



CITY OF WESTLAKE
Planning and Zoning Department
4001 Seminole Pratt Whitney Road
Westlake, Florida 33470
Phone: (561) 530-5880
www.westlakegov.com

SPECIAL EVENT PERMIT APPLICATION

A. GENERAL INSTRUCTIONS AND SUBMITTAL REQUIREMENTS

Any City resident, or any City business holding a current City business tax receipt is eligible to apply for and obtain a special event permit. Any such resident or business that desires to conduct any type of special event within the City must obtain a permit from the City in order that the City may adequately provide for the potential impacts created by the proposed event. A maximum of four (4) such permits shall be allowed per address or per business in any single calendar year. A special event that includes multiple addresses, for example within a shopping center, shall count as one event for each address captured by the special event permit.

“Special Event” means a temporary meeting, activity, gathering, or group of persons, animals, or vehicles, or a combination thereof (excluding any such event conducted for the primary purpose of First Amendment speech or assembly), having a common purpose, design, or goal that will detrimentally affect or impact the ordinary and normal use by the general public upon any public or private facility, street, sidewalk, alley, public or private area, or building where the event substantially inhibits the usual flow of pedestrian or vehicular traffic, and is not the type approved for, or customarily associated with, the site upon which the event is located. Examples of special events include, but are not limited to block parties, parades, races or walks, athletic events, carnivals, shows, grand opening or promotional events, shopping plaza sidewalk sales, charity fundraisers, farmer’s market, holiday tree and pumpkin patch lots, and other similar temporary uses or events not specifically permitted by the City’s zoning ordinance, but does not include demonstrations. The term “special event” does not include:

- 1) a normal business sale event or similar activity for non-residential establishments;
- 2) a gathering at a single residential dwelling unit such as a birthday party, a gathering to watch a sporting event, a celebration of life, or similar event;
- 3) garage sales or other outdoor sales in residential zones;
- 4) events taking place within a gated residential community that are subject to homeowners association or property owners association governing documents.

This application form and associated checklist identifies the minimum information and documentation required to initiate the review of a special event permit. The applicant is cautioned to follow instructions carefully and note the necessary attachments and application fee that are required to be included with this application.

Any City resident, or any City business holding a current City business tax receipt pursuant to Chapter 5, is eligible to apply for and obtain a special event permit pursuant to this section subject to the following conditions and restrictions:

- For non-residential uses outside of the R-1 and R-2 zoning districts, a maximum of four (4) special events permits shall be permitted per address in any single calendar year and each event shall not exceed fourteen (14) consecutive calendar days. However, temporary seasonal sales defined as sales related to a specific period of time recognized in the Westlake community as a basis for a recognition or celebration of a recognized holiday shall not exceed forty-five (45) consecutive days. A special event that includes multiple addresses, for example within a shopping center, shall count as one event for each address captured by the special event permit. No events for a single business shall occur consecutively, unless approved by the City Council.
- For non-residential uses located within the R-1 or R-2 zoning districts, a no more than two (2) special events permits shall be allowed per address in any single calendar year and each event shall not exceed seven (7) consecutive calendar days. However, temporary seasonal sales as defined in this section shall not exceed forty-five (45) consecutive days. A special event that includes multiple addresses, for example within a shopping center, shall count as one event for each address captured by the special event permit. No events for a single business shall occur consecutively, except those with City Council approval.
- Anchor tenants are permitted four (4) special events per calendar 19 year in addition to the limitation above. The term “anchor tenant” shall be defined as the tenant in any non-neighborhood plaza with the greatest amount of square footage located within the leasehold premises.
- Notwithstanding the other limitations in this subsection, when a new non-residential use is opened, within one year of receiving its certificate of occupancy, it may hold one (1) “grand opening” event in addition to the other special events permitted in this subsection but the one (1) grand opening event shall be required to comply with this section and shall not exceed 7 calendar days.
- Special Events that are sponsored or sanctioned by the City or Seminole Improvement District (SID) shall not be subject to City Council approval. For SID event anticipated to exceed 200 people, SID shall provide notice to the City Manager thirty (30) calendar days before the event describing the anticipated number of attendees, coordination with law enforcement, fire rescue, and a traffic management plan, if required.

