

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 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 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 a 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.

SPECIAL EVENT FAQ'S CONTINUED..

Q: Whom should I contact for Casino Ballroom, 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

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.



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		\$50-\$1,000 (refundable)				\$
	MAXIMUM DEPOSIT IS REQUIRED FOR ALL-FIRST TIME EVENTS					
Each additional day of rental		\$ _____ x _____				\$
Event Staff		\$18.00 x _____ hours x _____ staff				\$
	MINIMUM OF 1 STAFF REQUIRED					
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)		\$30.00 x _____ hours x _____ staff				\$
	MINIMUM OF 4 HOURS REQUIRED					
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		\$42.00-\$70.00 per hr				BILL DIRECT
	MINIMUM OF 3 HOURS PER DEPUTY REQUIRED					
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: _____