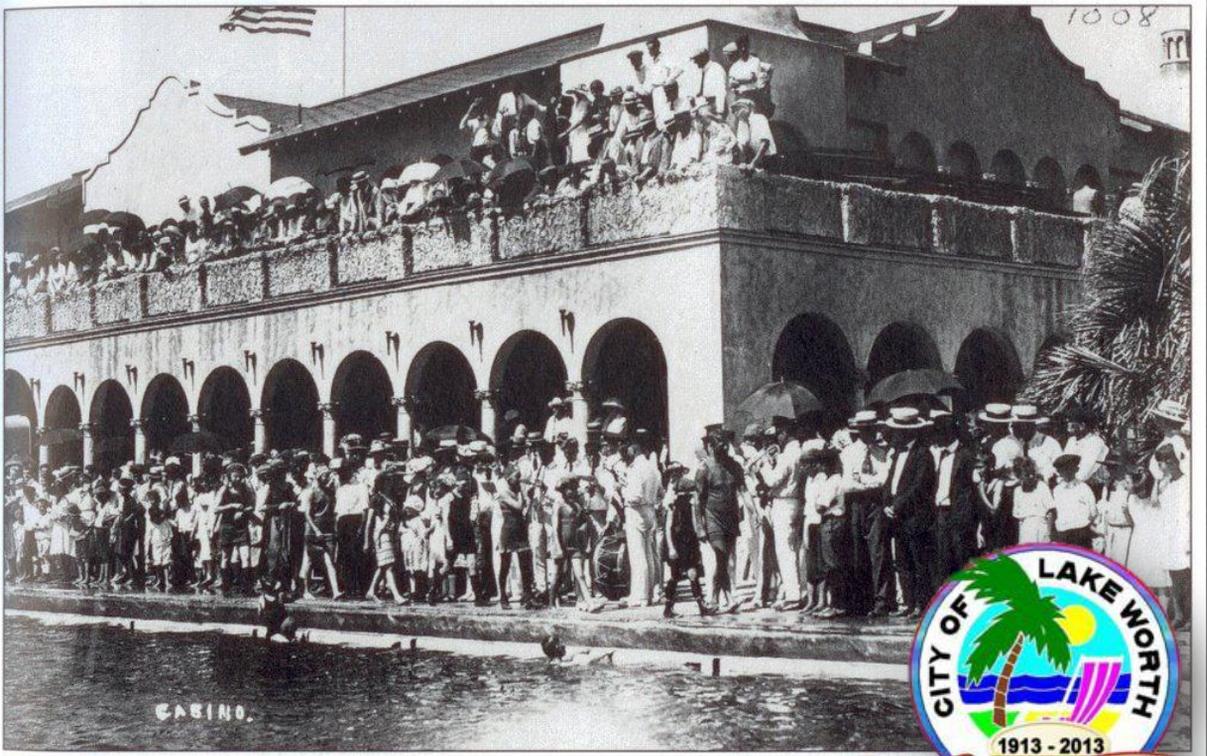


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WELCOME TO THE CITY OF LAKE WORTH

The city's first settlers were Samuel and Fannie James, an African American couple and reported to be ex-slaves, known as the Black Diamonds, who settled on the shores of the Lake Worth Lagoon near the current 5th Avenue South in 1885. The couple made a claim for their land under the Homestead Act in 1885 and received a receipt for their claim on February 1, 1887. Their holdings, originally 187 acres, increased over time and came to include an additional 160 acres south of Lake Avenue between M and F Streets, 160 acres in College Park where Fannie ran a pineapple farm, and 160 acres to the south. Lake Worth was incorporated as the "Town of Lake Worth" in June 1913. The city's main street, Lake Avenue, contains some of the oldest commercial structures in south Florida, including the Lake Worth Playhouse. Today the City of Lake Worth is a dynamic, multi-cultural city with a strong social and environmental consciousness. We welcome and encourage businesses and organizations to utilize our beautiful parks and facilities for events that will enrich and entertain residents and visitors of Lake Worth and neighboring cities. Thank you for choosing us as your venue location!

ART RESTORATION & HISTORICAL CONSERVATION

The City of Lake Worth Special Events Division encourages events which enrich the community in cooperation with LULA and celebrate the City's historic past. The City of Lake Worth is dedicated to integrating historic preservation into the local planning process and to increasing public awareness of our community's unique history. In 1996, the City Commission adopted a Historic Preservation ordinance designed to protect the City's historic built environment by instituting a design review process overseen by the volunteer Historic Resources Preservation Board. Since adoption, Lake Worth has designated six local historic districts and four structures significant to the local history with several recognized by the National Register of Historic Places.



The mission of LULA Lake Worth Arts will unify the existing arts community around a shared vision, implement goals for strengthening the property value, improve access to the arts through educational programs, and invest in partnerships that support the talent and the creative community in Lake Worth. Lake Worth is fortunate to be sited as a community with an abundant interest and support for the arts. With the promotion and success of LULA comes livability. The City's livability will be enhanced as a result of the arts-centric thriving of businesses, increased awareness of family-oriented cultural activities and the overall economic life of the City will enlarge providing increased access to jobs and prosperity for its citizens. Results from LULA can foster engagement from hundreds of artists as they learn Lake Worth is the community committed to raising awareness of the arts, the accessibility to live and work in a sustainable fashion.

ARTS AND ECONOMIC IMPACT

The City will take into account the Arts and Economic Impact Calculator showing economic impact of event when repermitting this event in subsequent years.

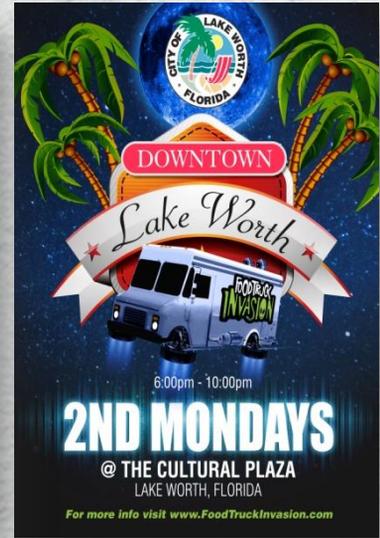
SPECIAL EVENTS OVERVIEW



WHAT IS A SPECIAL EVENT

A “special event” shall mean non-routine happening or social activity bringing people together thereof, having a common purpose, design or goal upon any public or private facility which requires City services to ensure safety and coordination. This definition does not apply to events held at the Casino Ballroom or Golf Course, which require a separate contract.

A special event shall include but not be limited to City co-sponsored events, festivals, carnivals, concerts, parades, walks, races, fund raising sales and similar gatherings, block parties, grand opening promotions, sunrise ceremonies at the public beach or at Bryant Park, and other similar events not specifically permitted by City Ordinance. The City of Lake Worth events are exempt from policies set forth in this event handbook EXCEPT FOR SUBMISSION OF SITE PLAN FOR APPROVAL AND COMPLIANCE WITH APPROVED SITE PLAN REQUIREMENTS.



Special Events are defined as low, intermediate or high impact events.

LOW IMPACT EVENT: An event with or without alcohol and right of way closure, lasting less than 24 hours, with fewer than 1,000 participants and a cost of less than \$1,500 in City services or equipment rental.

INTERMEDIATE IMPACT EVENT: An event with or without alcohol and right of way closure, lasting less than 48 hours, with fewer than 5,000 participants and between \$1,500 and \$5,000 in City services or equipment rental.

HIGH IMPACT EVENT: An event with or without alcohol, with either right of way closure or event lasting more than 24 hours and/or with more than 5,000 participants and more than \$20,000 in City services or equipment rental.

All Special Events at Bryant Park shall be limited to two (2) per month. Special Events at Bryant Park shall be conducted only in North Bryant Park. Special ceremonies at the public beach or at Bryant Park shall begin not earlier than one (1) hour before sunrise and shall end not later than one (1) hour after sunset. No alcoholic beverages shall be sold, and no products shall be sold, during a sunrise ceremony. A special events permit for a sunrise ceremony at the public beach shall not include the right or license to use the pier. The presence of lifeguards during a sunrise/sunset ceremony at the public beach shall not be guaranteed. Anyone who enters the waters of the Atlantic Ocean or Lake Worth Lagoon shall do so at his or her own risk. Equipment and services shall not be provided by the City for sunrise ceremonies except by separate agreement with the City

ACTION STEPS

The City of Lake Worth City ordinances regulate all special events held within city limits. Prior to the event, the following items are required:

- City Commission approval (when applicable)
- Special Event Fees (refundable deposit, application fees and park rental fees)
- Certificate of Insurance
- Notification Letter to Community (if impacted)
- Alcohol & Beverage License
- PBSO permitted deputies hire
- Grounds requirements
- Restroom Facilities
- Security
- Final Site Map, 5k Course for event
- ROW/MOT fees, map, permit form, plan
- Accessibility requirements
- Refuse/Waste requirements

GENERAL EVENTS

The application process begins when you submit a completed Special Event Application form and the appropriate application fee (made payable to the City of Lake Worth) to the Special Event Manager. The magnitude and scope of the event will determine the amount of fees associated with the proposed event. Upon receipt of your application, copies are reviewed by City Departments and Leisure Services staff to assess site availability, quality and goals of the event, compliance with City Ordinances, permits required, Special Event Permit fee and security deposit requirements. All fees mentioned herein are subject to change without notice. Any violations of rule/policies and/or additional costs incurred by the City will result in a deduction of the refundable deposit.

COMPREHENSIVE APPLICATION

Submittal of this application does not guarantee approval for the event. Please complete the following application and submit along with the items listed below. Incomplete applications will not be approved. The Application fee of \$50(+tax) must be submitted by check made payable to CITY OF LAKE WORTH. Security deposit is due at the time of application to secure the date; 3 months prior to event for low to intermediate impact events 6 months prior to event for a high impact events. Please review application checklist below:

PHASE ONE:

- Completed Application Form**
- Application Fee of \$50 + \$3 Tax (If Applicable)**
- Refundable security deposit**
- ROW Application Form and Fees \$25 + \$105**
- Copy of Tax-exempt form and 501c3 letter**

SPECIAL EVENT FAQ'S

Q: What type of event needs a permit?

A: Events that are held on public and private property which impact traffic or business and/or require City services need a permit.

Q: Who is responsible for the contracted services for the event?

A: The Special Events Coordinator will help arrange the grounds, electric and refuse services. The portable toilets, fencing, vendors, alcohol (ABT) permits, ROW-MOT permit, PBSO/security, equipment rentals and entertainment are the event organizer's responsibility. Event Organizer must submit event flier and completed marquee request form at least 2-3 weeks prior to the event.

Q: What are the requirements to host an event?

A: At least 5 year of experience with event planning, reference from 2 previous venue locations, background check and at least 2 past event fliers. All *first-time* Event Organizers are required to submit a minimum security deposit of \$1,000 and partner with an experienced Event Planner.

Q: How does the City acknowledge non-profit (501c3) organizations?

A: non-taxable application fee and facility rental, waived per linear square foot fees for ROW-MOT permit, if applicable.

Q: How do I secure the event date?

A: Once your application, application fee and security deposit are received, your event date will be secured and added to the City calendar.

Q. When is my application due?

A. Applications must be submitted: 3 months prior to event for low to medium impact events 6 months prior to event for a high impact event. Events are considered high impact with or without alcohol, involving road closure for more than 24 hours and/or anticipated attendance of 2,000 or more persons.

Q. When is payment due?

A. Application fee and security deposit is due at the time you submit your application. City Invoice billing must be paid in full 30 days pre-event. Your event cost will vary as it is based upon services and labor hours required by the City for your event. Event Organizers are strongly encouraged to review our Rental Cost Estimate Sheet; which will assist with budgeting for your event.

Q: What is an Event Notification Letter?

A: The City of Lake Worth requires each Event Organizer to provide a form letter that notifies the public of your event. The Notification Letter must include the following: dates, times of the event and road closures to all businesses and neighborhoods surrounding the event. The Event Organizer shall also provide a copy of such notice to the Special Event Division. One month prior to the event, this letter must be distributed to the general public by the Event Organizer.

Q: What is the sound ordinance?

A: Events held at Bryant Park may not begin set-up/break-down before 9am. The City requires all events held at Bryant Park are to observe the sound ordinance; which limits amplified music to end promptly at 10pm on Saturday and 9pm on Sundays. Failure to adhere to City ordinance may result in denial of future event applications. Please be advised that as one of our most sought after venues, Bryant Park is limited to 2 events per month. Please review page 19 of the Special Events Guide Policies & Procedures and/or City Ordinances for additional details.

Q: Whom should I contact with questions?

A: Chiquita Brown, Special Events Coordinator. Cbrown@akeworth.org or (561) 533-7335. The City prefers you review the Special Events Guide found at www.lakeworth.org/events which will answer many of your questions before contacting the city.

Q: Whom should I contact for Casino Ballroom rentals, Weddings & Receptions and other special occasions?

A: Lauren Bennett, Sales Marketing/Events Manager. Lbennett@akeworth.org or (561) 533-7395

Q: Whom should I contact for parking concerns in regards to my event?

A: Larry Lightfoot, Parking Operations Manager. Llightfoot@lakeworth.org

SPECIAL EVENT FAQ'S

Q: Can I host an event if this is my first time?

A: All *first-time* Event Organizers are required to partner with local, experienced Event Planners to help make your event memorable in hopes of expanding in the future. Partnering will limit challenges during the planning and/or executing phase, access to potential resources as well as offer their problem-solving techniques, assistance with time-management and most importantly effective organizing.

Q; How much will my event cost?

A: Each event is different. You will need to pay the application fee and security deposit at the time of application, and other fees will be determined based on your event needs. The Special Events Department will discuss this with you after your application is approved.

Q: What additional fees can I expect?

A: Depending on the scope of your event, you may need to pay for right of way closures, security or police, grounds and refuse (dumpster and recycling) services, parking, or other City or contracted costs.

Q: What is the refund policy?

A: Fifty percent of your security deposit will be refunded for events cancelled up to 2 weeks before event date. No deposit will be refunded if event is cancelled less than 2 weeks before event date. Please note that cancellation policies with outside vendors and other City departments vary. Consult each contract for details. Security Deposits are refunded upon satisfaction of the post event venue inspection. Please allow 2-4 weeks for receipt of payment.

Q: What is the policy for serving alcohol at my event?

A: ABT temporary permit, Liquor Liability Insurance, fencing, PBSO Security. Alcohol must be served within a contained area; displayed signage “no open containers beyond this point” as well as “must be 21 and older-we ID” must be visible. Glass containers and liquor are not permitted; only beer and wine may be served and consumed.

Q: What are the minimum services required for an event?

A: Grounds Maintenance and Refuse services are required for all events. Public Service Department will determine the amount staffing and hours required for the event.

Q: Is insurance required?

A: Certificate of Insurance with City of Lake Worth listed as the additional insured is required for all events.

Q: What event requires a Right-of-Way/Motion of Traffic (ROW-MOT) permit?

A: If your event impede with the usual flow of traffic or prevents the public from accessing a rural area and/or intersection.

Q: When will I know if my application has been approved?

A: You will receive approval or denial of your special event permit within 10 business days of submission. The City reserves the right to deny any application for a special event permit.

