

BUSINESS TAX # \_\_\_\_\_ PERMIT # \_\_\_\_\_

### **PRIVATE PROPERTY SPECIAL EVENT PERMIT & BUSINESS TAX APPLICATION**

**\*REQUIRED:** Applicant shall submit a general site plan, a parking plan, and a security plan. The site plan shall show the layout of the special event including the location of tents, stages, amusement rides, alcoholic beverage and food service locations, emergency medical facilities, public facilities including but not limited to restrooms, sanitary facilities, trash receptacles, and parking areas.\*

**MUST SUBMIT APPLICATION A MINIMUM OF FOUR (4) WEEKS PRIOR TO EVENT DATE**

**WHO (ORGANIZATION NAME):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
CITY STATE ZIP

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**WHAT (EVENT NAME AND NATURE OF EVENT):** \_\_\_\_\_

**WHEN (EVENT DATE OR DATES):** \_\_\_\_\_

**WHERE (EVENT ADDRESS):** \_\_\_\_\_

**SET UP BEGINS:** \_\_\_\_\_ **BREAKDOWN COMPLETED BY:** \_\_\_\_\_

**EXPECTED ATTENDANCE:** \_\_\_\_\_

#### **PARKING: YOU MUST INCLUDE A PARKING PLAN WITH YOUR APPLICATION**

*\*If the special event includes parking (Self or Valet), valet operation or loading on a Right-of-Way, a permit will not be processed by the City unless the applicant has first secured approval for the use of the Right-of-Way from the appropriate Right-of-Way authority. Valets may not park cars on residential streets. Parking being provided at an off-site property requires that the applicant provide notarized authorization from the off-site property owner for use of the property for parking during the event. The owner providing the authorization must be the property owner listed on the [Palm Beach County Property Appraiser's website](#). If the owner is not an individual(s), the application must be signed by a person authorized to legally bind the owner and such signature will be notarized. \**

**WILL THE EVENT BE IN THE PUBLIC RIGHT-OF-WAY (SIDEWALK/STREET):** \_\_\_\_\_ YES \_\_\_\_\_ NO

This includes parking/valet or any street closings. If yes, customer is required to obtain a separate Public Property Special Event permit through Community Events ([myevent@wpb.org](mailto:myevent@wpb.org)). If you are requesting any street closings, you must state which streets and when:

**STREETS REQUESTED TO BE CLOSED:** \_\_\_\_\_

#### **DOES YOUR EVENT HAVE THE FOLLOWING:**

**ALCOHOL BEING SERVED:** \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, requires copy of alcohol license from the State, Division of Alcoholic Beverages & Tobacco (ABT) to be submitted with this application. ABT Licensing District Office West Palm Beach 561-650-6872. 111 S. Sapodilla Ave, Suite 111 WPB, FL 33401. [ABT Application](#). Also requires detailed proposal for sale of alcohol to be submitted with application, including expected vendor(s) and proposed times alcohol will be sold.

**MUSIC/ENTERTAINMENT:** \_\_\_\_\_ YES \_\_\_\_\_ NO If Yes, describe nature and times of entertainment::

Must comply with [Chapter 34 Article II Noise Control Regulation Ordinance](#).

**APPLICATION WILL NOT BE ACCEPTED IF REVERSE SIDE IS NOT COMPLETED**

**IF YOUR EVENT HAS THE FOLLOWING, SEPARATE BUILDING PERMITS MAY BE REQUIRED:**

Permits must be applied for via our online [Civic Access portal](#)

**TENTS/TEMPORARY STRUCTURES?:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO** (No separate permit required if tents are 10'x10' or smaller.)

**NUMBER OF TEMPORARY TENTS:** \_\_\_\_\_ **SIZES OF TENTS:** \_\_\_\_\_

**GENERATOR(S)?:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO** **SIZE:** \_\_\_\_\_ (Permit required if generator is 7kW or larger.)

**SIGNS/BANNERS DISPLAYED or ERECTED:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO** (If Yes, separate sign permit may be required.)

**WILL ANY UTILITY SERVICES SUCH AS ELECTRICAL POWER OR WATER BE REQUIRED?:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**  
Any electrical connections or potable water systems require separate permits.

**WILL ANY OTHER ELECTRICAL WIRING BE INSTALLED FOR THIS EVENT?:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO** If yes, specify:

**LIST ALL PERSON(S) OR ORGANIZATION(S) SPONSORING THIS SPECIAL EVENT, INCLUDING ADDRESSES AND TELEPHONE NUMBERS:**

**NAME:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**BUSINESS TAX:** Special Event Business Tax fee is \$86.81 per day of the event plus \$50 Certificate of Use (COU) fee.  
**Complete this section if information is different than the first page:**

**ORGANIZATION NAME (or D/B/A):** \_\_\_\_\_

Must be registered with Division of Corporations [www.sunbiz.org](http://www.sunbiz.org)

**BUSINESS ADDRESS:** \_\_\_\_\_

**OWNER'S NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

CITY

STATE

ZIP

Is this business a Non-Profit?