The application submittal deadlines are 45 days prior to the event. A complete application, all supplemental materials, and a non-refundable special events application fee in the amount of **\$160.00 or \$600.00 per event (200 or more attendees; waivers)** in the form of a check payable to the City of Westlake shall be submitted to: City of Westlake, Planning and Zoning Department, 4001 Seminole Pratt Whitney Road, Westlake, Florida 33470 **on or before 45 days prior to the event to ensure adequate time to process the application. Applications that do not meet the deadline may not be accepted or processed further until the application is complete and application fee is paid in full.**

Submitting this application is only a request and events are not confirmed until you have received confirmation from the City. Due to unforeseen circumstances the City reserves the right to deny or cancel any event with a full refund if applicable to the application.

B. EVENT INFORMATION (type or print in dark ink).

Name of Special Event: _____

Description/Purpose/Use of Event: _____

Property Owner: _____

Mailing Address: _____

Telephone and E-mail: _____

[Attach written consent of property owner of record]

Applicant/Responsible Party: _____

Mailing Address: _____

Telephone: _____

E-mail: _____

- A copy of the applicant's driver's license or State legal identification card is required with all applications.
- Do you currently hold a BTR? Yes _____ No _____
 - If yes, please provide
BTR business name _____
BTR Number _____

Organization(s) Producing Event

Name _____

Telephone _____

Address _____

Non-Profit, Private or Commercial Enterprises (if applicable)

Corporation Name_____

Tax Exempt Number_____

Date of Incorporation_____

[Attach articles of Incorporation]

Address/Location of Event:_____

Estimated Number of Participants:_____

If 200 or more participants, a Certified Crowd Manager is required, and a Crowd Manager Certificate shall be attached.

Dates and Times of Event:

	Date	Day of the week	Begin Time	End Time
Event Day 1				
Event Day 2				
Event Day 3				
Event Day 4				
Event Day 5				
Event Day 6				
Event Day 7				
Event Day 8				
Event Day 9				
Event Day 10				
Event Day 11				
Event Day 12				
Event Day 13				
Event Day 14				

C. CHECKLIST

Attach the following information in this order to expedite approval.

☐ Alcoholic Beverages – applicants may provide alcoholic beverages in accordance with Chapter 19 of the City Code.

Are alcoholic beverages being served?

☐

Yes

☐

No

If “yes” please provide a copy of the permit issued by the Florida Division of Alcoholic Beverages and Tobacco and complete Attachment B: Alcoholic Beverage Questionnaire.

☐ Authorization of Property Owner – notarized evidence from the property owner(s) authorizing use of the site for the special event.

☐ Bond – (required if event is located on City property, including light poles for ROW banners) a refundable security bond, or similar financial pledge acceptable to the city is required to assure that any damage is repaired and the premises returned to its previous condition prior to the event, including the removal of any signs or banners within two (2) calendar days of the event.

☐ Business License – applicants and participants (including vendors) shall provide a copy of a valid Westlake business license.

☐ Fireworks – The rules and regulations regarding the sale or display of fireworks are under the jurisdiction of the Palm Beach County Fire Marshall. Please contact PBCFR directly at _____.

☐ Food Service (if food service will be available at event) – the applicant shall provide a complete list of food service vendors, their respective Palm Beach County license or permit (if applicable), Florida State health certificates, registration for business outside of City limits (if applicable), and a list of the type of food service provided.

☐ Indemnification – an indemnification agreement, including any and all such claims, suits, actions, damage, or causes of action arising as a result of the special event, or the condition of the site on which the special event is held including any personal injury or loss of life, or damage to or loss of property, and from and against any order, judgments, or decrees which may be entered, and from and against any costs, attorney’s fees, expenses or liabilities incurred in and about the defense or settlement of any claims, and the investigation thereof. Please see Attachment A at the end of this document.

☐ Insurance – the operator of the special event shall provide evidence of insurance acceptable to the city in an amount of at least \$1,000,000.00 and shall provide the City a certificate of insurance **showing the City as an additional insured**. Events with an expected attendance over 10,000 people shall submit a certificate of insurance evidencing coverage of at least \$2,000,000.00, **with the City named as an**

additional insured. The City may require proof of additional insurance. Insurance shall not be cancelled or re-issued without thirty (30) day written notice to the City.

INSURANCE CERTIFICATE:

All special events held on property owned by the City of Westlake require the organization hosting the event to provide a Certificate of Commercial General Liability Insurance in the amount of \$1,000,000 listing the City of Westlake as an additional insured and the certificate holder. A Certificate of Insurance is required of the permittee as well as all caterers, vendors, entertainers, etc. If a master policy is used, the Certificate of Insurance submitted by the Permittee must clearly state that all such entities are "Named Insured". Additional insurance may be required depending on the event.