GENERAL RULES & POLICIES

1. No accessible (handicapped) parking spaces shall be blocked from public use, if spaces are to be blocked the event organizer will be responsible for providing the same number of approved spaces.
2. Special event noise/sound from a special event that abuts a residential use shall be minimized through orientation of speakers, proper design to maximize distance between residential uses and the active portions of the event, hours compatible with adjacent land uses, etc. Noise shall not exceed city performance standards.
3. Light from events held after dark should not produce unnecessary glare toward adjacent streets or abutting residential districts.
4. Event parking shall not interfere with off-site traffic circulation. Parking areas occupied by event shall minimize blocking of access and circulation aisles.
5. Open areas to be used for parking shall be clearly marked to delineate parking spaces (including access spaces) access aisles, and entrances/exits.
6. Event signage shall not be placed in public rights-of-way.
7. Application graphic/map shall clearly delineate event locations, boundary, location of event elements such as parking areas, tents/structures, display tables, etc. and approximate distances to adjacent single family homes when less than 100 feet.
8. Proposed events must be generally consistent with zoning regulations with respect to use and location, or approved pursuant to a pre-existing agreement executed by the City Commission.
9. All vendors are required to provide their own trash receptacles with liners for disposing of waste materials. Bags are to be securely tied and disposed of in proper receptacles/dumpsters. **The City will provide trash receptacles for the patrons only.**
10. All vendors are permitted to unload on site, but must then remove vehicles from the site to a designated parking area.
11. No food or beverage vendor shall set up or use the dance pavilions at the Bryant Park Bandshell.
12. All cooking will be done in an open area and precautions will be taken to protect the public from having any accidental contact with the cooking areas. All food vendors must have an absorbent mat under cooking area to catch any spilled grease. See example in this booklet.
13. Vendors who will be cooking (charcoal, grease, etc.) will be required to have in their possession a 10 lb. fire extinguisher with a Class ABC rating. The extinguisher must be in serviceable condition or the vendor will be shut down until one is obtained.
14. **ALL HOT COALS** will be extinguished by the vendors prior to leaving the area. The vendor is responsible for proper disposal of coals. No Hot Coals will be allowed to be dumped into any trash container or on the ground. No ground fires are allowed on any City property.
15. **NO DUMPING OF FUEL, COOKING OIL OR WASTE FOOD** is allowed on street, park lawns or in street drains.
16. **NO GLASS CONTAINERS** are allowed for dispensing beverages.
17. All stands or tables supporting cooking facilities will be stable construction, so as to prevent any accidental knocking over by the public or vendors.
18. All extension cords must be secured in a safe manner, with proper grounding prongs so as not to present a hazard to the public. **Do not overload power strips.** City electrician will inspect prior to event.

LAKE WORTH SIGNATURE EVENTS

CITY OF LAKE WORTH SIGNATURE EVENTS AND PARADE DATES

DATE	EVENT	LOCATION
November 11	Veterans Day Parade	Downtown
December 12	Holiday Parade	Cultural Plaza
February 20-21	Street Painting Festival	Downtown
March 13	St. Patrick's Day Parade	Downtown
March 19-20	Pride Fest	Downtown/Bryant Park
March 26	Easter Egg Hunt	Bryant Park
April 8,9	Reggae Fest	Bryant Park
July 04	Independence Day Celebration	Bryant Park
Every 1 st and 3 rd Friday	Evening on the Avenue	Cultural Plaza
Every 2 nd and 4 th Friday	Bonfire on the Beach (in season)	Lake Worth Beach
Every 2 nd Monday	Food Truck Invasions	Cultural Plaza
Every 1 st Saturday-Sunday	Lake Worth Art League Outdoor Show	Cultural Plaza
Every Saturday	Oceanside Farmers Market (in season)	Oldbridge Park

EVENT CALENDAR RULES

Events of all sizes involved City staff and impact the downtown community. For this reason, the City allows:

1. Only 3 high impact events will be allowed per month.
2. A high and intermediate impact event will not be allowed on the same day.
3. No more than two intermediate impact events will be allowed within the same week.
4. Only two intermediate events will be allowed in a month in which there is a high impact event and only four will be allowed in a month without a high impact event.
5. Any multiday and/or single day events will only be allowed three weekends (Saturday and Sunday) in any given month.

EXECUTIVE OVERSIGHT

The Recreation Division shall receive and process for approval, applications for events that occur on City of Lake Worth park properties or facilities (listed below), rights-of-way, any city street or on commercial properties within the city corporate limits. The Recreation Division will coordinate with City departments to approve applications. The event promoter is required to make arrangements with the Palm Beach Sheriff's Department and the Public Services Department with the assistance of the Recreation Division. Upon approval of application, the applicant will be notified of event fees. Site plan must be submitted with application. Special events are not scheduled on the following days: Thanksgiving or the Friday, Saturday and Sunday following Thanksgiving; Christmas Eve or Christmas Day.



LAKE WORTH RENTAL FACILITIES

LAKE WORTH BOAT RAMP *100 South Golfview Road*

Call Special Events Manager to discuss use of the boat ramp for an event before filling out application. Trailer parking permits are available to all Florida residents at a cost of \$50 + tax. Permits are valid from January through December. They may be purchased at City Hall Annex at 414 Lake Avenue. Daily trailer parking permits are also available for \$10 per day.

CULTURAL PLAZA *414 Lucerne Avenue*

Located in downtown Lake Worth between Lake and Lucerne Avenues is the City Hall Annex Cultural Plaza. This outdoor theatre hosts the Evening on the Avenue concerts and other free public events. The Cultural Plaza is surrounded by shops and restaurants within in an easy stroll down either avenue.

THE LAKE WORTH MUNICIPAL SWIMMING POOL *10 South Ocean Boulevard*

The Lake Worth Municipal Swimming Pool is available for rental during and after hours of operation. For more information, contact Chief Lifeguard Doug Yoakum at 561-585-6858 or dyoakum@lakeworth.org

Amenities: Showers, restroom facilities, picnic tables.

Hours of Operation: Thursday & Friday | 8am – Noon

Saturday & Sunday | 9am - 4pm Monday | 8am – Noon

LAKE WORTH CASINO BUILDING *10 Ocean Boulevard*

Amenities: Atlantic Ocean beach front, William O. Lockhart Municipal Pier, lifeguards on duty 9am – 5pm daily, playground, picnic tables, restroom facilities, restaurants, shops.

PAVILIONS, PARKS, FIELDS

Picnic pavilions at Barton, Howard, Memorial, Sunset Ridge and South Bryant Parks are available for rental by calling 561-533-7363. Reservations are made through the Recreation Division at 1699 Wingfield Street. All pavilions are on a first come, first served basis unless reserved. You do NOT need to fill out a Special Events Application to rent pavilions, parks, fields or gymnasiums.

Please note: It is the applicant's responsibility to check availability and reserve and pay the appropriate fees in order to rent pavilions at a City Park as part of a Special Event Permit. The use of "bounce houses" and other inflatable playground equipment is prohibited at City owned property unless the company operating the equipment has received prior approval from the City's Recreation Manager.

CITY PARKS

Bryant Park, S. Bryant Park, Cultural Plaza, Memorial Park, Sunset Ridge Park, Howard Park, Barton Park, South Palm Park, Spillway Park, Northwest Park and Old Bridge Park.

CASINO BALLROOM

When looking for the perfect setting for your wedding or special celebration, rare is it to find a more beautiful locale than the ocean front ballroom at the Lake Worth Casino Building. With its sun-drenched shores, dazzling moonlit ocean views, and sunsets off the Intracoastal terrace, the Casino Building offers an elegant indoor and outdoor that will provide the perfect backdrop for your seaside wedding or commitment ceremony. Kick off your shoes and enjoy the sand in your feet for a seaside ceremony on the beach. Or gather on the grassy courtyard for a stunning ceremony with the sunset and Intracoastal Waterway as the back drop. Or say I do overlooking the ocean on the Casino terrace sans the sand! Whether you envision a celebration or event that is traditional or trend-setting, festive or formal, intimate or grand-scale, in the ballroom, on the ocean side terrace or Intracoastal terrace or courtyard, we offer the premier event location at affordable prices for your gala, bar or bat mitzvah, sweet 16, anniversary or special event. Along with our list of exceptional caterers and event planners we will give you unlimited options in planning your perfect seaside wedding or special affair. Contact Assistant Event Coordinator, Lauren Bennett by phone at 561-533-7395 or e-mail at lbennett@lakeworth.org for more information or visit www.lakeworth.org/casino

HISTORIC MUSEUM *414 Lake Avenue, 2nd Floor*

The Lake Worth Historical Museum preserves the history and culture of Lake Worth by collecting, organizing and exhibiting artifacts, books, photographs, and other materials which record the development of Lake Worth and the cultural history of the immediate surrounding area. Textile displays show visitors how the pioneers dressed and “modern conveniences” such as the ice box and the wringer washer reveal how they worked. Exhibits range from the very large - such as the switchboard from a hotel - to the much smaller - a collection of cameras and medical instruments. Display cases maintained by local Polish, Finnish and Lithuanian groups are highlights of the heritage exhibits. Museum entrance is \$3 per person.

LAKE WORTH LIBRARY *15 North M Street*

Lake Worth's first library started in 1912 in a single room, and in 1941 the Lake Worth Public Library was built and dedicated to residents. It is housed in a Mediterranean style building in the historic downtown and has many unique treasures unusual for a library including the only known collection of historic paintings by noted artist R. Sherman Winton featuring Florida themes of the Spanish period including a 6'X18' mural of the Spanish Armada and wood carvings by Sam J. Schlappich, a Lake Worth artist who exhibited at the Century of Progress Fair in 1933 and the World Fair in 1939. The library is available to rent for small receptions, meetings and children's parties after 5 p.m. on Friday and Saturday and all day on Sunday and Monday. Please note there is no kitchen facility for catering use, but outside catering is allowed. See attached floor plan.

LAKE WORTH PARKS

HOWARD PARK

1701 Wingfield Street

Amenities: Covered picnic pavilion, picnic tables, restroom facilities, BBQ grills, playground equipment, baseball field, outdoor basketball court, daytime tennis courts.

SUNSET RIDGE PARK

14th Avenue North between A Street & D Street

Amenities: Two picnic pavilions, five lighted tennis courts, basketball court, multi-purpose field, BBQ grills, playground equipment, restroom facilities.

HAROLD GRIMES MEMORIAL PARK

6th Avenue South & A Street

Amenities: Picnic pavilion, picnic tables, BBQ grills, restroom facilities, field for soccer or football.

BRYANT PARK SOUTH

100 South Golfview Road - Intracoastal Waterway

Amenities: Concert band shell with stage, 150 person seating area, restroom facilities, one mile, 12-station Heart Trail, boat ramp with four launching pads, boat trailer parking, horse shoe pits, fishing pier, playground, tot lot equipment, Bocce Court, covered picnic pavilion and BBQ grills.

NORTHWEST PARK & BALL FIELDS

900 22nd Avenue North – A Street & D Street

Amenities: T-ball field, Pinto field, Pony field, Colt field, Lassie field.

SNOOK ISLANDS NATURAL AREA

– Joint Project with Palm Beach County

Lake Worth Lagoon at the Lake Avenue Bridge

Amenities: Boardwalk, gazebo, fishing pier, two educational kiosks, three day-use docks to accommodate six boats including a water taxi. Hours: 6am to midnight.

SPILLWAY PARK

West Palm Beach Canal off Maryland Drive

Amenities: Fishing pier, 1/4 mile mulched walking trail, picnic tables, BBQ grills, pet station, parking, restroom facilities

CONSTITUTION PARK

Federal Highway & 19th Avenue North

NORMAN J. WIMBLEY GYMNASIUM

1515 Wingfield Street

561.540.5133

Hours

Monday – Friday

3:30pm – 8:30pm

Saturday

Noon – 4pm

OSBORNE COMMUNITY CENTER

1699 Wingfield Street

561.533.7353

LAKE WORTH SHUFFLEBOARD COURTS

1121 Lucerne Avenue

561.533.7363

SPECIAL EVENT REQUIREMENTS

NOTIFICATION LETTER, Special Events Division, 561-533-7335

The City of Lake Worth may require each event promoter to provide a written notice one month prior to the event, including dates, times of the event and road closures to all businesses and neighborhoods surrounding the event. The event promoter shall also provide a copy of such notice to the Recreation Division.

INSURANCE

Insurance requirements depend upon the identified risk of the event, and the location of the event.

If the event is on City or other public property, the event organizer shall provide to the City a Certificate of Liability Insurance. This Certificate must show general liability insurance coverage limits in the amount of \$1,000,000, naming the City of Lake Worth as Additional Insured. Insurance coverage for workers' compensation must also be shown on a Certificate for any employees hired by the organizer. If alcoholic beverages are being served at the event, a Certificate must be provided showing Liquor Liability Insurance coverage limits in the amount of \$1,000,000, naming the City of Lake Worth as Certificate Holder and Additional Insured.

If the event is on private property, the event organizer shall provide to the City proof of insurance coverage by a Certificate of Liability Insurance, Certificate of Property Insurance or Evidence of Property Insurance. This Certificate must show general liability coverage limits in the amount of \$1,000,000. Insurance coverage for workers' compensation must also be shown on a Certificate for any employees hired by the promoter. If alcoholic beverages are being served at the event, a Certificate must be provided showing Liquor Liability Insurance coverage limits in the amount of \$1,000,000.

Certificates must be provided to the Risk Management Department two weeks prior to the event. The City of Lake Worth reserves the right to require additional types of insurance, or to raise or lower the stated limits, based upon the identified risk of the event. All insurance companies named on Certificates must show a current A.M. Best Company rating of B+ or better. If you do not have insurance, you can purchase it through the tenant user liability insurance program (TULIP) for short term special events at City of Lake Worth facilities from K&K Insurance. See the attached TULIP prices and complete the application.

For City sponsored events, non-food vendors must only carry \$300,000 commercial general liability insurance. Food vendors must carry the full \$1,000,000 coverage. Please contact City of Lake Worth, Risk Management Department at 533-7382, 7 North Dixie Hwy, Lake Worth, FL 3346 with questions.

EVENT ORGANIZER'S RESPONSIBILITIES

Event organizers are required to obtain all City, State, County and Health Department permits, licenses and/or inspections as may be needed. Event organizers are responsible for overall event planning and management, promotion, marketing, advertising, entertainment, and vendor selection. The event organizer is responsible for actions of his/her vendors. City assistance may be provided in promoting the event on its City calendar listings. Event organizers or their contractors are required to submit required certificates of insurance, to include liquor liability when applicable, hold harmless agreements, and any extra required deposits to the City at least 30 business days before the event.

CELLULAR AND HOME TELEPHONE NUMBERS OF ORGANIZERS

Cellular and home telephone numbers of the event organizers are required by the Community Events Division. These numbers shall be used to contact the organizer if the need should arise.

FINAL SITE MAP

The site map shall include all structures to be utilized in the event, including: tents, concession area, restrooms, dumpsters, stage, entrances/exits, and fence lines. Please make a list of the vendors who will be at your event, with corresponding numbers on the tents/locations. This map should be as extensive as possible. It is due to Community Events two weeks prior to the event date. Not less than 14 days prior to the set up date, you shall provide to the City the following: (a) a final detailed site plan for the Event showing the location of any tents, port-a-lets, parking, stages, booths, etc. and the times when such will be constructed and dismantled. Such site plan shall be subject to the review and approval by the appropriate City departments who are authorized to require you to make revisions to your plan. You shall make such revisions and adjustments as requested by the City. Any further changes made to the revised site plan by you after the review by City departments must be approved by the City; (b) a description of all activities and events to occur on the Permitted Area during the Event; (c) the home and business numbers of your corporate officers; and (d) any other information required by City's Community Events Manager. You also may be required to provide security badges, master gate keys and complimentary tickets to the Event to the City.

PRE AND POST EVENT VENUE INSPECTION

The event organizer and a representative of the City shall inspect and document the condition of the permitted venue on or before commencement of set up. Photographs of the permitted venue will be taken. You must restore the site to a condition equal to that existing on the date of the inspection and pay all costs for the repair and replacement of City property which is necessary due to this event. The event organizer agrees to repair all damages or changes in the asphalt, concrete, grounds and all other surfaces made to facilitate the erection of barriers, stages, fences, pilings and other improvements to the permitted venue according to City standards within 72 hours of the conclusion of the event. If any such damages are not repaired, it is understood that the City will have the right to complete the work and charge you for the costs.

ON CITY OR OTHER PUBLIC PROPERTY, *Risk Management for details at 533-7382*

The event promoter shall provide to the City a Certificate of Liability Insurance. This Certificate must show general liability insurance coverage limits in the amount of \$1M, naming the City of Lake Worth as Additional Insured. Insurance coverage for workers' compensation must also be shown on a Certificate for any employees hired by the promoter. If alcoholic beverages are being served at the event, a Certificate must be provided showing Liquor Liability Insurance coverage limits in the amount of \$1M, naming the City of Lake Worth as Certificate Holder and Additional Insured.

