PALM BEACH COUNTY PARKS AND RECREATION
SPECIAL EVENTS AND AMPHITHEATER APPLICATION

2700 6th Avenue South
Lake Worth, FL 33461
www.pbcparks.com
spevents@pbcgov.org

A completed and signed application is required a minimum of 180 days in advance of event. Submission of an application does not guarantee a reservation. A non-refundable advance deposit* is required a minimum of 180 days in advance to hold an event date. You will be notified of event fees, security deposit and event requirements upon review of the event application. *Advanced deposit fees may vary by event.

APPLICANT INFORMATION

Organization hosting event _____
Organization is a ☐ Non-Profit* ☐ For-Profit ☐ Government Agency

Other, please specify _____

*** If applicable attach verification of 501 (c)(3) status AND FL State Tax Exempt Certificate**

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Applicant's Contact Information: Office Phone: _____ Cell: _____

E-Mail: _____

EVENT COORDINATOR OR PROMOTER INFORMATION ☐ Same as Applicant

Name of Coordinator/Promoter: _____ Cell: _____

Business Name: _____ E-Mail: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

EVENT DETAILS

Name of Event: _____

Event Description: _____

_____

_____

Returning Rental? ☐ Yes ☐ No

Name of Park: _____

Specific Amphitheater/Pavilion: _____

Anticipated Overall Attendance: _____

Event Date(s): _____

Event Times: from _____ to _____

Set-up Date(s): _____
Breakdown Date(s): _____

Select all that apply: ☐ Open to General Public ☐ Private ☐ Free Event ☐ Ticketed Event
Ticketed Event Cost: $ _____

Anticipated gross event revenues & projected proceeds from this event*? $ _____

** Estimates are collected for County economic impact reporting purposes only and do not affect rental fees.*

ACTIVITY DETAILS:

Please list all, e.g. Bounce Houses, drone, gated, non-mechanical:_____

_____

_____

_____

** Please note mechanical rides require written approval 6 months in advance

Having amplified sound ☐Yes ☐No

Using electrical power?
☐Using onsite electricity, if available
☐Bringing in generators
☐No need for electricity at event

Having alcoholic beverages at your event? (Select all that apply)
☐ Yes, alcohol sales
☐ Serving, sampling alcoholic beverages at No Cost
☐ Beer/Wine
☐ Liquor
☐ No alcohol at event

Having food and non-alcoholic beverages at your event?

☐ Vendors preparing food onsite/ Food Trucks
☐ All food and non-alcoholic beverages being handled by event organizer / no outside vendors
☐ No food or beverages at event

Having, selling and/or informational vendors at your event? Please list number below

_____Vendors/Stations selling food/non-alcoholic beverages

_____Vendors/Stations selling alcoholic beverages

_____Vendors selling merchandise/service

_____Vendors passing out information only

_____Vendors giving out samples

☐No Vendors

Any additional elements unique to your event but not asked above?

Yes ☐ Describe: _____

_____

_____

TEMPORARY STUCTURES (May require Palm Beach County building permit)

Tents & Canopy tents: (if YES, fill out size/number below)

Size (s): _____Total number: _____

☐ **Yes** ☐ **No Stage/ Platforms/Trussing:** Size (s): _____

☐ **Yes** ☐ **No Port-o-lets**

☐ **Yes** ☐ **No Dumpster**

EVENT MARKETING/ADVERTISING

Will this event be advertised? ☐ Yes ☐ No

Would you like PBC Parks and Recreation to advertise your event? ☐ Yes ☐ No

INDEMINIFICATION: The Permittee shall indemnify, defend and save harmless Palm Beach County from any and all injuries (including death), property damage and other claims, liabilities, losses and causes of action arising out of any negligent act or omission by Palm Beach County and the Permittee during the use of facilities described on the front of this form by Permittee or those acting under the authority of the Permittee, including participants and spectators in connection with the Permittee's activities in and on the site.

By my signature, I agree to comply with all rules, regulations, laws and ordinances of Palm Beach County Parks and Recreation Department in regard to the rental and/or use of facilities and to the indemnification above and have read and agree to the Palm Beach County Parks and Recreation Event Rental Guide.

Signed: _____

Applicant/ Authorized representative

"The information provided in this document is a public record and is subject to disclosure in accordance with Florida Statute, Chapter 119"