INSURANCE INDEMNIFICATION:

The Permittee shall indemnify, defend and save harmless the City of Westlake 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 the City of Westlake 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.

An Indemnification Agreement form is attached at the end of this document. The Agreement must be signed and notarized.

☐

Live Entertainment – applicant must submit to the City a live entertainment/sound management plan as a 25 part of the special event application for review. The applicant must demonstrate that the special event will meet the requirements of the City Code regulating noise.

☐

Parades/Race/Walk (if applicable) – the following information is required to be submitted.

- ✓ The exact location of any marshaling or staging areas;
- ✓ The time at which units of the parade will begin to arrive at the staging areas and the times at which all such units will be disbursed;
- ✓ The exact route to be traveled, including the starting point and termination point;
- ✓ A statement as to whether the parade will occupy all or only a portion of the width of the street, roadway, or sidewalk to be used; and
- ✓ County or state roadway permits, where applicable

☐

Parking – Off-site parking may be allowed subject to a Special Permit and conditions for special events.

It is essential to consider the impact your event will have on parking in the area. Accommodation for event parking must be shown on site plan. Depending on the size of your event, alternative parking locations may have to be secured at the expense of

the event organizer. A parking plan must be submitted for outlying overflow lots. Providing a shuttle service may lessen the impact to the immediate areas.

☐

Police and Fire Rescue/Emergency Medical Services – the Police and Fire Departments will review the application and assess the need for police and fire rescue services and/or emergency medical services. **If such services are required, the applicant will be informed of such and will take responsibility for contacting the Police and Fire Departments directly in order to obtain the appropriate applications.** The applicant is responsible for the cost of these services. The Police Chief and Fire Chief or their designees have final authority on the need for fire rescue and/or emergency medical service. The fees are in accordance with the current fees/charges schedule and bargaining agreements.

Will fire rescue services be requested?

☐

Yes

☐

No

Will police services be requested?

☐

Yes

☐

No

If you checked “yes” above, describe the request:

☐

Site Plan – a detailed site plan for the event, including, but not limited to property boundaries, road access, location of trash receptacles, sanitary facilities, tents or other structures, parking locations, offices, equipment, vendors, location of any live entertainment, outdoor music or stages. Provide setbacks from property line for the various temporary structure activities (signs, fences, tents, booths, etc.).

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Sound/Noise – Sound levels must adhere to City of Westlake’s Performance Standards. Police/City staff may require the volume to be turned down or off.

Will there be amplified sound?

☐

Yes

☐

No

☐

Statement of Special Event Description Purpose and Use – the statement shall describe how the proposed event meets the definition of a special event as defined in Ordinance 2022-03 and as stated on the front page of this application. Furthermore, describe the purpose for the special event and its uses, including, but not limited to sponsor(s), vendor(s), band(s), and/or other musical operations, planned activities, duration of event, location, hours of operation, anticipated attendance, temporary lighting to be provided on-site, security, utilities, the use of generators, etc.

Has this event occurred in the City of Westlake before?

☐

Yes

☐

No

If Yes, Provide Date(s) _____

Has the site of the event had a special event this calendar year? ☐ Yes ☐ No

If Yes, Provide Date(s) _____

If yes, how many times this calendar year _____

Will the Rental/Event be promoted or advertised? ☐ Yes ☐ No

If yes, provide site name and source.

Does the event require the use of electricity? ☐ Yes ☐ No

Will there be any vendors or concession sales? ☐ Yes ☐ No

Will alcoholic beverages be served? ☐ Yes ☐ No

Will there be a fireworks display? ☐ Yes ☐ No

Will food service be provided? ☐ Yes ☐ No

Will there be a parade? ☐ Yes ☐ No

Will music be provided? ☐ Yes ☐ No

If yes, describe the sound system to be used and time of day.

Will your event require road closure?

☐ Yes

☐ No

If yes, describe the requested street segment closure and times

☐

Batch Applications (if Batch Application is proposed) - Any person or entity entitled to seek a special event permit may submit a Batch Application to the City. A Batch Application does not entitle the applicant to more special event permits than otherwise permitted by Ordinance 2022-03, but does allow all special events described in the Batch Application to be permitted through a single application. Each special event described in the Batch Application must meet the requirements of Ordinance 2022-03 or other approved Special Events Program. For any event anticipated to exceed 200 people, the applicant shall provide updated information to the City forty-five (45) calendar days before the event describing the anticipated number of attendees, coordination with law enforcement, fire rescue, and a traffic management plan, if required.