ON PRIVATE PROPERTY, *Risk Management for details at 533-7382*

The event promoter shall provide to the City proof of insurance coverage by a Certificate of Liability Insurance, Certificate of Property Insurance or Evidence of Property Insurance. This Certificate must show general liability coverage limits in the amount of \$1M. Insurance coverage for workers' compensation must also be shown on a Certificate for any employees hired by the promoter. If alcoholic beverages are being served at the event, a Certificate must be provided showing Liquor Liability Insurance coverage limits in the amount of \$1M. Certificates must be provided to the Risk Management Department two (2) weeks prior to the event. The City of Lake Worth reserves the right to require additional types of insurance, or to raise or lower the stated limits, based upon the identified risk of the event. All insurance companies named on Certificates must show a current A.M. Best Company rating of B+ or better. Please forward the Certificates to: City of Lake Worth, Risk Management Department, 7 North Dixie Hwy, Lake Worth, FL 33460. Legible faxed copies will be accepted at (561) 586-1750.

NEIGHBORHOOD BLOCK PARTIES

Neighborhood block parties will normally be approved on local streets which are not primary traffic streets (i.e. bus routes). All private block parties must have signatures from the immediate neighbors whose streets are affected by the road closures. All block parties are required to submit a road closure application along with a application fee of \$25.00 30 days before the event date. See road closure section for requirements involving county or state roadways. Late applications may or may not be approved based on the availability of City services. **City does not provide barricades.** Neighborhood Associations are not allowed to serve alcoholic beverages on **City property including roadways and sidewalks** unless they receive City Manager, or his designee's, approval and comply with all insurance requirements.

5K CERTIFIED RACES, 5K CHARITY WALKS. TRIATHLONS AND PARADES

If you are interested in planning a 5K certified race or charity walk, triathlon or parade in the City of Lake Worth, we have preplanned packages available for you. The City has been the proud host of these events in the past, and can help you plan and keep costs down by offering preapproved courses, MOT/ROW

ENTERTAINMENT

You shall be solely responsible for all contracts or agreements of any nature for entertainment for the Event. All contracts for entertainment shall be negotiated by you and secured at your sole expense. The City shall not be named as a party in any contract for entertainment provided in conjunction with the Event. And the City shall have no obligation to ensure payment to any individual or entity for goods and/or services provided in conjunction with the Event. You represent and warrant that you shall have, prior to the Event, all necessary performing rights and licenses (BMI, ASCAP, SESAC) and shall ensure that all performance payments required to be made under such licenses are made promptly and directly to the licensing organizations. In the event that you fail to obtain licenses as required hereunder, you shall be responsible for payment to the City of all license fees incurred for the Event. The City shall have no responsibilities to any performing rights licensing organization for any performances during the Event. You shall provide a complete list of entertainment to the City upon request.

TEMPORARY ELECTRICAL WIRING

All exterior electrical usage shall be plugged into GFI protected receptacles only. All extension cords to be used outdoors shall be heavy duty, in good repair, and rated for that use. Household extension cords are illegal and shall not be used outdoors. If electrical extension cords pass through pedestrian or vehicular paths, heavy rubber mats shall be placed over the extension cords to prevent a shock or trip and fall hazard. The digging of trenches as a means to bury electrical cords is not permitted and will result in the forfeiture of the refundable deposit. It is recommended that vendors supply their own power through the use of a generator.

AMPLIFIED SOUND RESTRICTIONS

The use of amplified sound, generators, refrigerated trucks and fence installation and removal is prohibited between the hours of 11:00 p.m. to 7:00 a.m. Friday and Saturday and between the hours of 10:00 p.m. to 7:00 a.m. Sunday through Thursday.

NEIGHBORHOOD AND BUSINESS IMPACT NOTICE

Palm Beach Sheriff's Office requires all events impacting roads to submit a media release via public service designee. All events with road closures must inform all businesses or residents along the route in writing. Notification may be by direct mail, door knockers or MOT road signs. Contact PBSO for more information at 561-687-6817.

MAYOR OR COMMISSIONERS ATTENDANCE REQUEST

If you would like to invite the mayor or commissioners to speak at or attend your event, you must submit your request in writing to Silvina Donaldson, executive assistant to the mayor's office, at sdonaldson@lakeworth.org. Please clearly state the name, date and description of the event, and a description of the type of participation requested and time the requested party would be participating. For example: "The charity is requesting Commissioner John Smith to welcome participants to the City of Lake Worth from the Bryant Park amphitheater stage at 7:30am."

SIGNAGE

Building, Permit and Business License Department, 561-586-1647

Temporary Signage

Banners in association with Recreation and Parks Special Event permits, shall be allowed as follows: Not to exceed 32 square feet in total area, shall not be placed in road right of ways nor create a visual obstruction. Banners shall only be displayed for the duration of the special event at the event site only.

Directional Signage

No Directional or event signs are allowed on any existing city signposts or public right-a-ways to direct traffic to the event site.

CITY MARQUEE

You can submit your event to be advertised on the electronic marquee in front of City Hall by completing the attached form and sending it to dserio@lakeworth.org. Submission does not guarantee inclusion on the board.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

All events must be ADA accessible. Event organizers must make the site accessible in compliance with the requirements of the American with Disabilities Act. If you are providing portable bathroom facilities, a minimum of 5% of the facilities must be wheel chair accessible and meet applicable codes. All sidewalks must be clear and accessible to wheelchair passage at all times. All pedestrian routes from the parking lot to the event site are equipped with curb cuts or temporary ramps to accommodate wheel chair patrons. All ramps must meet the Florida Accessibility code. The maximum slope of a ramp should be 1:12". The maximum rise shall be 30", 70mm. Displays and exhibits must be set at least 36 to 42" apart to allow clearance for wheel chair accessible visitors. All display items should be located no higher than 54" to allow a parallel approach by a person in a wheel chair. For forward approach, the maximum height must be 48".

Vendors who do not meet these standards must be willing to accommodate disabled patrons by coming out of the exhibit when assistance is required. Make certain that displays, events and concessions are set up along existing hard surfaces when possible, and avoid tree routes, soft or rough terrain. Wheel chair accessible transportation must be made available for the duration of the event if transportation is being offered during the event from a central parking area. Event organizers should keep a 15 foot fire lane open at all times and provide keys to all gated areas. Communication with the emergency services should be clear and precise about the emergency location. A plan should be drafted and volunteers, staff and participants in the event should be informed of what steps to take in case of an emergency. Safety comes first. Please insure that the event site is free of trip hazards. Also monitor areas which could cause extreme congestion. Try to set up the event so that people have the ability to move around as easily as possible. Remember 15 ft. fire lane. Always have a first aid location and a lost children area. Have plenty of water made available to avoid dehydration situations, and consider ice or misters on hot days.

ADA ACCESSABILITY REQUIREMENTS

It is the event promoter's responsibility to comply with all City, County, State and Federal Disabilities Access Requirements applicable to the event. All indoor and outdoor sites for special events must be accessible to persons with disabilities. This also includes portable restroom facilities. Licensee must make the site accessible in compliance with the requirements of the American with Disabilities Act.

CLEANING OF PERMITTED AREA

You shall be responsible for all clean-up of the Event site and a one block radius. The City reserves the right to approve the company selected by you to provide the clean-up services at least fourteen (14) days prior to the Event. If your expected attendance is more than 1000, the City may require you to use a company that specializes in large festival cleaning.

SANITARY & FOOD REGULATIONS

Sanitary and food facilities shall be provided by the Licensee in accordance with applicable laws and regulations of the Florida Department of Environmental Protection and the Palm Beach County Health Department. Licensee agrees to ensure that any and all grease remaining after the event by food vendors shall be properly disposed of in accordance with any applicable ways. In the event Licensee fails to properly dispose of the grease, the City will charge Licensee for the cost incurred by the City to do so.

PORTABLE TOILETS AND HAND WASHING STATIONS

Portable toilets may be required for an event depending on the estimated attendance and availability of public facilities. Toilet facilities must meet federal, state and local codes, including handicapped accessibility. At least 5 percent of provided toilets must be ADA compliant on an accessible path. One water closet (portable toilet) is required for each sex, per each 200 persons. There shall be one accessible water closet (portable toilet) for each sex, located on and along an accessible path. There shall be a five foot flat spot for turning of the wheelchair in front of the door to each accessible portable toilet. Accessible toilets shall not be placed on sand, grass, or shell rock base areas.

		Event Duration in Hours									
		1	2	3	4	5	6	7	8	9	10
<u>Event Participants</u>	500	2	4	4	5	6	7	9	9	10	12
	1000	4	6	8	8	9	9	11	12	13	13
	2000	5	6	9	12	14	16	18	20	23	25
	3000	6	9	12	16	20	24	26	30	34	38
	4000	8	13	16	22	25	30	35	40	45	50
	5000	12	15	20	25	31	38	44	50	56	63
	10000	15	25	38	50	63	75	88	100	113	125

SERVICES, REFUSE & RECYCLING, Refuse/Waste Division, 561-533-7344

All city grounds must be cleaned of any debris resulting from your event. Any garbage left over will result in a forfeiture of the refundable deposit. For any event held on a street or any business right-of-way, the event promoter is responsible for clean up and removal of debris. The City's Grounds Maintenance Division will determine the appropriate size and number of dumpsters needed for an event. Arrangements for dumpsters larger than 8 yards will be handled by the Southern Waste Systems with the event promoter. For 2-8 yard dumpsters event organizers will be responsible for securing with the City of Lake Worth Refuse Division. (2-8 yard dumpsters are subject to availability) All fees are subject to change at any time without notice. Each event is encouraged to utilize its best efforts to recycle materials.

SIZE	DISPOSAL COST
10 YARD	\$249.60
20 YARD	\$335.26

ALCOHOL

City Ordinance 98-22 states that beer/wine must be served under a “Beer Garden Tent”. The beer or wine must be consumed in a fenced in area. Alcohol serving events at Bryant Park will require a minimum of 6’ height fence around the entire event. All persons working the alcohol tent will be required to attend alcohol awareness class. Volunteers are not permitted to consume alcohol while serving at the Beer Garden. Event sponsor must contact a local alcoholic beverage provider for the date, time and location of the nearest class.

ALCOHOL PERMITS

This application is used for obtaining a one, two, three day permit to sell alcoholic beverages for consumption on the permitted premises only. **Please note that you must obtain both the permit from the DABT and permission on your completed special events application from the City of Lake Worth.** Per Florida Statute 561.422, upon the filing of an application and payment of a fee of \$25 per permit, the division may issue a permit authorizing a bona-fide non-profit civic organization to sell alcoholic beverages for consumption on premises only for a period not to exceed 3 days for a single event, subject to any state law or municipal or county ordinance regulating the time for selling such beverages. Any such civic organization may be issued only three such permits per calendar year except in those counties or cities with special acts governing the number of permits allowed. Any bona-fide non-profit civic organization permitted under this section may purchase alcoholic beverages from a distributor or vendor licensed under the beverage law. If you plan on selling alcohol at your event, you must apply for a one, two or three day permit from the Division of Alcohol, Beverages and Tobacco.

You must Submit City of Lake Worth special event application, pay fees and security deposit.

Download and complete the application here:

<http://www.myfloridalicense.com/permitapplicationpackage>

Complete and get required fields notarized. (There is a notary at the City of Lake Worth Planning and Zoning office – your next step.)

1. Complete and get required fields notarized at City of Lake Worth Planning and Zoning at 1900 2nd Avenue North, Lake Worth, FL 33460, for approval and pay \$25 administrative fee. (There is a notary at the City of Lake Worth Planning and Zoning office)
2. Submit application to the Florida Department of Revenue at 2468 Metrocentre Drive, West Palm Beach, FL 33407, for approval of tax compliance.
3. Bring the application to the Division of Alcoholic Beverages and Tobacco, 111 S. Sapodilla Avenue, West Palm Beach, FL 33401, for approval and pay \$25 application fee.
4. A copy of ABT Permit and Notification of PBSO/Security Hire must be submitted to the Special Events Division prior to event date.

FIRE SAFETY/EMS COVERAGE, Fire Rescue Department, 561-616-7000

If any event occurs within the city limits, the Fire Rescue Department must approve the site plan to assure adequate fire and emergency access as prescribed by the Fire Code. The site plan must be submitted 30 days prior to the event to the Recreation Division. The site plan is to show layout of stage, seating, parking, vendor locations, boundaries and Fire Department access. Each event utilizing city streets must leave a 15-foot emergency access lane. The Fire Rescue Department will delineate fire and life safety requirements depending on the nature and size of the event using approved codes and standards. The City codes and ordinances allow for off-duty special details for special events. Prior to the start of the event, i.e., occupied by the public, but after the complete set-up, the site and all set-ups must pass a fire inspection (exits, extension cords, fire extinguishers, etc).The Fire Rescue Department is authorized to require employment of standby firefighters, EMS and/or Fire Inspectors for events held within the city. The Fire Marshall will make the determination of the need for such coverage and the cost for providing off-duty Fire Rescue personnel. The number of personnel required will be determined by the Fire Chief.

FIREWORKS

Fireworks are not permitted except by special permit and use of approved firework company. Contact the Leisure Service Director at 561-586-0361 or jruiz@lakeworth.org for more information.

SECURITY Palm Beach County Sheriffs Department, 561-688-3506

For the safety of participants, volunteers, etc., law enforcement may be necessary for your event. A law enforcement presence will be required at an event where alcoholic beverages are served or at any other location deemed necessary by the City staff to maintain order and protect persons and property. Please contact the PBSO Permit Unit Liaison to schedule the deputies and if you have questions about the deputy/event ratio. The PBSO permit rates are a set rate and vary depending on positions and holiday. For non-City sponsored events, the applicant will contact the Sheriffs department directly and speak to the PBSO Permit Unit Liaison. The Liaison will determine the number of officers needed and provide the applicant with an Off-Duty Police Detail Contract which should be completed and turned in as quickly as possible. The estimated fee for off-duty deputy service will be determined when the PBSO Permit Unit Liaison receives a finalized application and site map. Payments will be billed according to the detail contract and made directly to the Palm Beach County Sheriff's Office.

PALM BEACH SHERRIFF'S OFFICERS – OFF-DUTY OFFICER PERMITS

PBSO Provides off-duty police services for public safety, health and welfare services as well as businesses and events on an hourly basis. These services may include traffic control, crowd control, uniform security assignments, and other special events for a private or public employer, as approved and authorized by the Sheriff. In an attempt to fulfill your request, please complete the application and return via U.S. Mail or fax no less than seven working days prior to the scheduled event. Incomplete applications or applications received with less than seven working days may adversely affect the Sheriff's Office attempts to fulfill the request. There is a three hour minimum required for all Extra-Duty Permits. The City Special Events Division notifies PBSO of all events as it would impact on duty officers in Lake Worth.

Contact Sergeant Dempsey of District 14 at 561-687-6817 or use complete the application:

http://www.pbso.org/documents/Application_For_Extra_Duty_Police_Officer.pdf

ROAD CLOSURES

You may have to supply a maintenance of traffic plan at the request of the City's Traffic Engineer. Depending on the location of the Event, you may also be required to pay for any overtime associated with the Traffic Division's closing/opening the road. If you plan to close a State road, you will be required to obtain a permit from the Florida Department of Transportation and provide a copy to the City. When road closures are requested for local roads, the City Administration, Sheriffs and Fire Departments must approve the closure. If county or state roads are requested for closure, then application for closure must be made by the event organizer to the appropriate governing agency, via the Sheriffs Department, and is subject to approval by the City Administration, Sheriffs and Fire Department and all other affected city divisions. All road closure requests require the following:

- \$25 permit fee
- Minimum 30 day notice
- Insurance
- DOT Approved Barricades
- Written public notification within 5 days of scheduled road closure

MAINTENANCE OF TRAFFIC

When road closures are requested for local roads, the City public services department, Sheriff's Office and Fire Rescue Departments must approve the closure with maintenance of traffic (MOT) application. If county or state roads are requested for closure, then application for closure must be made by the event organizer to the appropriate governing agency, via the Sheriff's Office, and is subject to approval by the City public services department, Sheriff's Office and Fire Rescue Departments and all other affected city divisions.

