



VILLAGE OF TEQUESTA
Building Department

MEMORANDUM

TO: Honorable Mayor Abby Brennan and Council Members
CC: Michael R. Couzzo, Jr., Village Manager
FROM: Jose Rodriguez, Director, Building Department *J.R.*
DATE: August 23, 2018
SUBJECT: Special Event Permit Application for First Baptist Church of Tequesta, October 31, 2018, Fall Festival Event (~600 Attendees)

This is a Special Event application for an annual Fall Festival event by the First Baptist Church of Tequesta, Inc., a registered Florida Not-For-Profit Corporation, signed by its registered agent, Michael Richardson (see attached Special Event Permit Application), to take place on its premises located at 423 Tequesta Drive. The event is to be held on Wednesday, October 31, 2018 from 6:00 p.m. - 9:00 p.m. No alcohol will be served. The projected number of attendees for the event is 600. There will be 23 tents set up at the event all of which will be flame resistant (see attached Certificate of Flame Resistance). The event is to be held within the East parking lot of 423 Tequesta Drive, which is purported to be open, providing adequate means of ingress and egress (see Special Event Form, and Architect graphic, attached).

The purpose of the event is to provide a "fun safe night of games for all of the Village of Tequesta residents. Everything is free including hot dogs, soda, popcorn, cotton candy + snow cones" (see Special Event Form, attached). The applicant, the First Baptist Church of Tequesta, Inc., has provided proof of General Liability and Umbrella Liability insurance (see Certificate of Liability Insurance, attached). The fee for the Special Event Application in the amount of \$135.00 (consisting of a \$100 fee for the event for over 200 people, and a \$35 inspection fee for one or more tents) has been paid by the applicant (see payment receipt No. 259916, attached).



VILLAGE OF TEQUESTA

AUG 14 2018

BUILDING DEPARTMENT

**VILLAGE OF TEQUESTA
COMMUNITY DEVELOPMENT DEPARTMENT**

345 Tequesta Drive
Tequesta, Florida 33469
Phone: (561) 768-0450 Fax: (561) 768-0698

PERMIT NO: PSEP18-0009
Submittal Date: 8-14-18
Deposit Amount: _____

SPECIAL EVENT PERMIT APPLICATION

Any Village resident, or any Village business holding a current Village business tax receipt pursuant to Chapter 70, Article II, is eligible to apply for and obtain a special event permit pursuant to Sec. 78-561. Any such resident or business that desires to conduct any type of special event within the Village must obtain a permit from the Village in order that the Village 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" is any outdoor activity, gathering or group of persons, vehicles or both, organized and having a common purpose, upon public or private property, which is likely to inhibit the usual flow of vehicular or pedestrian traffic, which is likely to create noise in excess of that typically associated with the areas upon which the event is to occur, or which is likely to preempt or restrict use of property typically accessible by the general public. Examples of Special Events include, but are not limited to block parties, parades, races or walks, grand opening events, charity fundraisers, and other similar events not specifically permitted by the Village's zoning ordinance. Special Events that are sponsored by the Village and held on Village property shall be exempt from the provisions of this section.

Written application must be submitted to the Village Community Development Department at least forty five (45) days prior to the date for which the Special Event is proposed; which application shall contain the following information:

DATE OF SALE/EVENT: 10/31/18 HOURS: FROM: 6:00 PM TO: 9:00 PM
TYPE OF EVENT: Fall Festival

LOCATION OF EVENT: Church East Parking Lot
PROPERTY OWNER: Tequesta's First Baptist Church (Attach written consent of property owner of record.)
Print Name

CONTACT INFORMATION:

SPONSOR or PERSON(S) RESPONSIBLE FOR EVENT: Mark James / Mike Richardson

MAILING ADDRESS: 423 Tequesta Drive EMAIL: Mark@tequestaschurch.net
Tequesta, FL 33469 PHONE NO.: (561) 746-4447
FAX NO.: (561) 746-4776

PROJECTED NUMBER OF ATTENDEES: 600 COUNCIL APPROVAL REQUIRED: (X) YES () NO

- Any proposed Special Event whose attendance is contemplated to exceed 200 people in total shall require final approval by the Village Council which, after considering the recommendations of the Community Development Director, the Police Chief and the Village Manager, may approve the application, deny the application in whole or in part, or approve the application with conditions.