☐

Special Events Program (if Special Events Program is proposed) - For any non-residential development, the owner or manager may submit a Special Events Program application requesting a waiver for a period not to exceed three (3) years from the limitation on the annual number of permissible special events and/or any other requirement of Ordinance 2022-03. The application may, but is not required to, contain details of special events that will be held as part of the Special Events Program. The Special Events Program application shall go before City Council and may be approved, denied, or approved with conditions.

a. If a Special Events Program is approved or approved with conditions, the applicant is then required to obtain a permit from the City for each special event that is part of the Special Event Program, demonstrating compliance with Ordinance 2022-03 subject to any conditions of approval. Applications for these special events may be made through Batch Applications, individual applications, or any combination thereof.

b. The City Council may withdraw the waiver at any time after providing written notice ten (10) calendar days in advance in the event it determines that the Special Event

Program is detrimental to the Westlake Community and it is in the best interest of the City to protect the health, safety, and welfare of the residents of Westlake.



Temporary Sign Package (if temporary signage is proposed) - see specific sign requirements below. Enclose a complete sign package. All signage shall comply with the requirements listed below. Up to four (4) temporary signs may be approved with this application provided that they meet all temporary sign regulations. Furthermore, a complete sign package showing the type, size, location, and display copy for each sign shall be submitted as part of this application; otherwise a separate temporary sign permit will be required for the display of any signs.

On-Site Signage Requirements:

- One (1) on-site sign is permitted for each side of the property that fronts a public right-of-way for no less than 50 linear feet, up to a maximum of four (4) temporary signs. However, in all cases at least one (1) on-site sign per event shall be permitted.
- Any on-site sign related to a special event shall be illustrated in a detailed on-site sign plan, including, but not limited to proposed location, size, type, copy area, graphics, and color, including the dates of installation and removal of the sign for the event in accordance with Chapter 6, – Signage.
- Maximum size 32 square feet and shall be installed no earlier than seven (7) days prior to the event and shall be removed no later than one (1) day after the event for special event signage.
- No sign shall be permitted in the safe site visibility triangles as described in Chapter 6 – Visibility Triangles. (see below)

Right of Way Banner Requirements:

- Written approval is required from the right-of-way holder (i.e., Seminole Improvement District) prior to erecting any sign in the right-of-way.
- Any right-of-way banners related to a regional, national, city, and/or city co-sponsored special event shall be illustrated in a detailed sign plan that shall indicate on a site plan the location, copy area, graphics, size, type, and colors of the sign(s) for the event. Such plan shall be submitted with the special event permit. All signs located on public property or right-of-way other than city property shall be submitted with the authorization of the applicable agency and approved by Planning and Zoning, or designee.
- Right-of-way banners may be displayed no more than 30 calendar days before the scheduled event and must be removed within two calendar days after the conclusion of the event.
- No right-of-way banners shall be permitted in the safe-site visibility triangles as described in Section 6.11; Visibility triangles.

- The applicant shall be responsible for the maintenance and restoration of the city facilities and/or city-maintained light poles during the installation and removal of the right-of-way banners.

Traffic Control Signage:

- Traffic control signs, as set forth in Section 6.34. Exempt signs., may only be used to direct traffic and/or as deemed necessary for the safety of the public, and/or for public events held by the city, and approved by Planning and Zoning, or designee.
- Traffic-control signage related to a special event shall be permitted at the discretion of Planning and Zoning, or designee, subject to the review and approval of a traffic-control sign plan illustrating the number, copy area, location, and graphics of all signs proposed. All signs located on public property or right-of-way other than city property shall be submitted with the authorization of the applicable agency.



Temporary Structures - A separate permit is required for all temporary structures such as stages or platforms, portable toilets, dumpsters, etc., except for tents or canopies of 10 feet by 10 feet or less.



Tents/Canopies - A Temporary Tent/Canopy permit is required for all tents/canopies larger than 10 feet by 10 feet. Proposed tents/canopies must be approved by Palm Beach County Fire Rescue, and documentation of said approval shall be submitted to the City prior to issuance of permit. Documentation shall include a certificate of flame resistance for each tent/Canopy.



Traffic/Utilities - Expected impact on traffic, fire-rescue resources, and utilities must be addressed and, if any, proposed mitigation plans submitted.



Vendors

Vendors of food and non-alcoholic beverages, merchandise or services, kid's activities such as bounce houses, rock climbing wall, arts and crafts, animal rides, petting zoo, etc., are permitted pursuant to the following condition:

All vendors shall provide a certificate of commercial general liability insurance in the amount of \$1,000,000 listing the City of Westlake as an additional insured and certificate holder.