Application submitted to Special Events Division 45 days before event date. Application must include:

- an MOT plan depicting the proposed roadway closures, detour routes, approved devices (barricades, signs, message boards), police officer utilization, pedestrian detours
- hours of MOT operation, responsible party for setup, maintenance and teardown, and any other information that will be necessary for the closure, detour or utilization of the ROW
- \$25 administrative fee payable to the City of Lake Worth
- \$105 maintenance of traffic review fee (includes 2 reviews. A third review will incur an additional \$100 fee) payable to the City of Lake Worth DOT approved barricades or cones
- Written public notification within 5 days of scheduled road closure

ROW-RIGHT OF WAY FEE SCHEDULE

ROW - RIGHT OF WAY

The right of way is defined as the area as owned, operated and maintained by the municipal agency that governs the municipal limits. The City of Lake Worth's right of way consists of roads, sidewalks, curb and gutters, green areas, swales, unimproved areas, and other limits that are available to the general public at all times and may not be impeded, blocked or disturbed without prior permit and approval by the appropriate City Departments. FDOT closures must be done 45 days in advance and reviewed by Sergeant Ponce of District 14. Call 561-505-9651 for more information. Once the application and MOT plan are approved, the City's public services department will calculate the cost of the road closure permit. This cost is calculated by multiplying the linear feet by \$0.35 for profit organizations, and \$0.XX for non-profit organizations. A permit will then be issued when payment is received. To help estimate your road closure costs:

Road Closure	Linear Feet	Cost to Event Organizer
Lake and Lucerne, Federal to Dixie	FDOT road – PBSO review fees -No City permit fees	\$105 review fee
Lake and Lucerne, Federal to Golfview	FDOT road – PBSO review fees -No City permit fees	\$105 review fee
J,K,L,M Streets Lake to Lucerne	230 LF x 4 = 920 LF	\$322 per day (+ \$105 +\$25)
J,K,L,M Streets Lake to alley and Lake to 1 st Ave South	530 LF x 4 = 2,120 LF	\$742 per day (+\$105 + \$25)
J,K,L,M Streets Lake to alley and Lake to 2 nd Ave North	640 LF x 4 = 2,560 LF	\$896 per day (+\$105 + \$25)
Golfview, Lake to Lucerne	220 LF	\$77 per day (+105+\$25)
Golfview, Lake to 1 st Ave South and Lake to South end of Bryant Park	420 LF	\$147 per day (+105+\$25)
Golfview, Lucerne to 2 nd Ave N	440 LF	\$154 per day (+\$105+\$25)

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FENCING

Temporary fencing must be up no longer than 24 hours before or 24 hours after an event's permitted date and time. Fencing must be purchased from an outside vendor.

BARRICADES

The City will not provide barricades for any special events or block parties. The promoter shall be responsible for the rental of any necessary special barricades or barricades that cannot be provided by the City for road closures. However, All cones and barricades require lights at night. 18' are acceptable but 36' are preferred.

BARRICADE RENTAL

If your event requires barricades for MOT/ROW, you must contract them from an outside vendor. Vendors the City has worked with include:

Road Safe

800-842-6813

www.roadsafetraffic.com

Bob's Barricades

561-272-8487

www.bobsbarricades.com

Palm Beach Running Club

561-755-7660

www.palmbeachrunningclub.com

ADDITIONAL ITEMS WHICH MAY BE REQUIRED TO OBTAIN SPECIAL EVENT PERMIT:

TRAFFIC PLAN

If your event is expected to bring 5,000 or more people to the downtown, the City would like to know how you plan to have the attendees come in and out of the City.

PARKING PLAN

Please let us know where you plan to park your staff, volunteers, sponsors, and patrons. The City of Lake Worth Parking Department will be happy to assist you with your needs.

SAFETY PLAN

On a site map, show us where you will station security guards, Police, first aid stations, emergency exist, ADA accessible areas, and provide a comprehensive description of your plan in the event of an emergency. Please provide these plans in detail for the Community Events Division, the Police Department, the Traffic Department, the Parking Department and the Engineering Department for review.

EVENT VENDORS

If your event involved vendors, they must comply with State and City guidelines detailed below. Tent must be in good condition and you must use weights as no stakes are allowed. Vendors must be set-up for inspections 30 minutes prior to announced open time on Friday. Vendors and booths must remain neat, clean, and kept in an orderly fashion. One vendor is allowed per space. Exhibits and displays must be contained within booth space. Conduct and displays must be appropriate. No garbage/boxes/etc. may be in view. All boxes must be broken down before discarding. Vendors are responsible for having appropriate licenses and collecting sales tax. Tables must be covered by tablecloths. Tablecloths must extend to the ground around the front and sides of all tables. The event staff and the City of Lake Worth will not be liable for any losses or damages of any kind that occur at your booth. If vendor is sampling an approved food product, he/she must provide a copy of liability insurance for a minimum of \$300,000 with the City of Lake Worth listed as an additional insured. If vendor plays music, the volume must be at a level for adjacent vendors, staff members, and the public to conduct business in a normal speaking voice and must not interfere with event music. Vendor is responsible for the removal of all items and refuse from tent. If City employees must clean or dispose of vendor's garbage or if pavement is damaged or soiled, the vendor will be charged a cleaning fee.

FOOD VENDORS & FOOD TRUCKS

If the food vendor has a valid and currently effective occupational license and State of Florida Division of Hotels and Restaurants license for his/her restaurant or other place of business, then no other license or fee is due. If the food vendor has a Division of Hotels and Restaurants approved mobile food vending unit or Health Department approved mobile food vending cart, then the vendor must obtain a Palm Beach County Mobile Occupational License (561-355-2272). A copy must be submitted with the special event application. If the food vendor is established specifically for the event and does not meet the previous two group's criteria, then the vendor must contact the Division of Hotels and Restaurants to obtain a copy of the temporary license to be submitted with the application. All food vendors shall have the proper fire extinguisher for their process of food preparation. Call the Fire Department (561-616-7000) for information. Food vendors are to be set up one hour prior to start of the event to allow for final inspection by the Fire Department (if applicable). Event organizer must identify on the application/layout the number of food vendor using grease/oil. All food vendors must provide their own absorbent type of grease mat. Used grease cannot be dumped anywhere on City Property or down street drains. Vendors must haul their grease to an approved location for disposal. The event organizer will be assessed damages for violations. CHARCOAL users must not dump hot coals on any city property or in drainage areas on the street. Event organizer will be responsible for violations. See attached sample food vendor application with all City rules and regulations.

THE CITY PROVIDES TRASH CONTAINERS FOR THE PUBLIC'S USE ONLY; THEREFORE FOOD VENDORS MUST PROVIDE THEIR OWN TRASH CONTAINERS*

INSPECTIONS *Building, Permit and Business License Department, 561-586-1647*

Tenting, signage, temporary electric and fencing will require inspection when applicable by the Building Division prior to the event. Inspections must be scheduled 24 hours in advance by calling the number above.

PERMITTED AREA

The event organizer agrees to take the permitted venue in its “as is” condition. All booths, stages, event rentals, vendors, portable toilets, etc. shall be placed in locations on the site which are designated by the City for such purposes so as not to cause damage to the landscaping or foliage on the site. No heavy equipment, motor vehicles or large vessels shall be brought or permitted on the site. All tents must be weighted down with cement buckets; stakes may not be used. The event organizer agrees to pay to the \$500.00 per staked tents for any repair costs that the City may incur and the City may apply the Security Deposit as liquidated damages. The Permitted Area must be restored within 48 hours of the conclusion of the Event at your expense.

INSPECTION OF PERMITTED AREA; RESTORATION.

You and a representative of the City shall inspect and document the condition of the Permitted Area on or before commencement of set up. Photographs of the Permitted Area shall be taken. You must restore the site to a condition equal to that existing on the date of the inspection and pay all costs for the repair and replacement of City property which is necessary due to this Event. You agree to repair all core drilling holes in the asphalt, concrete and all other surfaces made to facilitate the erection of barriers, stages, fences, pilings and other improvements to the Permitted Area according to City standards within 72 hours of the conclusion of the Event. If any such holes are not repaired, it is understood that the City will have the right to complete the work and charge you for the costs.

SET UP/BREAK DOWN TIMES

If you commence set up of the Event within the Permitted Area prior to the date and time specified in the Event Confirmation Approval Letter or fail to complete the breakdown of the Event by the date and time set forth in the Event Confirmation Approval Letter, including removal of all materials and equipment and restoration of the Permitted Area, you agree to pay to the City, as liquidated damages and not as a penalty, \$100.00 for each hour that the Permitted Area is occupied prior to the commencement of the set up period or after the expiration of the breakdown period. The City may apply the Security Deposit as liquidated damages in connection herewith

TENTING

Building, Permit and Business License Department, 561-586-1647

Fire Rescue Department, 561-616-7000

Tents that cover an area larger than 120 square feet require a building permit and building inspections. This application shall be made to the Building Division a minimum of two weeks (preferably 30 days) prior to the event. The tent fee will be \$61.00 per tent includes inspection (if applicable). If the event involves the placement of tents, the event promoter or tent representative will need to bring the following to the Building Division for the permit application which will be reviewed for code compliance:

- Site plan indicating tent placement. Tent placement is not permitted within ten (10) feet of any structure, or within 10 feet of an adjoining property line that is not participating in the event.
- Per section 3103.2 FBC-01 Clearing ground within and adjacent to tents shall be cleared of all grass, underbrush or similar fire hazards.
- Flame certificate for the tent or tents; matching certificate # should be sewn into the tent. All tents, booths or canopies used for cooking or vending shall be of fire retardant material. This does not include 10'x10' shade canopies for exhibitors.
- Any tent with sides shall not have more than two sides lowered at any time while cooking is taking place.

TENT REQUIREMENTS FOR ASSEMBLY USE:

- A supplemental lighting system in addition to the regular system for emergency lighting is required.
- A certificate of flame retardant fabric is required to be provided to the authority having jurisdiction.
- A confirmatory field inspection is required after the tent is erected and prior to use by the public to confirm flame resistance.
- The storage of flammable liquids or the use of combustible materials, not flame retardant treated, are not permitted inside the tent. There will be no smoking or open flame allowed inside the tent.
- A method to provide for emergency communications shall be provided.
- The ten-pound ABC fire extinguisher will be prominently displayed and persons operating the assembly shall be trained.
- The public will be protected from tripping hazards and all electrical connections shall be enclosed.
- LP tanks shall be placed outside of any structure used for cooking. The tanks shall be secured so they do not easily tip over or cause a tripping hazard. All gas line shall be subject to inspection at any time the Fire Department deems necessary. All gas lines shall be secured so as to no cause a tripping hazard.
- LP tank connections shall not be closer than 3 feet to any electrical connection.
- Charcoal fired grills shall use only passive methods to ignite the coals inside of the tent. Such passive methods can be, but are not limited to, pre-treated self lighting coals, lighting sticks etc. Charcoal lighter fluid, gasoline or any other flammable liquid shall not be used inside the tent.
- All tents used for cooking shall receive an approval sticker from the Fire Department before cooking can begin.



HOW-TO OBTAIN SPECIAL EVENT APPLICATION

BY MAIL

Contact the City of Lake Worth Special Events Department at 561.533.7335. Request that a Special Event Permits on Public Property handbook/application be mailed to you.

IN PERSON

You may also pick up an application at the Special Events Department, located at 1699 Wingfield Street.

BY E-MAIL

Contact the City of Lake Worth Special Events Division at cbrown@lakeworth.org that a Special Event Permits on Public Property handbook/application be mailed to you.

ON THE CITY WEBSITE

Go to www.lakeworth.org/specialevents

SUBMITTING A APPLICATION

SEND APPLICATIONS TO:

City of Lake Worth
ATTN: Special Events Department
1699 Wingfield Street, Lake Worth, Florida 33460

APPLICATION CHECKLIST:

- \$50 Application Fee (+\$3 tax, if applicable)
- \$50-\$1,000 Refundable Security Deposit
- Completed Rental Cost Estimate Sheet
- Signature on Indemnification Form
- 2 Professional References (from previous event venue)
- 2 Previous Event Fliers
- 1 Recommendation Letter

PERMIT MODIFICATIONS. The Special Events Manager is authorized to modify, alter or waive any minor requirements, conditions or provisions of the Special Event Permit if in the best interest of the City in order to facilitate the safe or efficient implementation of the Event.

DEFAULT. In the event of a failure to comply with any provisions of the Special Event Permit, the City may exercise any and all remedies herein enumerated or permitted by law, including the termination of the permit without notice or opportunity to cure. Default shall include failure to pay the Special Event Permit Fee or any portion thereof when due; abandonment of the Permitted Area or any part thereof; failure to carry the required insurance; or the return of any checks given by you due to insufficient funds.

TERMINATION. The City shall have the right to terminate the Special Event Permit at its sole option at any time for convenience, with or without cause and without penalty, upon 7 days prior written notice.

NOTICES. Any and all notices to you under may be given or served by certified or registered mail, or electronic transmission producing a written record, to the address set forth in your application. Any and all notices to be given to the City may be given or served by certified or registered mail, or electronic transmission producing a written record, addressed to our Special Events Division.

GOVERNING LAW. The Special Event Permit shall be governed by the laws of the State of Florida and venue shall lie in Palm Beach County.

ATTORNEYS FEES. In the event the City is required to file legal action against you to collect any amounts due under the Special Event Permit, the City shall be entitled to its costs of collection, attorneys' fees and cost, and interest at the maximum rate allowable by law.

SECURITY DEPOSIT

A Security deposit is due 3 months prior to the first date of the event. For events that apply within 3 months, the security deposit is due upon receipt of notification of approval. If a date that is currently reserved by an applicant has been requested by another applicant, the original applicant will be notified of the other request, and will have 5 days following this notice in which to turn in their deposit. Deposits are determined by a point system. They range between \$50.00 and \$1,000.00. This depends on the impact of the event. The deposit is refundable if the following occurs: The entire deposit will be refunded within 30 days after the event if the deposit has been paid on time and the applicant has complied with all conditions contained in the special event permit. Fifty percent (50%) of the deposit will be returned if the event is cancelled more than six weeks prior to the first date of the event. No deposit will be refunded if the event is cancelled within six weeks of the first date of the event.

INDEMNIFICATION

You agree to indemnify, defend, save and hold harmless the City and its officials, agents and employees from any claim, demand, suit, loss, cost or expense or any damages which may be asserted, claimed or recovered against or from the City or its officials, agents and employees by reason of any damage to property or personal injury, including death, and which damage, injury or death arises out of or is incidental to or in any way connected with your use of the Permitted Area or the condition of the Permitted Area including those arising during the set up and breakdown of the Event. This indemnification includes, but is not limited to, compliance with the terms and conditions of the Special Event Permit, your operations and use of the permitted Area or any act or omission of you, your agents, servants, contractors, patrons, guests or invitees and includes any costs, attorneys' fees, expenses and liabilities incurred in the defense of any such claims or the investigation thereof. You further agree to indemnify, defend, save and hold harmless the City and its officials, agents and employees from any claim, demand, suit, loss, cost or expense or any damages arising out of or relating to your failure to obtain all necessary performing rights and licenses (BMI, ASCAP and SESAC).

TEMPORARY EVENT RENTALS

Your event may require the rental of tents, chairs, tables, stages, etc. The City owns tables, chairs and tents available for rental, but allows the use of outside vendors. Please note, all tents must be weighted down with cement buckets; stakes may not be used. Tents that cover an area larger than 120 square feet require a building permit and building inspections. This application shall be made to the Building Division a minimum of two weeks (preferably 30 days) prior to the event. The tent fee will be \$61.00 per tent includes inspection (if applicable). If the event involves the placement of tents, the event organizer or tent representative will need to bring the following to the Building Division for the permit application which will be reviewed for code compliance:

1. Site plan indicating tent placement. Tent placement is not permitted within ten (10) feet of any structure, or within 10 feet of an adjoining property line that is not participating in the event.
2. Per section 3103.2 FBC-01 Clearing ground within and adjacent to tents shall be cleared of all grass, underbrush or similar fire hazards.
3. Flame certificate for the tent or tents; matching certificate # should be sewn into the tent. All tents, booths or canopies used for cooking or vending shall be of fire retardant material. This does not include 10'x10' shade canopies for exhibitors.
4. Any tent with sides shall not have more than two sides lowered at any time while cooking is taking place.