IS ALCOHOL BEING SERVED? () YES (X) NO

- The service of alcoholic beverages at any Special Event shall require the issuance of the appropriate state alcoholic beverage permit, a copy of which must be provided to the Village in conjunction with the Special Event permit application.
- The Village may require the use of physical barriers to define and contain the outdoor area within which alcoholic beverages may be consumed and/or the use of security or off-duty law enforcement personnel at the Special Event.
- It is the applicant's responsibility to monitor for and prevent excessive as well as underage consumption of alcoholic beverages at all times.

INDEMNIFICATION:

- By submitting a complete application, the Special Event holder/applicant and property owner (if different) expressly agree that they shall indemnify, defend and hold the Village harmless from any and all damage to any real or personal property, and from any and all injury or death suffered by any person directly or indirectly related to attendance at or participation in any activity in conjunction with the Special Event, including the consumption of alcoholic beverages.

NON-PROFIT ENTERPRISES:

- The Village may issue non-profit permits to any person or organization for the conduct or operation of occasional sales and/or fundraising projects held by non-profit enterprises, either regularly or temporarily, when the applicant signs an affidavit that the applicant operates without private profit, for a civic, public, charitable, youth, service, educational, literary, fraternal, or religious purpose.
- A person making application under this section must comply with all rules and procedures for the granting of Special Event permits as set forth in this section. All persons operating under a non-profit permit shall operate their non-profit enterprise in compliance with this section and all other rules and regulations of the Village.

THE FOLLOWING ITEMS ARE REQUIRED TO BE SUBMITTED AT TIME OF APPLICATION:

- Proof of insurance in amounts acceptable to the Village for the type of event. The Village shall be named as an additional insured on all liability insurance.
- Expected traffic, fire-rescue, and utilities impact, if any, and proposed mitigation plans.
- Copy of all required state and county permits if event will be held on or utilize state and/or county-controlled property.
- A refundable deposit is required if the event is held on any Village property.
- Site Plan required with each application accompanied with drawing indicating layout for event.
- All sale sites shall be left in a clean and orderly manner upon completion of sale.
- Should the sale/event include the use of one or more tents, a \$35.00 Fire Inspection Fee, due at time of application, and a certificate of flame resistance is required for each tent. Inspection to be done on the first day of event.

SPECIAL EVENT FEES:

- Under 200 attendees: \$40.00.
- Over 200 attendees: \$100.00.

SIGNATURE OF HOLDER/APPLICANT: Mark James [Signature] DATE: 8/13/18
Print Name Signature

SIGNATURE OF PROPERTY OWNER: Michael Richardson [Signature] DATE: 8/13/18
Print Name Signature

RECOMMEND FOR APPROVAL:

COMMUNITY DEV. DIRECTOR: _____ DATE: _____
BUILDING DIRECTOR: [Signature] DATE: 8-14-18
POLICE CHIEF: [Signature] DATE: 8/14-18
FIRE CHIEF: [Signature] DATE: 8-22-18
PARKS/RECREATION: [Signature] DATE: 8/22/18

APPROVED BY: VILLAGE MANAGER
VILLAGE MANAGER: _____ DATE: _____

Approval/Review Notes: _____



Village of Tequesta

PUBLIC SAFETY

Special Event Form

Date of Request: 8/13/18

Fire Dept. Contact: _____ Police Dept. Contact: _____

Contact Person(s): Mike Richardson Mark James

Telephone Number(s): (561) 746-4447

Location of Event: First Baptist Church of Tequesta East Parking Lot

Expected Number of Attendees: 600

Number of Tents at event: 23 Will Tents Contain Sides (must include flame resistance certification and \$35 fee per tent): yes X no _____

EMS Services Provided (does not have to be VOT EMS Services can be privately contracted):

Yes: _____ No: X EMS Service Provider: _____

Police Detail Request: yes (see attached)

Brief Summary of Event: (can be typed or written with/out an attachment)

Fun safe night of games for all the Village of Tequesta
Residents. Everything is free including hot dogs,
soda, popcorn, cotton candy + snow cones.