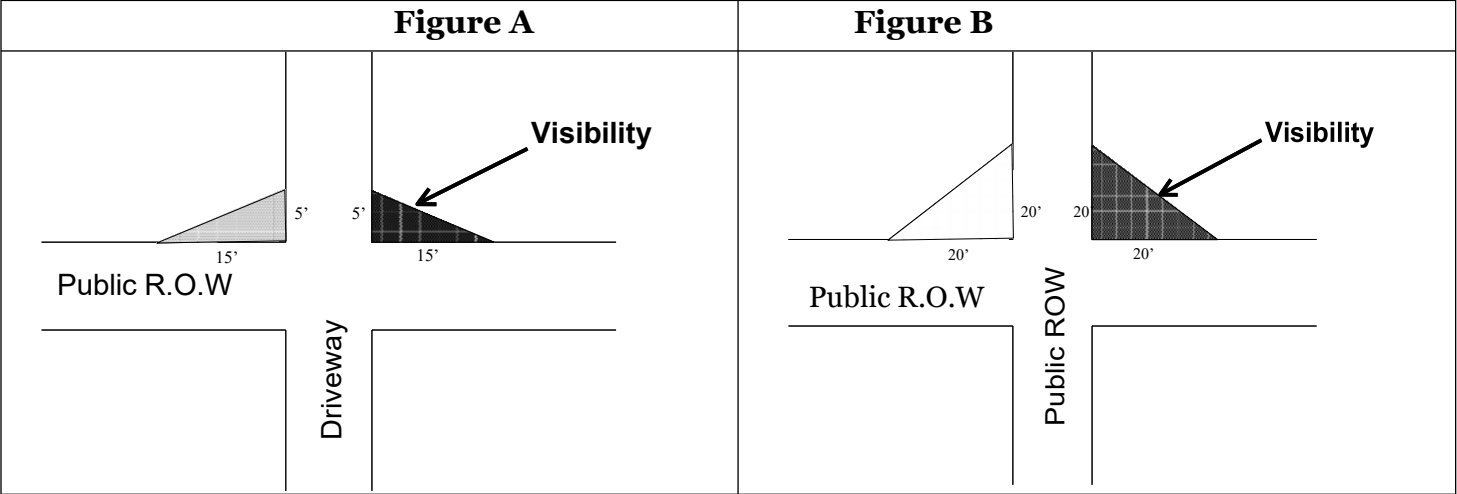
*NOTE: Mechanical Rides, Water Slides, and Slip 'n' Slides are **prohibited**.*



Visibility Triangles:

Intersection with public right-of-way. The area of property on both sides of a driveway formed by the intersection of each side of the driveway and the public right-of-way line for a distance of fifteen (15) feet in length and five (5) feet in width along the public right-of-way. (See Figure A Below)

Intersections of rights-of-way. The area of property located at a corner formed by the intersection of two (2) or more public right-of-ways with two (2) sides of the triangular area being twenty (20) feet in length along the abutting public rights-of-way measured from their point of intersection and the third side being a line connecting the ends of the other two lines. (See Figure B below)





Other Materials/information – list other information or materials to be submitted as required by staff.

Please note that all components of the event are subject to City of Westlake’s approval and may require approval by and/or permits from other State or County agencies. City of Westlake approval does not constitute permission from other agencies.

D. APPLICANT CERTIFICATION

I/We affirm and certify that I/we understand and will comply with the land development regulations and codes of the City of Westlake, Florida. I/We further certify that the statements or diagrams made on any paper or plans submitted herewith are true to the best of my/our knowledge and belief. Further, I/we understand that this application, attachments and application filing fees become part of the official records of the City of Westlake, Florida, and are not returnable.

By my signature, I agree to comply with all rules, regulations, laws and ordinances of the City of Westlake in regard to the rental and/or use of facilities and to the Indemnification Agreement attached hereto.

Applicant's signature

Date

Applicant's printed name

NOTARY ACKNOWLEDGEMENT

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of

_____, 20____ by

(Name of person acknowledging)

*(Print, type, or stamp Name of
Commissioned Notary Public)*

(Signature of Notary Public)

Personally known _____ OR Produced Identification _____

Type of Identification _____

FOR STAFF PURPOSES ONLY:

Recommended Approval:

P&Z _____ Date: _____

Building _____ Date: _____