APPENDIX

CITY OF LAKE WORTH DIRECTORY

City Information
Leisure Services
Special Events
Pavilion Rentals
Casino Ballroom
Sidewalk Café Permit
Code Compliance
Planning/Zoning
Parking
Public Service
Grounds Management
Refuse & Recycling
Palm Beach County Sheriff's Office
Fire Rescue Department
ABT Permit

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Additional requirements
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Fire Safety
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Americans with Disability Act Compliance
Rules and Regulations
Fees
Sponsorship
Criteria for Proposal Review
Authority Structure
Permissible Recognition
Permissible Sponsors

SPECIAL EVENT APPLICATION CHECKLIST

INSURANCE REQUIREMENTS

ABT REQUIREMENTS

RENTAL COST ESTIMATE SHEET

EVENT NOTIFICATION SAMPLE LETTER

APPLICATIONS

Special Event Permit application
Lake Worth Casino Building & Beach
Complex Packet
Pavilion/Facility Rental application
Evening on the Avenue Vendor Packet

PERMITS

PBSO Extra Duty Permit
ROW/MOT Special Event Permit
ABT Temporary Permit

FORMS

Electronic Message Board Request

CITY OF LAKE WORTH DIRECTORY

CITY INFORMATION

1121 Lucerne Avenue
561.586.1600
dserio@lakworth.org

LEISURE SERVICES

1699 Wingfield Street
561.586.0361
jruiz@lakeworth.org

SPECIAL EVENTS

1699 Wingfield Street
561.533.7335
cbrown@lakeworth.org

PAVILION RENTALS

1699 Wingfield Street
561.533.7363
nbohannon@lakeworth.org

CASINO BALLROOM

10 Ocean Avenue
561.533.7395
lbennett@lakeworth.org

PLANNING/ZONING

1900 2nd Avenue North
561.586.1649
bjones@lakeworth.org

CODE COMPLIANCE

1900 2nd Avenue North
561.586.1790
avega@lakeworth.org

PARKING

City Parking Lots/Garages/Meters
561.586.7383
lighthfoot@lakeworth.org

PUBLIC SERVICE

1749 3RD Avenue South
561.533.7334
flofaso@lakeworth.org

GROUNDS MANAGEMENT

1742 12TH Avenue South
561.568.1677
ahelbling@lakeworth.org

REFUSE & RECYCLING

1880 2nd Avenue South
561.533.7344
jyaeger@lakeworth.org

PALM BEACH COUNTY SHERIFF'S OFFICE

120 North G Street
561.688.3400
561.586.1611

FIRE RESCUE DEPARTMENT

1020 Lucerne Avenue
561.616.7000
561.308.4113

ABT PERMIT

Division of Alcoholic
Beverages & Tobacco
561.650.6840



EVENT FEE TIMELINE

SERVICES	DUE DATE	FEEES	CONTACT
Application fees	Depends on estimated attendance	\$50 (non-profit) \$53 (for profit)	Special Event Division, 561-533-7335
PBSO Security	30 days	Varies based on type of event and police vehicle usage	Sheriffs Department, 561-688-3400
Facility Rentals	30 days	varies	Recreation Division, 561-533-7363
Dumpsters/Recycling containers	30 days	Varies based upon expected attendance, type of event and length of event	Refuse/Waste Division, 561-533-7344
Fire/EMS Coverage	30 days	TBD	Fire Rescue Department, 561-308-4113
Special Event Permit Fee	30 days	See Fee Schedule	Special Event Division, 561-533-7335
Refundable Security Deposit	30 days	\$50-\$1,000	Special Event Division, 561-533-7335
Road Closures	30 days	\$130 (application/review)	Public Service Department 561-533-7345

CANCELLATIONS

If an event is canceled because of inclement weather, refund of event charges other than the application fee will be made or a future open date will be made available at no additional charge. If an applicant cancels an event, 100% of all event fees will be refunded if cancellation is 60 days in advance of the event; 95% of rental fees will be refunded if cancellation is more than 31 days from the scheduled date of event.

Within 30 days of the date 100% of the rental fees will be forfeited and not returned.

APPEAL PROCESS

Permit denials may be appealed in writing to the City Commission within 15 days of the denial. The City Commission must render a written decision within 10 days after the City Commission meeting at which the appeal was considered. If the City Commission upholds the permit denial for an event, regardless of classification, then the applicant may appeal the City Commission's decision to the Circuit Court of Palm Beach County within 30 days.

DEADLINES

A completed application for a Special Event Permit must be filed with the Recreation Division on or before the following deadlines:

5,000 or less	three months	prior to date of event
5,001 to 50,000	six months	prior to date of event
Over 50,000	nine months	prior to date of event

SPECIAL EVENTS DIVISION

POLICIES AND PROCEDURES



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Special Events Division Policies & Procedures

FY 2016-2017



Special Events Overview

City of Lake Worth Special Events Division is continually evolving and will allow the City to speak with one voice and collectively address issues. Our revised Policies & Procedures will: review, approve or deny applications for a special event permit; Be accountable for purposes of reviewing any application required for event under Chapter 15 (Noise and Amplified Sound) and it will also begin to eliminate past issues.

Why are we here?

To act as a single point of entry for Special Events within the City; our responsibilities include: arrange the road closure, utility, grounds and refuse services, TULIP Insurance Coverage (if applicable) process Special Event application, conduct pre/post event meeting and site inspection, collect City Invoice Billing payment and return security deposit; contingent upon rental property being returned in good condition.

What type of event needs a Special Events permit?

Events that are held on public and private property which impact traffic or business and/or require City services. New events will be required make a non-refundable deposit in an amount as may be determined by Leisure services Department and/or City Commission at least 90 days prior to the event.

Special Event exemptions

- A)** An event coordinated by the City of Lake Worth and identified as a Signature Event.
- B)** An event conducted entirely on Picnic Pavilions at Barton, Howard, Memorial, Sunset Ridge and South Bryant Parks using only Parks and Recreation Department resources.
- C)** An event conducted in a city auditorium or meeting room that requires only resources related to that facility.
- D)** An event conducted at the Casino Ballroom or Golf Course, which require a separate contract.
- E)** An event that is held on the sidewalk or spontaneous. Spontaneous means an event that results from news or affairs that come into public knowledge less than 48 hours prior to the event.



I. DEFINITIONS

A) Special Event

shall mean non-routine happening or social activity bringing people together thereof, having a common purpose, design or goal upon any public or private facility which requires City services to ensure safety and coordination. Special Events include activities such as festivals, concerts, sporting events, parades, charity or other walks and runs, etc. A special event shall include but not be limited to City co-sponsored events, festivals, carnivals, concerts, parades, walks, races, fund raising sales and similar gatherings, block parties, grand opening promotions, sunrise ceremonies at the public beach or at Bryant Park, and other similar events not specifically permitted by City Ordinance.

B) Event Organizer

Shall mean an organization that is responsible for all aspects of an event or performance (advertising, marketing, talent costs, insurance, hold harmless agreement, etc.) and is responsible for all revenue and expenses for that event.

C) Event Vendor

shall mean a person, corporation, company or business that sells or offers for sale goods, wares, merchandise or food stuffs of any kind or nature.



II. TYPES OF EVENTS

Low Impact

An event with or without alcohol and right of way closure, lasting less than 24 hours, with fewer than 1,000 participants and a cost of less than \$1,500 in City services or equipment rental.

Intermediate

An event with or without alcohol and right of way closure, lasting less than 48 hours, with fewer than 5,000 participants and between \$1,500 and \$5,000 in City services or equipment rental.

High Impact

An event with or without alcohol, with either right of way closure or event lasting more than 24 hours and/or with more than 5,000 participants and more than \$20,000 in City services or equipment rental. Application due at least 90 days in advance.



III. SPECIAL EVENT SUBMITTAL REQUIREMENTS

Submittal of this application does not guarantee approval for the event. Please complete the application and submit along with the items listed below. Incomplete applications will not be approved. The Application fee is due at the time of application; **3 months prior** to event for low to intermediate impact events **6 months prior** to event for a high impact events. Partner agencies, such as Palm Beach Sheriff's Office, All-Star Toilets and Road safe, must charge their own fees unless otherwise indicated by an interlocal agreement or memorandum of understanding with the City. However, no such agreements are currently in place.

PHASE ONE:

- Completed application
- Application fee \$50 + \$3 tax (if applicable)
- Event site plan/walk or run course map/Parade route map
- Signature on Indemnification Agreement

PHASE TWO:

- Refundable Security Deposit
- Event date approval
- Event flier and agenda

PHASE THREE:

- City Billing Invoice
- Load-In and Take-down schedule
- Certificate of Insurance with City of Lake Worth listed as additional insured

Additional requirements may apply, such as:

- Temporary ABT permit
- Liquor Liability license
- Non-Profit documents (if applicable)
- ROW permit
- MOT plan
- Security or PBSO Notification of Hire

EVENT ORGANIZER RESPONSIBILITIES:

Advertising and marketing (City assistance may be provided in promoting the event on its website and other printed publication, contingent upon submittal of event flier with accurate event details) cost and arrangement of portable toilets, fencing, vendors, equipment rentals, security, alcohol permit, and sound/entertainment.



IV. DENIALS AND APPEALS

Denial of Permit

- Failure to meet application submittal deadlines
- Failure to obtain all City/State/County/Health Dept. permit, licenses as may be needed.
- Failure to submit required documents in a timely manner
- The application for permit (including any required attachments and submissions) is not fully completed and executed;
- The applicant has not complied with Event Policies and Procedures;
- The applicant has not tendered the required application fee with the application or has not tendered the required user fee, indemnification agreement, insurance certificate, or security deposit within the times prescribed
- The applicant has not tendered the required fee, or a portion thereof, for prior year's events; The application for permit contains a material falsehood or misrepresentation;
- The applicant is legally incompetent to contract or to sue and be sued;
- The applicant or person on whose behalf the application for permit was made has on prior occasions damaged municipal property within the City of Lake Worth and has not paid in full for such damage, or has other outstanding and unpaid debts to the City of Lake Worth;
- A fully executed prior application for permit for the same time and place has been received, and a permit has been or will be granted to a prior applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the particular municipal property or part hereof
- The use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the City of Lake Worth and previously scheduled for the same time and place
- The proposed use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant, or other users of the park, of City Employees or of the public;
- The applicant has not complied or cannot comply with applicable licensure requirements, ordinances or regulations of the City concerning the sale or offering of any goods or services; The use or activity intended by the applicant is prohibited by law, by the City's Code of Ordinances or by these regulations.
- The applicant's staffing/parking needs cannot be met by the City

Appeals

Permit denials may be appealed in writing to the City Commission within fifteen (15) days of the denial. The City Commission must render a written decision within ten (10) days after the City Commission meeting at which the appeal was considered. If the City Commission upholds the permit denial for an event, regardless of classification, then the applicant may appeal the City Commission's decision to the Circuit Court of Palm Beach County within thirty (30) days.



V. EVENT STAFFING

Administrative

Event Organizer's are required to pay a 5% administrative fee of the total of City staff overtime costs.

PBSO/Security

Police or other trained non-sworn personnel may be required at the discretion of the Chief of Police or his/her designee based upon projected attendance numbers, type of event, traffic/pedestrian concerns, geographic location and site layout. Mandatory police personnel are required for events where alcohol is served or sold by the event producer, event vendor, or other businesses within the event foot print. Event producers may through agreement with the Police Department, substitute or add whenever possible private security for certified police officers.

Grounds Maintenance

The City Grounds Department will provide assistance when Requested for event site cleanup and trash collection and disposal. Event producers may substitute this function with volunteers and/or private contractor with City approval. Staff will also set up and take down City stages when requested.

VI. PARKING

A) Reserved Parking: Event producers may request use of City owned surface lots for reserved parking. Requests need to be in writing and/or on the site plan included in the event permit package.

B) Paid Parking: The City, at its discretion will determine, based on event impact, whether or not it (City) will charge for parking in City owned parking garages, City owned surface lots and in the County Parking Garage. Revenue from said parking will be retained by the City to offset operating costs of parking lots.

C) City staff will not assist in obtaining parking lot use agreements from other organizations as may be needed.

D) Requests to use parking lots owned by other organizations for reserved parking or paid parking are to be made in writing to directly to the business/organization with a copy to the City Special Events Department



VII. APPROVALS AND WAIVERS

There are no charges levied for any City services or rental for City produced events or for those minor event that are produced by a public school located within the City. All co-produced event fees will be reviewed by the City Manager or his/her designee, consideration of exemption will be determined at the discretion of the City Manager or his/her designee. The City Manager or his/her designee, shall be allowed to approve all Special Events, provided that they meet the requirements of this policy. The City Commission shall approve all new high impact special events. The City Manager must approve all waivers associated with the special event, provided the waiver does not extend beyond the time period for the special event.

VIII. EVENT PAYMENT

All fees mentioned herein are subject to change without notice.

A) Application Fee

Submit with completed application

B) Security Deposit

Refundable security is due 90 days pre-event date. 50% percent of security deposit will be refunded for events cancelled up to 2 weeks before event date. No deposit will be refunded if event is cancelled less than 2 weeks before event date. Please note that cancellation policies with outside vendors and other City departments vary. Any violations of rule/policies and/or additional costs incurred by the City will result in a deduction of the refundable deposit.

C) ROW Permit Fee

Submit with completed application

D) City Billing Invoice

Depending on the scope of your event, you may need to pay for right of way closures, security or police, grounds and refuse (dumpster and recycling) services, event rentals, parking, or other City or contracted costs. Full payment is due within 30 days of receipt of the City Invoice. Failure to pay within the allotted time frame may be terms for denial of future event permits.



IX. GENERAL POLICIES

1. No accessible (handicapped) parking spaces shall be blocked from public use, if spaces are to be blocked the Event Organizer will be responsible for providing the same number of approved spaces.
3. Light from events held after dark should not produce unnecessary glare toward adjacent streets or abutting residential districts.
4. Event parking shall not interfere with off-site traffic circulation. Parking areas occupied by event shall minimize blocking of access and circulation aisles.
5. Open areas to be used for parking shall be clearly marked to delineate parking spaces (including access spaces) access aisles, and entrances/exits.
6. Event signage shall not be placed in public rights-of-way.
7. All extension cords must be secured in a safe manner, with proper grounding prongs so as not to present a hazard to the public. **Do not overload power strips.** City electrician will inspect prior to event.
8. All vendors are required to provide their own trash receptacles with liners for disposing of waste materials. Bags are to be securely tied and disposed of in proper receptacles/dumpsters. **The City** will provide trash receptacles for the patrons **only**.
9. All vendors are permitted to unload on site, but must then remove vehicles from the site to a designated parking area.
10. No food or beverage should set-up and use the Bandshell at Bryant Park.
11. NO GLASS CONTAINERS are allowed for dispensing beverages.
12. Grounds Maintenance will provide assistance when requested for event site cleanup, trash bags, collection and disposal. The City will provide a City Electrician when needed. Additional charges may apply.
13. City of Lake Worth may suspend/revoke a special event permit at any time for Separate offense for each day or part of day when the violation is committed. Notice will be in writing and set forth the reasons for suspension/revocation. Repeat events must work in good faith to address prior year's issues and lessons learned.
14. ALL HOT COALS will be extinguished by the vendors prior to leaving the area. The vendor is responsible for proper disposal of coals. No Hot Coals will be allowed to be dumped into any trash container or on the ground. No ground fires are allowed on any City property.

15. NO DUMPING OF FUEL, COOKING OIL OR WASTE FOOD is allowed on street, park lawns or in street drains.
16. All stands or tables supporting cooking facilities will be stable construction, so as to prevent any accidental knocking over by the public or vendors.
17. All cooking will be done in an open area and precautions will be taken to protect the public from having any accidental contact with the cooking areas. All food vendors must have an absorbent mat under cooking area to catch any spilled grease.
18. A high and intermediate event will not be permitted on the same day. No more than(2) intermediate events allowed within the same week. Single day events are prohibited from being held consecutively at the same location.
19. Special event noise/sound from a special event that abuts a residential use shall be minimized through orientation of speakers, proper design to maximize distance between residential uses and the active portions of the event, hours compatible with adjacent land uses, etc. Noise shall not exceed city performance standards.
20. Application graphic/map shall clearly delineate event locations, boundary, location of event elements such as parking areas, tents/structures, display tables, etc. and approximate distances to adjacent single family homes when less than 100 feet.
21. Proposed events must be generally consistent with zoning regulations with respect to use and location, or approved pursuant to a pre-existing agreement executed by the City Commission.
22. Event Organizer's are responsible for overall planning and management, promotion, marketing and advertising, entertainment, insurance, liquor liability, vendor selections and actions of their vendors.
23. Up to \$2,000 for a violation of fire safety, zoning, or public health and sanitation provisions or up to \$500 for all other violations of this chapter or requirements of a special event permit
24. Only Event Organizers that submit a completed application, application fee and security deposit in a timely manner will secure proposed event date and be added to the City Special Event calendar.
25. Event Organizer's are required to obtain all City, State, County and Health Dept. permit, licenses and/or inspections as may be needed.
26. Vendors who will be cooking (charcoal, grease, etc.) will be required to have in their possession a 10 lb. fire extinguisher with a Class ABC rating. The extinguisher must be in serviceable condition or the vendor will be shut down until one is obtained.

