

DATE SUBMITTED _____

PERMIT NO. _____

Town of Palm Beach Shores
APPLICATION FOR
SPECIAL EVENTS PERMIT
(Section 18-27 of Town Code)

Type of event: _____ Location: _____

Sponsor: _____ Telephone: _____

Property owner's consent and acknowledgement of responsibility:

Signature: _____

Date and Time _____ Time it ends: _____

Number of participants: _____

Proof of insurance attached? Yes _____ No _____

Copy of all required state and county permits if event will be held on or utilize state and/or county-controlled property.

Please indicate any traffic, fire-rescue, utilities impact, and/or mitigation plan:

Permit fee \$50 ____ (Untimely application \$150 ____) Receipt # _____

APPROVED:

Fire Department: _____ Police Department: _____

Number of off-duty officers required: _____

Date of Commission Review: _____ Approved: _____

Any special event within the Town of Palm Beach Shores at which more than 50 persons are proposed to be in attendance and which is not covered under regular licenses and registration regulation must obtain a permit from the town. Any event where less than 50 persons are proposed to be in attendance is specifically exempted from this requirement.

Written application with fee and all required documentation must be received by the Town Clerk's office **no less than 30 days prior to the Town Commission meeting** immediately preceding the date proposed for the special event.

An application received after the 30 day deadline may be accepted subject to an application fee of \$150.00. No application will be eligible to be discussed at a Town Commission meeting if received less than 5 days prior to the meeting.