

CITY OF RIVIERA BEACH - SPECIAL EVENT APPLICATION



- Please type information or print legibly in dark ink.
- Application must be submitted at least 30 days prior to the event date; 60 days for any proposed road closure.
- Application must be filled out completely; including a detailed map showing proposed location, structures, equipment (stage, restrooms, signage, tents, roadways, etc.).
- A nonrefundable \$50 application fee, made payable to the City of Riviera Beach, must be included when completed application is submitted for review.

Event Proposal

1. Name of event: _____
2. Detailed description of the event: _____

3. Requested location for the event: _____
4. List all dates/times of the event, including setup and breakdown: _____

Applicant Contact Info

Name: _____

Address: _____

City: _____

State/Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

Property Owner Info

Name: _____

Address: _____

City: _____

State/Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

Event Logistics

5. Will your event require road closure? No Yes
If yes, describe requested streets and times: **(Please attach map depicting the area/route.)**

6. Does the proposed event location require fencing off areas? No Yes
(Clearly indicate the areas to be fenced off on your map.)
7. Are you requesting security from the Riviera Beach Police Department? No Yes Number: _____
(Any additional security must be coordinated through the Police Department)
8. Will event require the use of electricity? No Yes
If yes, describe location and uses:

(All electrical work must be permitted and performed by an electrician licensed in the City of Riviera Beach.)

9. The event applicant is responsible for clean-up of all event sites. The City of Riviera Beach will provide dumpsters for your event at your request; all dumping fees will be charged to the applicant by the City. If the event site is not cleaned thoroughly, a clean-up charge will be assessed depending on clean-up required. Number of dumpsters proposed: _____ Number of city dumpsters requested: _____

(Please indicate dumpster locations on map.)

10. Number of temporary restroom facilities proposed: _____

(Please indicate restroom on map. Minimum requirement is one per 200 persons.)

11. Will music be provided? No Yes

Date Time Begin/End

12. Will alcoholic beverages be served? No Yes

(Please show locations of alcohol sales on map. Permission to sell alcohol on public property must be given by City Council.)

13. Are you requesting the use of City parking lots? No Yes

If yes, which lots? _____

14. Are you requesting public transportation? No Yes

Please describe how transportation will be provided: _____

15. Are you proposing to place signs or banners on public property? No Yes Number: _____

16. Will temporary structures be constructed or used for the event? No Yes Number: _____

17. Will the event have any vendors, peddlers, or concession sales? No Yes Number: _____

18. Will the event include amusement rides? No Yes Number: _____

If yes, please provide name of company and type of equipment: _____

(All amusement rides must be approved by the state. Please indicate locations on map.)

Please return completed application with a non-refundable \$50.00 application fee made payable to:

**The City of Riviera Beach
Parks & Recreation Department
1621 W. Blue Heron Boulevard
Riviera Beach, FL 33404**

******* Departmental Approval – Staff Use Only *******

Planning and Zoning - **561-845-4060** Approved Disapproved (Sig/Date: _____)

Comments: _____

Police – **561-845-4123** Approved Disapproved (Sig/Date: _____)

Comments: _____

Fire – **561-845-4104** Approved Disapproved (Sig/Date: _____)

Comments: _____

Parks and Recreation – **561-845-4070** Approved Disapproved (Sig/Date: _____)

Comments: _____

Letter of Intent (Special Event)

Applicant Signature (Print)

Date

Signature

Date of Event



EXTRA DUTY OFFICERS ARE REQUIRED BY THE PARKS AND RECREATION DEPARTMENT
REQUEST FOR EXTRA-DUTY
RIVIERA BEACH POLICE OFFICERS
PARKS AND RECREATION FACILITIES AND PARKS
POLICE DEPT. HOURS: 9:00A.M-11:00AM and 1:00P.M.-3:00P.M.

Location: _____

Type of Event: _____

Customer: _____

Contact No.: _____

Ages: (check one) YOUTH ADULT BOTH

Event Date: _____

Event Time: _____

Officer On-site Time: _____

Number of People: _____

Alcohol Present: _____

Municipal Beach: _____ N/A (Less than 100 people OR not Special Event)
 (Only if more than 100 people or Special Event)

Parks and Recreation Representative: _____
 (Signature)

Present this form to the Police Department Detail Coordinator located at:
 600 West Blue Heron Blvd.
 Riviera Beach, FL 33404
 (561) 845-4182

ADMIN FEES PAID YES NO AMOUNT: _____ RECEIPT# _____ DATE: _____

***NOTE TO ALL APPLICANTS: PLEASE BE ADVISED THAT ALL EXTRA DUTY OFFICER RELATED FEES (DOES NOT INCLUDE ADMIN FEES) MUST BE PAID DAY OF& BEFORE EVENT STARTS TO THE ASSIGNED EXTRA DUTY POLICE OFFICER(S). IF FEES ARE NOT PAID EVENT WILL BE CANCELLED.

***PLEASE NOTE: Applicants are required to return within 48 hours with receipt showing payment for extra duty officer(s).**

FOR POLICE USE ONLY:
 Waiver of Administration Fees: Yes _____ No _____

 Signature