X. NEIGHBORHOOD BLOCK PARTY POLICIES & PROCEDURES

Permit applications for neighborhood block parties will be reviewed by the City Manager or his/her designee. Consideration of approval will be based upon the following:

- A)** Permit applications must be received in writing by the City Manager's Office at least 30 days prior to the event.
 - B)** Permit applications must be submitted by the Homeowners Association or where there is no Homeowners Association by other individuals with a petition signed by 51% of the homeowners who live on the block.
 - C)** Approvals will only be given for a one (1) block area.
 - D)** Consumption or sale of alcohol on City rights-of-way will not be permitted.
 - E)** Structures other than barricades are not allowed in the City rights-of-way.
 - F)** Homeowners Association will be required to pay all overtime costs that may be incurred.
 - G)** Impacts due to other events will be considered in approval process.
 - H)** Applications will not be approved for any activity past 10 p.m.
 - I)** Approvals will not be given for individual homeowner sponsored parties or events.
- 

ON THE HORIZON FOR CITY OF LAKE WORTH

Special Event Districts

- An established area surrounding a special event venue
- Offer determined time limits and boundaries in consultation with City departments
- Purpose is to address capacity ,public safety and concerns in area surrounding venue
- Ability to control the maximum number of special event permits issued in district

Public Works

Public Works staff working with the event producer to prepare and submit required FDOT permits for street closures.

- will install barricades, message boards and arrow boards, as needed
- will prepare event signage when requested and approved
- will set up portable light towers and portables generators
- will provide a City electrician when needed

PR Marketing Team

- Further develop marketing and advertising
- Advertise events with underutilized resources
- Re-develop the City brand identity
- Increase City reputation for quality
- Seek proper resources to ensure that each event achieve good production results.

Event Tiers

- A specific Special Event Division goal is to address the inefficient “one size fits all” permitting process for special events. Based on an analysis of best practices from around the country, the City intends to implement four tiers of special event designations.
- The scale will be based on the event’s community impact and use of City resources. Leisure Service Department is working with the City Attorney’s Office to hone tier categories and criteria. It is important for the tiers to be easily understood by city employees, partner agencies, event promoters and community members.
- A key part of the tiered strategy is to provide a way for smaller events, which have relatively small budgets, to occur with predictable costs.
- Establishing tiers would also remedy inconsistent fees and deadlines applied to various events. Once established, each specific tier will have criteria for permit approval and deadlines for applicants.



Special Events Division Sponsorship



SUBJECT: Sponsorship Guidelines

PURPOSE: To encourage both public and private participation in sponsorship and fund-raising activities and cooperative agreements in order to support both current and projected service demands.

City of Lake Worth will seek sponsors that further its mission by providing monetary or in-kind support for city/county programs or services. The City of Lake Worth recognizes that the public trust and perception of its impartiality may be damaged by sponsorships that are aesthetically displeasing, politically oriented, or offensive to segments of its citizenry. When the City loses public trust and public perception of impartiality, its ability to govern effectively in the interest of its citizens is impaired. Therefore, the City permits private sponsorship of government programs or services in limited circumstances as a means to generate funds for improving or expanding those programs and services. City of Lake Worth maintains its sponsorship program as a nonpublic forum and exercises sole discretion over who is eligible to become a sponsor according to the terms of this policy. Whenever possible, sponsorships will be linked to specific activities, events, programs, or publications. The City will neither seek nor accept sponsors that manufacture products or take positions inconsistent with local, state, or federal law or with city/county policies, positions, or resolutions. The establishment of a sponsorship agreement does not constitute an endorsement by City of Lake Worth of the sponsor's organization, products, or services.



I. DEFINITIONS

A) Sponsor

A business, organization, agency or individual who gives cash or in-kind product or service to support a producer of an event or production by agreement, for the benefit of that agency, business, organization or person.

B) Sponsorship

The right of an external entity (for-profit or not-for-profit) to associate its name, products, or services with City's programs, services, or name. Sponsorship is a business relationship in which City of Lake Worth and the external entity exchange goods, services, and donations for the public display of a message on the City property acknowledging private support.

C) Gift/Donation

Voluntary transfer of assets and/or services from a person or entity to the city.



II. POLICY

The following procedures will provided direction and coordination for the Special Events Division on the behalf of the City of Lake Worth, in regard to the procurement of municipal sponsorships, donations and arrangements within the public and private sector.

III. PROCEDURE

A) Checks- made payable only to the City of Lake Worth with approved donation form or correspondence on your company letterhead. Any gift/donation exceeding the amount of \$10,000 shall require City Council approval.

B) Cash- the cash value received shall be the actual amount received accompanied by signed receipt and correspondence on your company letterhead.

C) In-Kind services- a contribution of a personal, real property, tangible or intangible property or other service that shall approved by the Director of Leisure Services before donation is accepted or any fund-raising activity is permitted.

D) Acceptable forms of donations include: cash; check; gift card; in-kind services.

E) Sponsorship/donations are accepted for City sponsored event, venue, program or activity.



IV. CRITERIA FOR PROPOSAL REVIEW

Proposals for sponsorship of City of Lake Worth programs or services shall be reviewed on the basis of a draft memorandum of understanding that clearly outlines the forms of support offered by the sponsor and the recognition to be given by the City. City of Lake Worth recognizes that entering into a sponsorship agreement with an external entity does not constitute an endorsement of the entity or its services and products but does imply an affiliation. Such affiliation can affect the reputation of the City among its citizens and its ability to govern effectively. Therefore, any proposal for sponsorship of a program or service in which the involvement of an outside entity compromises the public's perception of the City's neutrality or its ability to act in the public interest will be rejected.

A memorandum of understanding shall be created for each sponsorship relationship. It shall detail the following information, at a minimum:

- Activities, products, and services of the private entity and its subsidiaries
 - Benefits to be given to the proposed sponsor by the City, and the estimated monetary value of those benefits
 - Benefits to be given to the City by the proposed sponsor and the estimated monetary value of those benefits
 - Prominence of the proposed public recognition of support
 - Content of the proposed public recognition of support
 - Duration of the proposed public recognition of support
 - Conditions under which the sponsorship agreement will be terminated
- 

V. AUTHORITY STRUCTURE FOR REVIEW AND APPROVAL

City of Lake Worth possesses sole and final decision-making authority for determining the appropriateness of a sponsorship relationship and reserves the right to refuse any offer of sponsorship. In the discretion of the City Manager, any proposed sponsorship agreement may be referred to the City Board of Commissioners for approval. Sponsorship agreement proposals will be reviewed according to the following procedures and guidelines:

- A)** All sponsorships shall be approved in consultation with the Office of the City Attorney.
- B)** Sponsorship agreements projected to generate \$50,000 or more shall require the written approval of the city/county manager, who shall inform the City Board of Commissioners.
- C)** Sponsorship agreements projected to generate less than \$50,000 shall require the written approval of the department head.
- D)** A division head may approve sponsorship agreements of less than \$5,000, in consultation with the department head.



VI. PERMISSIBLE RECOGNITION MESSAGES

Sponsorship recognition messages may identify the sponsor but should not promote or endorse the organization or its products or services. Statements that advocate, contain price information or an indication of associated savings or value, request a response, or contain comparative or qualitative descriptions of products, services, or organizations will not be accepted. Only the following content will be deemed appropriate:

- A)** The legally recognized name of the advertising organization.
- B)** The advertiser's organizational slogan if it identifies rather than promotes the organization or its products or services.
- C)** The advertiser's product or service line, described in brief, generic, objective terms. Generally, only one product or service line may be identified.
- D)** Brief contact information for the advertiser's organization, such as phone number, address, or Internet website. Contact information must be stated in a manner that avoids an implication of urging the reader to action.
- E)** City of Lake Worth will not make any statements that directly or indirectly advocate or endorse a sponsor's organization, products, or services.
- F)** No materials or communications, including, but not limited to, print, video, Internet, broadcast, or display items developed to promote or communicate the sponsorship using the City's name, marks, or logo, may be issued without written approval from the City Manager and attorney.

VII. MESSAGE CONTENT

Sponsorships on City of Lake Worth property are maintained as a nonpublic forum. The City intends to preserve its rights and discretion to exercise full editorial control over the placement, content, appearance, and wording of sponsorship affiliations and messages. The City may make distinctions on the appropriateness of sponsors on the basis of subject matter of a potential sponsorship recognition message. The City will not deny sponsorship opportunities on the basis of the potential sponsor's viewpoint.



VIII. PERMISSIBLE SPONSORS

Sponsorship from an organization that is engaged in any of the following activities, that has a mission supporting any of the following subject matters, or that, in the sole discretion and judgment of the authorized representative of the City, is deemed to be unsuitable for and contrary to community standards of appropriateness for government publications, shall be prohibited on any of the City's property:

- A)** Promotion of the sale or consumption of alcoholic beverages, or promotion of establishments that are licensed to sell and primarily do sell alcoholic beverages, including bars; provided, however, that food service establishments or places of lodging may be authorized only when the sale of alcohol is incidental to providing food service or lodging
 - B)** Promotion of the sale or consumption of tobacco products
 - C)** Promotion of the sale of birth control products or services
 - D)** Commentary, advocacy, or promotion of issues, candidates, and campaigns pertaining to political elections
 - E)** Depiction in any form of profanity or obscenity, or promotion of sexually oriented products, activities, or materials
 - F)** Promotion of the sale or use of firearms, explosives, or other weapons, or glorification of violent acts
 - G)** Promotion or depiction of illegal products, or glorification of illegal products, activities, or materials
- 

Special Events Division Event Vendors



COMPREHENSIVE APPLICATION

Submittal of this application does not guarantee approval for the event. Please complete the application and submit along with the items listed below. Incomplete applications will not be approved.

STEP #1

- Completed application
- Vendor fee + tax
- Signature on Indemnification Agreement

STEP #2

- Product/Presentation Review
- Approval or Denial
- Vendor Orientation

STEP #3

- Register for REMIND101
- Business Tax Receipt (BTR)
- Certificate of Insurance with City of Lake Worth listed as additional insured (If vendor is sampling an approved food product, he/she must provide a copy of liability insurance for a minimum of \$300,000 with the City of Lake Worth listed as an additional insured.)

Additional requirements may apply, such as:

- Non-Profit documents (if applicable)

DENIALS

- Duplicate vendor item
- Failed Presentation review
- Failure to meet application submittal deadlines
- Failed to attend and/or complete Vendor Orientation
- Failure to submit appropriate documents in a timely manner
- Failure to obtain all City, State, County and Health Dept. permit, licenses as may be needed.

APPEALS

Submit new application with required documents (2) weeks prior to upcoming event. City of Lake Worth reserves the right to suspend/revoke vendor privileges at any time for the following offenses for each day or part of day when the violation is committed. Notice will be in writing and set forth the reasons for suspension/revocation.

EVENT VENDORS

Must comply with all State and City guidelines in our Policies & Procedures.



BOOTH PRESENTATION

Tent must be in good condition and you must use weights as no stakes are allowed. Vendors must be set-up for inspections 30 minutes prior to announced open time on Friday. Vendors and booths must remain neat, clean, and kept in an orderly fashion. One vendor is allowed per space. Exhibits and displays must be contained within booth space. Conduct and displays must be appropriate. No garbage/boxes/etc. may be in view and all boxes must be broken down before discarding. Vendors are responsible for having appropriate licenses and collecting sales tax. Tables must be covered by tablecloths. Tablecloths must extend to the ground around the front and sides of all tables.

INDEMNIFICATION AGREEMENT

You agree to indemnify, defend, save and hold harmless the City and its officials, agents and employees from any claim, demand, suit, loss, cost or expense or any damages which may be asserted, claimed or recovered against or from the City or its officials, agents and employees by reason of any damage to property or personal injury, including death, and which damage, injury or death arises out of or is incidental to or in any way connected with your use of the Permitted Area or the condition of the Permitted Area including those arising during the set up and breakdown of the Event. This indemnification includes, but is not limited to, compliance with the terms and conditions of the Special Event Permit, your operations and use of the permitted Area or any act or omission of you, your agents, servants, contractors, patrons, guests or invitees and includes any costs, attorneys' fees, expenses and liabilities incurred in the defense of any such claims or the investigation thereof. You further agree to indemnify, defend, save and hold harmless the City and its officials, agents and employees from any claim, demand, suit, loss, cost or expense or any damages arising out of or relating to your failure to obtain all necessary performing rights and licenses (BMI, ASCAP and SESAC).

INSPECTION OF PERMITTED AREA; RESTORATION.

You and a representative of the City shall inspect and document the condition of the Permitted Area on or before commencement of set up. Photographs of the Permitted Area shall be taken. You must restore the site to a condition equal to that existing on the date of the inspection and pay all costs for the repair and replacement of City property which is necessary due to this Event. You agree to repair all core drilling holes in the asphalt, concrete and all other surfaces made to facilitate the erection of barriers, stages, fences, pilings and other improvements to the Permitted Area according to City standards within 72 hours of the conclusion of the Event. If any such holes are not repaired, it is understood that the City will have the right to complete the work and charge you for the costs.



ELECTRICITY

Included for power access only but vendor must supply own lights (fluorescent/energy efficient) and extension cords (min. #12 gauge/25 ft) for hook-up. Please be advised that the power access at the Cultural Plaza automatically turn on at 5:30pm. The City provide you with 5 amps of power which is enough to run 2 lights.

AMPLIFIED SOUND RESTRICTIONS

The use of amplified sound, generators, refrigerated trucks and fence installation and removal is prohibited between the hours of 11:00 p.m. to 7:00 a.m. Friday and Saturday and between the hours of 10:00 p.m. to 7:00 a.m. Sunday through Thursday. If vendor plays music, the volume must be at a level for adjacent vendors, staff members, and the public to conduct business in a normal speaking voice and must not interfere with event music. Vendor is responsible for the removal of all items and refuse from tent. If City employees must clean or dispose of vendor's garbage or if pavement is damaged or soiled, the vendor will be charged a cleaning fee.

NOISE ORDINANCE

The noise limitation standards for construction are contained in sections 15-24.6 through 15-24.8, as well as the noise limitations set out in this Section 15-24.1 and Section 15-24.9 of the Code. **Sec. 15-24.2. Prohibition against unreasonable noise.** No person shall make, continue or cause to be made any unreasonable noise or disturbing noise.

Sec. 15-24.3. Exemptions. The provisions of this Noise Control ordinance shall not apply to:

- (1) The use of amplified sound on school or church grounds during school or church sponsored activities;
- (4) Activities in the fields, grounds or facilities of any sporting arena, stadium, or sports complex to which the public or community has access;
- (5) Road festivals, parades, fireworks displays and special events for which an appropriate permit has been obtained from the City of Lake Worth in compliance with any conditions imposed by that permit and within the permitted area and any privately owned property located contiguous with any public right of way that is closed pursuant to a parade, road festival, or special event permit;
- (6) Noise which results from the reasonable use, recreational enjoyment or maintenance of residential property located in the City of Lake Worth including, but not limited to, noise made by children;
- (10) The reasonable and intermittent barking of dogs and sounds made by other animals as governed by section 15-24.9 of the Code;
- (11) The sounds made by children and adults on school and athletic grounds during school curricular and extra-curricular activities; and
- (12) Festivals or events occurring on public parks which are permitted or approved by the parks and recreation department of the city.

FIRE SAFETY

All food vendors shall have the proper fire extinguisher for their process of food preparation. Call the Fire Department (561-616-7000) for information. Food vendors are to be set up one hour prior to start of the event to allow for final inspection by the Fire Department (if applicable). Event organizer must identify on the application/layout the number of food vendor using grease/oil. All food vendors must provide their own absorbent type of grease mat. Used grease cannot be dumped anywhere on City Property or down street drains. Vendors must haul their grease to an approved location for disposal. The event organizer will be assessed damages for violations. CHARCOAL users must not dump hot coals on any city property or in drainage areas on the street. Event organizer will be responsible for violations. See attached sample food vendor application with all City rules and regulations.