Provide information (site plan, written description etc.) regarding ingress and egress:

Site plan + flame resistance certification attached to
special event permit application. Entire parking lot is
open.

Permit application says \$35 fee for
1 or more tents. Never
pd. per tent. That would be
over \$800.

JM 8-22-18



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/8/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC 9850 N.W. 41st Street Suite 100 Miami FL 33178	CONTACT NAME: PHONE (A/C, No, Ext): 305-591-0090 E-MAIL ADDRESS: certsmiami@mna-fl.com FAX (A/C, No): 212-948-5665
INSURED First Baptist Church of Tequesta Inc. P. O. Box 3718 Tequesta FL 33469	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Insurance Co. INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 1658011630 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK1752014	12/13/2017	12/13/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK1752014	12/13/2017	12/13/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB611046	12/13/2017	12/13/2018	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Fall Festival - October 31, 2018

Certificate holder, as Designated Organization, is an Additional Insured as respects General Liability when required by written contract subject to the terms, conditions, and exclusions of the policy.

CERTIFICATE HOLDER

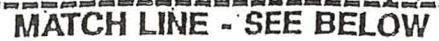
CANCELLATION

Village of Tequesta
345 Tequesta Drive
Tequesta FL 33469

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Plan
Land
Architect
Graphics
800 S. U.S.
Suite 104
Jupiter, FL
(407) 747-

1. 10" landscape strip required, 4" provided for 32", 5" provided for 40", and 0" provided for 45".

09/22/2005 11:33 3103810722

AZTEC MFG

PAGE 03/04

Certificate of Flame Resistance

REGISTERED
APPLICATION
CONCERN NO.

CAL COMB F-419.01

ISSUED BY:
AZTEC TENTS & EVENTS
490 ALASKA AVENUE
TORRANCE, CA 90503
(310)328-8080Date treated or
manufactured

12/2004

This is to certify that the materials described below hereof have been flame retardant treated (or are inherently nonflammable).

FOR PREMIER PARTY RENTALS-FL ADDRESS 2820 SE MARTIN SQUARE
CITY STUART STATE FL

Certification is hereby made that: (check "a" or "b")

- ☐ (a) The articles described below this certificate have been treated with a flame retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.
Name of chemical used Chem. Reg. No.
Method of application
- ☒ (b) The articles described below hereof are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use; Fabric has been tested and passes NFPA701-95.
Trade name of flame-resistant fabric or material used Cooled Fabric Reg. No.

The Flame Retardant Process Used WILL NOT Be Removed by Washing
(will or will not)

David Bradley

Name of Applicator or Production Supervisor

Chuck Miller - President

Title

CUSTOMER ORDER NO. 0144525

ITEMS MANUFACTURED:

10X10 FESTIVAL - 15 OZ. B/O (10)

HIGH PEAKS



Village of Tequesta

345 Tequesta Drive

Tequesta, FL 33469

Ph: (561) 768-0700

EXT. RECEIPT NUMBER

259916

Paid By

FIRST SOUTHERN BAPTIST CHURCH

423 TEQUESTA DR

Tequesta, FL 33469

Transaction	Type	Record	Category	Description	Amount
03593190	Permit	PSEP18-0009	Standard Item	Special Event - Over 200 people	\$ 100.00
03593190	Permit	PSEP18-0009	Inspection	Special Event Tent Inspection Fee	\$ 35.00

Project Address

423 TEQUESTA DR

Total \$ 135.00

Cash

Check

Credit \$ 135.00

Transferred

Tendered \$ 135.00

Change \$ 0.00

To Overpayment \$ 0.00