**501(C)(3) NON-PROFIT STATUS:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO** If yes, requires documentation to be submitted with this application.

**AUTHORIZATION SECTION**

*All information contained in this application is true and correct. I understand that any application submitted after the four-week deadline prior to the event date may be denied. I agree to obtain any separate required building permits and inspections and that failure to do so could cause my application to be denied. I understand that I may also need Police and Fire services for my event and that Police must review and approve my event application. I understand that my event may not move forward without the required approval from City departments.*

**PRINTED NAME:** \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### Private Property Special Event Permit Conditions and Information

*Special event* shall mean an organized or planned assembly of persons having a common purpose, design, or goal, that is to occur on city-owned or city-controlled property, or private property that has an overt impact on the services that are regularly provided by the city, such as but not limited to health, fire, police, traffic, building code, parking, or sanitation. Special events include, but are not limited to, festivals, fundraisers, exhibitions, musical performances, races, parades, walks/runs, athletic event, weddings/celebrations, fairs, large group feeding as defined in this [section 78-151](#), and markets, that have one (1) or more of the following conditions:

- Require street closings or detours such that the usual flow of pedestrians or vehicular traffic is inhibited; or
- Utilizes city property above normal usage; or
- Are intended to or likely to attract groups of 25 or more people; or
- May be gated or fenced, and for which tickets may be sold; or
- Are unlike the customary or usual activities generally associated with the property use, building use, or business use; or
- Require the use of city resources, financial or otherwise, in excess of the City's normal day to day operations; or
- Any additional criteria as deemed by the mayor.

Sec. 78-156 Conditions for permit: A special event permit on private property approved pursuant to this article shall be subject to the following conditions:

- a) The event shall comply with the noise control regulations outlined in article II of [chapter 34](#) of this code.
- b) All city ordinances, rules or regulations applicable to the use of the property on which the special event will occur shall be obeyed, unless previously and specifically waived by the planning and zoning administrator as part of the special event permit approval.
- c) Indemnification and insurance to protect the city shall be provided as is required in [section 78-158](#) of this Code.
- d) The sale of alcohol requires a permit/license from the Florida Division of Alcoholic Beverages and Tobacco.
- e) Tents larger than 120 square feet, stages, electrical and cooking facilities require a permit from the city's construction services division.
- f) The use of the public road right-of-way for parking, loading or valet service requires the approval of a right-of-way permit from the agency having jurisdiction over the right-of-way.
- g) Copies of all permits shall be on-site during the entire event, including set up and break down periods.

#### **Limitation on special events in residential districts:**

1. No more than six special events may be held on a private property in a 365-day period. The first event date for a multi-day special event will be used for calculation purposes.
2. Notwithstanding the foregoing, a 501(c)(3) not-for-profit organization may be granted up to 18 special event permits in a 12-month period, provided each of the following conditions are met:
  - The event is directly related to the mission or fundraising of the organization;
  - The event space will be the same location as the organization's physical address.
  - There will be no more than four special events in any given month, with a maximum of 18 special events in any 12-month period.
  - The organization shall have an effective off-site parking lease, rental, or similar contractual agreement for use of a non-residential lot, located within one-half mile of the special event location, which will accommodate the number of expected vehicles that will need to be parked for the special event.
  - Evidence of valid 501(c)(3) status and the parking agreement shall be submitted with the permit application.
3. The city may deny or revoke any such organization's special event permit for documented failure to comply with permit requirements or violations of other ordinances or laws at two or more events in any 12-month period.
4. An application for a special event permit on private property which includes parking (self or valet), valet operation or loading on a right-of-way, will not be processed by the city unless the applicant has first secured approval for the use of the right-of-way from the appropriate right-of-way authority. Valets may not park cars on residential streets. Parking for a special event that is being provided at an off-site property requires that the applicant provide notarized authorization from the off-site property owner for use of the property for parking during the event. The owner providing the authorization must be the property owner as listed on the Palm Beach County Property Appraisers website. If the owner is not an individual(s), the application must be signed by a person authorized to legally bind the owner and such signature shall be notarized.
5. A special event in a residential district may not exceed three consecutive days, excluding set up and break down.
6. No permit applications will be issued by the city if an applicant is financially indebted to the city for any reason, including, but not limited to, ad valorem property taxes, special assessments, city utility charges, code enforcement fines, and other government-imposed liens.