PREP-FOOD VENDORS & FOOD TRUCKS

If the food vendor has a valid and currently effective occupational license and State of Florida Division of Hotels and Restaurants license for his/her restaurant or other place of business, then no other license or fee is due. If the food vendor has a Division of Hotels and Restaurants approved mobile food vending unit or Health Department approved mobile food vending cart, then the vendor must obtain a Palm Beach County Mobile Occupational License (561-355-2272). A copy must be submitted with the vendor application. No food vendor should set-up and use the grass or paved area at Cultural Plaza. **NO DUMPING OF FUEL, COOKING OIL OR WASTE FOOD** is allowed on street, park lawns or in street drains.

COOKING WITH COALS/GREASE

Vendors who will be cooking (charcoal, grease, etc.) will be required to have in their possession a 10 lb. fire extinguisher with a Class ABC rating. The extinguisher must be in serviceable condition or the vendor will be shut down until one is obtained. All stands or tables supporting cooking facilities will be stable construction, so as to prevent any accidental knocking over by the public or vendors. All cooking will be done in an open area and precautions will be taken to protect the public from having any accidental contact with the cooking areas. All food vendors must have an absorbent mat under cooking area to catch any spilled grease. **all hot coals** will be extinguished by the vendors prior to leaving the area. The vendor is responsible for proper disposal of coals. No Hot Coals will be allowed to be dumped into any trash container or on the ground. No ground fires are allowed on any City property.

SANITARY & FOOD REGULATIONS

Sanitary and food facilities shall be provided by the Licensee in accordance with applicable laws and regulations of the Florida Department of Environmental Protection and the Palm Beach County Health Department. Licensee agrees to ensure that any and all grease remaining after the event by food vendors shall be properly disposed of in accordance with any applicable ways. In the event Licensee fails to properly dispose of the grease, the City will charge Licensee for the cost incurred by the City to do so.



AMERICANS WITH DISABILITIES ACT COMPLIANCE

All events must be ADA accessible. Event organizers must make the site accessible in compliance with the requirements of the American with Disabilities Act. If you are providing portable bathroom facilities, a minimum of 5% of the facilities must be wheel chair accessible and meet applicable codes. All sidewalks must be clear and accessible to wheelchair passage at all times. All pedestrian routes from the parking lot to the event site are equipped with curb cuts or temporary ramps to accommodate wheel chair patrons. All ramps must meet the Florida Accessibility code. The maximum slope of a ramp should be 1:12". The maximum rise shall be 30", 70mm. Displays and exhibits must be set at least 36 to 42" apart to allow clearance for wheel chair accessible visitors. All display items should be located no higher than 54" to allow a parallel approach by a person in a wheel chair. For forward approach, the maximum height must be 48".

Vendors who do not meet these standards must be willing to accommodate disabled patrons by coming out of the exhibit when assistance is required. Make certain that displays, events and concessions are set up along existing hard surfaces when possible, and avoid tree routes, soft or rough terrain. Wheel chair accessible transportation must be made available for the duration of the event if transportation is being offered during the event from a central parking area. Event organizers should keep a 15 foot fire lane open at all times and provide keys to all gated areas. Communication with the emergency services should be clear and precise about the emergency location. A plan should be drafted and volunteers, staff and participants in the event should be informed of what steps to take in case of an emergency. Safety comes first. Please insure that the event site is free of trip hazards. Also monitor areas which could cause extreme congestion. Try to set up the event so that people have the ability to move around as easily as possible. Remember 15 ft. fire lane. Always have a first aid location and a lost children area. Have plenty of water made available to avoid dehydration situations, and consider ice or misters on hot days.

ADA ACCESSABILITY REQUIREMENTS

It is the event promoter's responsibility to comply with all City, County, State and Federal Disabilities Access Requirements applicable to the event. All indoor and outdoor sites for special events must be accessible to persons with disabilities. This also includes portable restroom facilities. Licensee must make the site accessible in compliance with the requirements of the American with Disabilities Act.



RULES AND REGULATIONS

By signing the Vendor Application, each vendor is agreeing to comply with the City's Rules and Regulations set forth below and as amended from time to time.

All vendors must have all required permits and licenses for their business and product(s) and shall conduct business in accordance with all applicable laws, ordinances, regulations and rules.

To avoid duplicate products, vendors must select one vendor code; only approved items will be allowed to be sold at the event. The City does not guarantee any vendor the exclusive right to sell any one product. The City will determine when a product category is adequately represented.

All approved vendors must attend vendor orientation as it is mandatory in efforts to participate in any City of Lake Worth event.

All vendors must satisfy City of Lake Worth requirements for booth presentation and event inspection for each event. Tables must be covered by tablecloths. Tablecloths must extend to the ground around front and all sides of table. Exhibits and displayed must be contained within your 10x10 space.

Vendors are required to obtain a City of Lake Worth Business Tax Receipt. Please be advised that a Countywide BTR is not acceptable.

Each **vendor** shall maintain commercial general liability insurance in the amount of \$300,000 per occurrence to protect the vendor from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any Vendor operations. The vendor shall provide the City with a Certificate of Insurance that lists the "City of Lake Worth" as an Additional Insured.

To maintain a positive atmosphere, vendors should bring concerns about the event to the City staff working the event, not to customers or other vendors.

Vendors shall not violate the City's Noise Control Ordinance set forth in Sec. 15-24 – 15-24.10. If vendor plays music, the volume must be at a level for adjacent vendors, staff members, and the public to conduct business in a normal speaking voice and must not interfere with event music.

Vendors and those associated with a vendor are expected to maintain a professional and courteous attitude towards event patrons, other vendors, City staff, and those affiliated with the City. Discrimination, rude, abusive, offensive, or other disruptive conduct is strictly prohibited. If a Vendor violates this provision, such violation may result in immediate removal of the Vendor from the event and/or exclusion from future City events.

Space assignments will be determined by the order in which confirmation for event participation and payment are received.

Payment for individual events must be made no less than 48 hours prior to the date of the event. No space assignment will be made without full payment. We accept check, credit, money order and cash. All credit/debit payments must be made inter-office

All fees are non-refundable. There are no refunds for a cancellation of an event. However, if available, you will be provided with another Evening on the Avenue date in which you may participate.

City of Lake Worth acknowledges non-profit organizations and as a result vendor fees may be waived or reduced at the discretion of the Special Events Coordinator. Organizations claiming non-profit status must submit the following required documents: 501(c)(3) letter **and** tax exempt form to prove 501(c)(3) status.

Each vendor and a representative of the City shall inspect and document the condition of the vendor's booth on or before the commencement of set up. Photographs of the booth area shall be taken. Vendors shall restore the site to a condition equal to that existing on the date of the inspection and pay all costs for the repair and replacement of City property upon written demand. If any such repairs are not completed within 24 hours of the event, it is understood that the City will have the right to complete the work and charge the vendor for the costs.

Set-up for events is scheduled on the Friday of the event from 3:30 pm to 5:30 pm. No vendor is permitted to set-up prior to or thereafter. You must be set-up for inspections 30 minutes prior to 6:00 pm; otherwise, the City may deny your participation in the event and no refunds will be made. Food vendors are to be set up one hour prior to start of the event to allow for final inspection by the Fire Department (if applicable).

Breakdown for events is scheduled on the Friday of the event from 10:00 pm to 11:00 pm. You must participate in the event from 6:00 pm to 10:00 pm. Early breakdown may result in exclusion from any future City events.

Vendors are responsible for the removal of all items and refuse from their tents and shall sweep up and remove all debris. If City employees or contractors must clean or dispose of vendor's garbage or if pavement is damaged or soiled, the vendor will be charged a cleaning fee which will be due and payable upon receipt of the invoice.

On the day of each event, between the hours of 4:30 pm to 10:00 pm, M Street is reserved for Food Trucks only.

Vendor tents must be in good clean condition. Weights must be used to ground tents because no stakes are permitted. Exhibits, displays and products must be contained within the booth space and must be kept clean and orderly throughout the entire event. No garbage, boxes, etc. may be in view. All exhibits, displays and products shall be appropriate for a family-friendly event.

Vendor fee is for a 10'x10' space only. Additional rental space is prohibited.

Vendors are prohibited from tent sharing. Each vendor must provide their own tent.



NO BEVERAGES may be sold by any vendor, no exceptions. Failure to comply will result in exclusion from all future events.

Vendors must register for our one-way text message system REMIND 101 to receive event updates, notifications and special event invites.

Electricity (5 amps of power= 2 lights) is provided for lighting but vendor must supply their own lights (fluorescent/energy efficient) as well as approved 10x10 tent, tables, cord (min. #12/25 ft.) and chairs. The power access at the City's Cultural Plaza automatically turns on at 5:30 pm.

All extension cords must be in good working condition and secured in a safe manner, with proper grounding prongs so as not to present a hazard to the public. **DO NOT OVERLOAD POWER STRIPS.** City electrician will inspect prior to event.

Vendors who will be cooking (charcoal, grease, oil, etc.) will be required to have in their possession a 10 lb. fire extinguisher with a Class ABC rating. The extinguisher must be in serviceable condition or the vendor will be shut down until one is obtained.

No food vendors shall set-up on or use the grass or paved area at Cultural Plaza.

Equipment rentals (tables, chairs, lights, extension cords, and tents) are available at an additional cost with specific terms and conditions.

All vendors are permitted to unload on M Street, but must then immediately remove vehicles from M Street to a designated parking area.

Vendors with handicap permits may remain parked on M Street in a designated handicap parking space during the event. All other vendors are prohibited. Failure to remove vehicle will result in penalty charges that must be paid before participation in another event.

All vendors are required to provide their own trash receptacles with liners for disposing of waste materials. Bags are to be securely tied and disposed of in proper receptacles/dumpsters. The City will provide trash receptacles for public use only. These trash receptacles are not to be used by the vendors. All boxes must be broken down before discarding.

Cellular and Emergency contact numbers of the vendor are required by the Special Events Division. These numbers shall be used to contact the vendor if the need should arise.

The event staff and the City of Lake Worth will not be liable for any losses or damages of any kind that occur at any vendor's booth.

RULES AND REGULATIONS SPECIFIC TO FOOD VENDORS

Sanitary food facilities shall be provided by each food vendor in accordance with all applicable laws, ordinances, regulations, permits, licenses, rules and regulations of the Florida Department of Environmental Protection and the Palm Beach County Health Department and any other entity with jurisdiction.

All food vendors must provide their own absorbent type of grease mat. Used grease, oil, charcoal or food waste cannot be dumped anywhere on City Property or down street drains or otherwise. Food vendors agree to ensure that any and all grease, oil, charcoal and food waste shall be properly disposed of in accordance with all applicable laws, ordinances, regulations, permits, licenses, rules and regulations. In the event the food vendor fails to properly dispose of these items or any other item, the City will charge the food vendor for the cost incurred by the City to do so and for any damage such improper disposal may cause.

If the food vendor has a valid and currently effective occupational license and State of Florida Division of Hotels and Restaurants license for his/her restaurant or other place of business, then no other business tax receipt is due. If the food vendor has a Division of Hotels and Restaurants approved mobile food vending unit or Health Department approved mobile food vending cart, then the vendor must obtain a Palm Beach County Mobile Occupational License (561-355-2272). A copy must be submitted with the Vendor Application. If the food vendor is established specifically for the event and does not meet the previous two group's criteria, then the vendor must contact the Division of Hotels and Restaurants to obtain a copy of the temporary license to be submitted with the application.

All stands or tables supporting cooking facilities will be of stable construction, so as to prevent any accidental knocking over by the public or vendors. All cooking will be done in an open area and precautions will be taken to protect the public from having any accidental contact with the cooking areas.

Vendors are responsible for having all those associated with their booths to adhere to all of the rules and regulations and any other direction given by City staff.

FREQUENTLY ASKED QUESTIONS

Q: Where can I get a vendor application?

A: application can be found at www.lakeworth.org/events or visit our Special Events Division located at 1699 Wingfield Street Lake Worth Florida 33460.

Q: When is my application due?

A: Applications may be submitted at anytime.

Q: When will I know if my application has been approved?

A: You will receive approval or denial of your application within 7-10 business days of submission. The City reserves the right to deny any application for vendor participation.

Q: How do I secure my event date?

A: Once your application and application fee is received, your reservation will be secured.

Q: How will I know if an Evening on the Avenue has been rescheduled or cancelled?

A: You will receive a one-way text message via REMIND 101 or press release.

Q: How do I confirm or decline participation for an Evening on the Avenue?

A: via email or voicemail.

Q: Where do I make my vendor payment?

A: You may submit payment at our Special Events Division; payable by check, money order, credit card/debit or cash. Please make all payments payable to the City of Lake Worth.

Q: Can I participate as a vendor if I do not have insurance, but met all other requirements?

A: No, all vendors must provide insurance as it is mandatory.

Q: Where can I purchase General Commercial Liability Insurance?

A: Assurance Connection, located at 129 N Federal Hwy Suite 202, Lake Worth FL 33460
Phone: (561) 318-0445 Fax: (877) 736-2559 Email: rkmaag@assuranceconnection.com

Q. What is Business Tax Receipt and why do I need it?

A. Proof of payment of business tax and it allows vendors to do business herein the City of Lake Worth; a County-wide BTR is not acceptable.

Q: How much is a BTR?

A: one-time payment of \$31.99 (fee is currently waived by the City)

Q: Will I be required to purchase a BTR every time I participate?

A: No, the BTR is licensed for one year.

Q: What is the refund policy?

A: There are no refunds for cancellation of event due to circumstances beyond our control. However, we will provide another Evening on the Avenue date in which you may participate.

Q: Whom should I contact with additional questions?

A: The Special Events Division prefers you review this packet in its entirety which will answer many of your questions before contacting the City. However, you may contact the Special Events Coordinator at (561) 533-7335 | e-mail cbrown@lakeworth.org

FEES

EVENT FEES. Below are the payment options available to interested event vendors. Annual fee a/k/a "The Preferred Vendor Package" must be paid in full to secure a permanent space assignment at Evening on the Avenue events. All fees mentioned herein are subject to change without notice. Pricing includes 25 events.

CODE	CATEGORY	PRODUCT DESCRIPTION	A LA CART FEE	ANNUAL FEE
OH	Organics & Health	flowers, plants, candles, herbs, spices, therapeutic oils	\$35.00	\$875.00
B	Beauty	Soap, lotion, balm, hair care products, body/facial rubs	\$35.00	\$875.00
CM	Commercial	promotional and/or marketing products for company, hands-on demonstrations, surveys, recruitment, registrations	\$35.00	\$875.00
FA	Fine Art	ornaments, sculptures, signs, painting, sketches	\$35.00	\$875.00
AC	Arts & Craft	Family-friendly products, re-sale items, toys	\$40.00	\$1,000.00
HAC	Hand-made Crafts	Items produced from glass, sterling silver, crystal, wood, ceramic, metal, acrylic, yarn, fabric	\$40.00	\$1,000.00
CL	Clothing	blouses, pants, graphic tees, jackets, shoes	\$40.00	\$1,000.00
JY	Jewelry	bracelets, necklace earrings, charms, pendants, rings	\$40.00	\$1,000.00
PFV	Prepared Food vendor	Food prepared off-site and prepackaged for sale (commercial foods, pastries, breads, desserts, dry mixes, jarred condiment)	\$50.00	\$1,250.00
HFV	Hot Food vendor	Food prepared on-site	\$55.00	\$1,375.00

SPECIAL EVENTS

Juan Ruiz, Leisure Services Director | Lauren Bennett, Sales, Marketing & Event Manager | Chiquita Brown, Special Events Coordinator

Parks & Recreation Department
Special Events Division
1699 Wingfield Street
Lake Worth, FL 33460

Customer Service (561) 586-1600
Phone (561) 533-7335
www.lakeworth.org



SPECIAL EVENT APPLICATION PERMIT PROCESS

PHASE ONE:

- Completed application (submit 60 or 90 days pre-event date)
- Signature on Indemnification Agreement
- Application fee \$50 + \$3 tax (if applicable)
- Refundable Security Deposit

PHASE TWO:

- Event date approval
- Event site plan or walk/run course map or parade route map
- Event flier, Notification Letter and City Marquee request form
- Rental Cost Estimate Sheet
- Pre-event Meeting and Venue Inspection
- Certificate of Insurance (listing City of Lake Worth as the additional insured)

PHASE THREE:

- City Billing Invoice (due 30 days pre-event)
- Load-In and Take-down schedule
- Post-event Meeting and Venue Inspection

ADDITIONAL REQUIREMENTS MAY APPLY, SUCH AS:

- Temporary ABT permit
- Liquor Liability Insurance
- PBSO Notification of Hire
- Non-Profit documents (if applicable)
- ROW permit application + fee (original document required, must be affixed with notary signature)
- MOT plan and timeline

SPECIAL EVENT APPLICATION CHECKLIST

REQUIRED DOCUMENTS/FORMS

- Special Event Application (with signature on page 04)
- Indemnification Agreement
- Refundable Security Deposit (processed 3-4 weeks post event)
- Application Fee (\$50 + \$3 Tax)
- Certificate of Insurance (City of Lake Worth as additional insured)
- Event Site Plan
- Notification Letter
- City Marquee Request form
- Event Flier (date, day, time, location, website, contact info)
- Special Event Billing Invoice (due 30 days pre-event)

ADDITIONAL DOUCMENTS, IF APPLICABLE:

- ROW Permit application + fee (\$130.00)
- MOT Plan (road closures, barricades, detour signs)
- MOT Timeline
- Event Route Map
- ABT temporary permit
- Liquor Liability Insurance
- Tax Exempt Form for Non Profit
- 501c3 Letter
- PBSO Notification of Hire



Special Events
 City of Lake Worth
 1699 Wingfield Street
 Lake Worth, FL 33460
 561-533-7335

Special Event Division Rental Rate Schedule

NOTICE: Applications must be submitted at least **3 months in advance** for review. Security Deposit is due along with Application Fee. An invoice from the City of Lake Worth for the below Special Event charges will be submitted immediately to the Event Promoter for remittance **30 days before** the event. Special Event permit will not be issued until City Invoice is satisfied. Event Promoter is required to attend pre/post event meetings and venue inspections.

RENTAL RATE & SECURITY DEPOSIT BASED UPON ANTICIPATED ATTENDANCE

		50-100	101-250	251-500	501-999	1000
Category I:	Non Lake Worth business, group or individual	\$125	\$175	\$350	\$650	\$1,500
Category II:	Lake Worth business, group or individual	\$100	\$150	\$250	\$550	\$1,300
Category III:	Non-Profit Organizations	\$75	\$125	\$150	\$450	\$1,200
CALCULATIONS						
Application Fee		\$50.00 (non-taxable) \$53.00 (taxable)				\$
Security Deposit MAXIMUM DEPOSIT IS REQUIRED FOR ALL-FIRST TIME EVENTS		\$50-\$1,000 (refundable)				\$
Each additional day of rental		\$ _____ x _____				\$
Event Staff MINIMUM OF 1 STAFF REQUIRED		\$18.00 x ____ hours x ____ staff				\$
Utilities (per day charge)		\$15.00 x ____ hours				\$
City Electrician (on-call)		\$ 75.00 x ____ hours				\$
Tables		\$8.00 each x _____				\$
Chairs		\$1.00 each x _____				\$
Set up/breakdown fee		\$42.00 per 20 tables x _____				\$
Set up/breakdown fee		\$42.00 per 100 chairs x _____				\$
Grounds Maintenance (incl. fuel charge, trash bags) MINIMUM OF 4 HOURS REQUIRED		\$30.00 x ____ hours x ____ staff				\$
Dumpster charges		10yd \$249.60 x _____ 20yd \$335.26 x _____				\$
Parking		\$2.00 per person x ____ hours				\$
ROW/MOT Permit		\$25 Administrative fee + \$105 Review fee				\$
PBSO Security Fee MINIMUM OF 3 HOURS PER DEPUTY REQUIRED		\$42.00-\$70.00 per hr				BILL DIRECT
Estimated Total						\$
Balance due 30-days pre-event						\$



SPECIAL EVENT APPLICATION

Thank you for choosing Lake Worth, a dynamic, multi-cultural city with a strong social and environmental consciousness. We welcome and encourage businesses and organizations to utilize our most sought after parks and facilities for events that will enrich and entertain residents and visitors of Lake Worth and neighboring cities. We look forward to assisting you in making this event memorable in hopes that you will remain in partnership with us as your event expands. Incomplete applications will not be approved. Please be advised that your event will generate an invoice once we receive all the applicable fees for re-payment from the Rental Cost Estimate Sheet. All fees are to be made payable to the City of Lake Worth and are due 30 days pre-event. Thank You for your interest in the City of Lake Worth!

Please mail your completed application along with application fee and security deposit to:

City of Lake Worth
Special Events Division
1699 Wingfield Street
Lake Worth, Florida 33460

**Section 1: ORGANIZATION PRESENTING
EVENT**

ORGANIZATION BENEFITING FROM EVENT

Presenting Organization

Name: _____

Address: _____

City: _____

State/Zip: _____

Phone: _____

E-mail: _____

Number of Staff Involved: _____

Number of Volunteers Involved: _____

Individual Responsible: Employee Contractor

Name: _____

Address: _____

City: _____

State/Zip: _____

Phone: _____

E-mail: _____

Cell Phone: _____

Primary Onsite Cell Phone: _____

Secondary Onsite Cell Phone: _____

Nonprofit* Private Public

Date of Incorporation: _____

***Attach a copy of your tax exempt certificate.**

Benefitting Organization

Name: _____

Address: _____

City: _____

State/Zip: _____

Phone: _____

E-mail: _____

Number of Staff Involved: _____

Number of Volunteers Involved: _____

Individual Responsible: Employee Contractor

Name: _____

Address: _____

City: _____

State/Zip: _____

Phone: _____

E-mail: _____

Cell Phone: _____

Primary Onsite Cell Phone: _____

Secondary Onsite Cell Phone: _____

Nonprofit* Private Public

Date of Incorporation: _____

***Attach a copy of your tax exempt certificate.**

Section 2: GENERAL INFORMATION

Official Event Name: _____

Type of Event:

- | | | |
|---|---|---|
| <input type="checkbox"/> 5K Certified Race | <input type="checkbox"/> Concert or Festival | <input type="checkbox"/> Health Fair |
| <input type="checkbox"/> 5K Charity Walk | <input type="checkbox"/> Conference or Reunion | <input type="checkbox"/> Private Party |
| <input type="checkbox"/> Art Exhibit | <input type="checkbox"/> Corporate or Community Meeting | <input type="checkbox"/> Private Public Event |
| <input type="checkbox"/> Beachfront Reception | <input type="checkbox"/> Educational Class/Series | <input type="checkbox"/> Swim Meet |
| <input type="checkbox"/> Charity Fundraiser | <input type="checkbox"/> Fishing Tournament | <input type="checkbox"/> Water or Recreational Sporting Event |
| <input type="checkbox"/> Commemorative/Historical Event | <input type="checkbox"/> Golf Tournament | <input type="checkbox"/> Wedding or Reception |
| <input type="checkbox"/> Other _____ | | |

Location Requested for Event:

- | | | |
|---|--|--|
| <input type="checkbox"/> Athletic Fields* | <input type="checkbox"/> Cultural Plaza and Stage | <input type="checkbox"/> Municipal Library |
| <input type="checkbox"/> Beachfront | <input type="checkbox"/> Historic Museum | <input type="checkbox"/> Municipal Pool |
| <input type="checkbox"/> Bryant Park and Band shell | <input type="checkbox"/> Horse Shoes* | <input type="checkbox"/> Oceanfront Terrace |
| <input type="checkbox"/> Bryant Park Boat Launch | <input type="checkbox"/> Lake Worth Pier | <input type="checkbox"/> Park/Beach Pavilions* |
| <input type="checkbox"/> Casino Ballroom | <input type="checkbox"/> Municipal Golf Course and Clubhouse | <input type="checkbox"/> Rec Centers and Gyms* |
| <input type="checkbox"/> Casino Courtyard | | <input type="checkbox"/> Other _____ |

*You do NOT have to complete this application to reserve these locations. Call the Recreation Division at 561-533-7363 or email nbohannon@lakeworth.org.

Alternate Event Location:

- | | | |
|---|--|--|
| <input type="checkbox"/> Athletic Fields* | <input type="checkbox"/> Cultural Plaza and Stage | <input type="checkbox"/> Municipal Library |
| <input type="checkbox"/> Beachfront | <input type="checkbox"/> Historic Museum | <input type="checkbox"/> Municipal Pool |
| <input type="checkbox"/> Bryant Park and Band shell | <input type="checkbox"/> Horse Shoes* | <input type="checkbox"/> Oceanfront Terrace |
| <input type="checkbox"/> Bryant Park Boat Launch | <input type="checkbox"/> Lake Worth Pier | <input type="checkbox"/> Park/Beach Pavilions* |
| <input type="checkbox"/> Casino Ballroom | <input type="checkbox"/> Municipal Golf Course and Clubhouse | <input type="checkbox"/> Rec Centers and Gyms* |
| <input type="checkbox"/> Casino Courtyard | | <input type="checkbox"/> Other _____ |

*You do NOT have to complete this application to reserve these locations. Call the Recreation Division at 561-533-7363 or email nbohannon@lakeworth.org.

Event Schedule:

	Day	Date	Begin	End	Attendance Goal
Set Up	_____	_____	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	_____
Event Day 1	_____	_____	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	_____
Event Day 2	_____	_____	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	_____
Event Day 3	_____	_____	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	_____
Event Day 4	_____	_____	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	_____
Break Down	_____	_____	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	___ <input type="checkbox"/> AM <input type="checkbox"/> PM	_____

Section 3: DETAILED EVENT INFORMATION

Description of Event:

Number of years event has been held in Lake Worth: _____

Is event held in other cities? If yes, what cities? _____

Will food be served? Yes No

Will food be sold*? Yes No

If yes, number of vendors expected: ____ vendors

Will alcohol be served? Yes No

Will alcohol be sold*? Yes No

*The sale of food and alcohol **requires** licensing and permits by the Palm Beach County Health Departments and/or Division of Alcohol, Beverages and Tobacco as well as PBSO Notification Hire. You must submit proof of permit or license to do so. For details on how to apply, see page 13.

Will you have specialty item vendors? Yes No

If yes, number of vendors expected: ____ vendors

Will temporary structures be erected (stages, tents, ticket booths, etc.)? Yes No

If yes, indicate their location on the site map and list how many and of what here: _____

If yes, see the City of Lake Worth event rental rates and regulations, see page ##. Outside vendors are encouraged.

Will your event require City street closure? (maintenance of traffic (MOT))? Yes No

If yes, download, complete and attach the MOT application and see page 10.

Will the event area require fencing? Yes No

If yes, clearly indicate the exact area to be fenced on the map. See page 17 for requirements regarding fencing on City property.

Will the event require the use of electricity? Yes No

If yes, for: Food Beverage Sound Lighting Office Tent Other

Unless otherwise agreed upon by the City, the arrangement of a cleaning and refuse plan is required. See pages 12 and 20 to estimate your needs and cost.

Do you plan to use a City or outside vendor for this service? Yes No

If no, what outside vendor will you be contracting? Please list name and contact information: _____

Portable toilets are required for most events. Is your event at a public facility at which the number of toilets is not deemed sufficient? Yes No

If yes, you will need portable toilets. See page 16 for requirements and regulations regarding portable toilets.

Will the event use amplified sound? Yes No

If yes, for: Live DJ Live Band Recorded Music Other

See page 12 for all rules and regulations.

Section 4:

I have received and read a copy of the Special Event Permit Guide and understand and agree to all the terms and conditions. I am aware that if any of these terms and conditions are violated, I will be charged accordingly. I understand and agree that I shall be and will remain solely and fully responsible for compliance with all the terms and conditions of the application and guide, and that I shall be solely and fully liable for any breaches or violations thereof, regardless of the actual source of the payment of any fee or charge required for the use of the permitted venue as provided herein. If I am signing on behalf of an applicant organization or corporation, I also represent that I am authorized to sign the application on behalf of the organization or corporation and that my signature will bind the organization or corporation.

Print Name: _____ Title: _____

Signature: _____ Date: _____



STOP HERE

RIGHT OF WAY APPLICATION AND MOTION OF TRAFFICE PLAN IS ONLY REQUIRED IF YOUR EVENT WILL IMPED WITH THE GENERAL FLOW OF TRAFFIC.



Public Services
 City of Lake Worth
 1900 2nd Avenue North
 Lake Worth, FL 33460
 561-586-1720

Right of Way Special Event Permit Application

SPECIAL EVENT PERMIT NUMBER _____

MOT/ROW PERMIT # (FOR OFFICE USE ONLY) _____

EVENT LOCATION

EVENT ORGANIZER

EVENT NAME: _____
 VENUE NAME: _____
 ADDRESS: _____

ORGANIZATION NAME _____
 CONTACT NAME _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 CELL _____ E-MAIL _____

USAGE (CHECK ALL THAT APPLY)

SPECIAL EVENT 5K CERTIFIED RACE 5K CHARITY WALK
 PARADE OTHER: _____

SPECIAL EVENT ROAD USAGE REQUEST

DAY AND DATE OF EVENT _____

DATE OF PROPOSED MOT INCLUDING SETUP AND BREAKDOWN _____

I CERTIFY THAT ALL THE ABOVE INFORMATION AS WELL AS ALL INFORMATION SUBMITTED TO THE CITY IS ACCURATE, AND THAT ALL EVENT MANAGEMENT WILL BE DONE IN COMPLIANCE WITH ALL APPLICABLE LAWS REGULATING SPECIAL EVENTS IN THE CITY OF LAKE WORTH.

ALL SIGNATURES MUST BE ORIGINAL

AUTHORIZED ORGANIZER (PRINT NAME) _____
 SIGNATURE _____

CONTRACTOR/AGENT (PRINT NAME) _____
 SIGNATURE _____

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed to before me this _____ day of _____ 20 _____ by Owner or Agent, who has produced the following identification _____ or who is personally known to me.

Signature of Notary _____

Print Name of Notary _____

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed to before me this _____ day of _____ 20 _____ by Contractor, who has produced the following identification _____ or who is personally known to me.

Signature of Notary _____

Print Name of Notary _____

Application is hereby made for the Special Event permit described herein. The undersigned has reviewed this application and all information contained herein is true and correct. I understand that this is an application only and submission thereof does not authorize me to begin operation of the business or event within the Right of Way. I may begin operation only after a permit has been issued. I acknowledge that the administrative and application fees are non-refundable. I understand that the application, attachments and fees become part of the Official Records of the Department of Community Sustainability and are not returnable. I also acknowledge that the payment of the administrative/application fees do not guarantee approval. Any questions regarding this process shall be directed to the Public Services Department. I have read "City Code Chapter 19, Article VI, PEDESTRIAN AND VEHICULAR RIGHT OF WAYS AND OTHER PUBLIC PROPERTY" and applicable Ordinances and understand the regulations pertaining to right of way usage.

Applicant's Printed Name _____ Date _____

Applicant's Signature _____

OFFICE USE ONLY

<u>FEE</u>	<u>FEE AMOUNT</u>	<u>AMOUNT ASSESSED FOR APPLICATION</u>
APPLICATION REVIEW FEE	\$105.00	\$105.00
ADMINISTRATIVE FEE	\$25.00	\$25.00

MAINTENANCE OF TRAFFIC PERMIT (AFTER APPLICATION APPROVAL)	\$0.35 / Linear foot per day	\$
---	-------------------------------------	-----------

TOTAL FEES FOR PERMIT ISSUANCE \$ _____

DATE OF INTAKE	
APPLICATION COMPLETE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
OUTSTANDING CITY FEES AND TAXES PAID?	<input type="checkbox"/> Yes <input type="checkbox"/> No
CITY LICENSES CURRENT?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>REVIEW</u>	<u>APPROVED</u>
PUBLIC SERVICES	<input type="checkbox"/> Yes <input type="checkbox"/> No
PLANNING/ZONING	<input type="checkbox"/> Yes <input type="checkbox"/> No
FIRE	<input type="checkbox"/> Yes <input type="checkbox"/> No
POLICE	<input type="checkbox"/> Yes <input type="checkbox"/> No
RISK MGMT.	<input type="checkbox"/> Yes <input type="checkbox"/> No
OTHER DEPARTMENTS:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Business Tax issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certificate of Use	<input type="checkbox"/> Yes <input type="checkbox"/> No
DATE OF FINAL APPROVAL BY LEISURE SERVICES DEPARTMENT:	
APPROVING EMPLOYEE:	