



# PALM BEACH COUNTY PARKS AND RECREATION AMPHITHEATER RENTAL APPLICATION

2700 6<sup>th</sup> Avenue South  
Lake Worth, FL 33461

[www.pbcparcs.com/amphitheaters](http://www.pbcparcs.com/amphitheaters)

A completed and signed application is required a minimum of three to six months in advance of events hosted at Palm Beach County Amphitheaters. Submission of an application does not guarantee a reservation. A non refundable advance deposit and refundable damage deposit will be due in advance of an event date. Renters will be required to sign an Amphitheater Standard Rental Agreement and additional fees and requirements will be applicable upon receipt of deposits and confirmation of event details.

Event Name \_\_\_\_\_

Requested Amphitheater \_\_\_\_\_

Event Date (s) - *Please provide three possible dates*

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Set-up Date: \_\_\_\_\_ Set-up Time: \_\_\_\_\_

Breakdown Date: \_\_\_\_\_ Breakdown Time: \_\_\_\_\_

Event Times: from \_\_\_\_\_ to \_\_\_\_\_

Organization Name \_\_\_\_\_

Main Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_ Emergency phone \_\_\_\_\_

Mobile \_\_\_\_\_ Mobile used at event \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Event Website \_\_\_\_\_

Main Contact Person Event Producer if applicable \_\_\_\_\_

Organization is a \_\_\_\_\_

**\* 501 (C) 3 Tax Exempt Certificate required with application if organization is a Non-Profit.**

Business references (please list 3 references, name and phone number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this the first time you have rented a Palm Beach County Amphitheater?

If no, please give date of previous rental \_\_\_\_\_

**ATTENDANCE/TICKETING**

Estimated Attendance \_\_\_\_\_ Open to the Public

Ticketed Event Cost: Adult \$ \_\_\_\_\_ Senior \$ \_\_\_\_\_ Children \$ \_\_\_\_\_

**EVENT DESCRIPTION/PURPOSE :**

\_\_\_\_\_  
\_\_\_\_\_

**TYPE OF EVENT:**

- |                              |                                     |
|------------------------------|-------------------------------------|
| Athletic Event (type _____)  | Club/Convention meeting             |
| Art/Craft Show               | Food Festival                       |
| Beer/ Wine/Food Festival     | Trade Show                          |
| Business/Educational/Lecture | Political Fundraiser/Rally (permit) |
| Charity Benefit              | Theater Performance                 |
| Children's/ Senior's event   | Concert Performance (type _____)    |
| Church Event                 | Other _____                         |

*Palm Beach County Parks and Recreation does not provide equipment. You as the event organizer are responsible for providing your own equipment including necessary traffic control and safety equipment such as traffic cones, barricades, directional signage, fencing etc. It is your responsibility to properly place the equipment prior to your event and remove it upon conclusion of the event.*

***Please indicate below the activities and equipment you would like to request permission to include with your production. You must provide accurate information. Failure to do so will impact fees and rental availability.***

**ACTIVITY DETAILS:**

- Non-Mechanical Amusement Activities
- If yes, describe: \_\_\_\_\_
- Donations
- Fireworks
- Gated Event
- Haze(fog)Effect
- LiveMusic/DJ
- Pyrotechnics
- Street Closing
- Ticket Sales/Takers
- Unarmed Security
- Armed Security
- Volunteers
- Other \_\_\_\_\_

**EVENT COMPONENTS:**

- Audio
- Confetti
- Decorations
- Drone Video
- Dumpsters
- Freezers
- Generators
- Grills/BBQ
- Ice Machines
- Lighting
- Visual
- LED Screen
- Spot Lights
- Tents
- Oil Fryers
  
- Additional Sound and light load in day prior to event day:  
(incurs additional fees/ requirements)
- Other \_\_\_\_\_



## **ADDENDUM B (ALCOHOL)**

Instructions: Please complete each field below. If not applicable to your event, please leave blank.

Please check type of alcohol use:

Alcohol Sales

Event providing at no charge

Sampling

What type of alcohol will be at event? Check all that apply:

Beer/ Wine

Liquor

Name of event/entity carrying liquor license? \_\_\_\_\_

What are the hours that alcohol will be served or sold? \_\_\_\_\_ to \_\_\_\_\_

Please explain your plan to ensure the safe sale or distribution of alcohol at your event:

Will you be using wristbands?

Who will be dispensing the alcoholic beverages? \_\_\_\_\_

Who will be responsible for checking I.D.'s? \_\_\_\_\_

Who will be responsible for making sure alcohol does not leave restricted areas? \_\_\_\_\_

### **DISPENSING OF ALCOHOLIC BEVERAGES**

It is mandatory for events in Palm Beach County parks to possess a liquor license if selling alcoholic beverages of any kind. This can be a lengthy process and must be completed and submitted to the Amphitheater Manager fourteen (14) days prior to your event date. Failure to produce a valid liquor license to law enforcement will place the event in jeopardy of being canceled.

### **HOW TO APPLY FOR A TEMPORARY LIQUOR LICENSE**

Obtain a letter from the Amphitheater Manager confirming your permit is in process. Please submit your completed application to your local district office at least thirty (30) working days prior to the first date of the event to ensure the permit is issued by the event date. Contact The Division of Alcoholic Beverages and Tobacco at 561-650-6840 for further instructions on obtaining a temporary liquor license for your event.

### **ALCOHOL DISPENSING**

All beverages must be dispensed in plastic or paper containers. No glass bottles may be dispensed. No more than two (2) alcoholic beverages may be sold to one individual at a time.

**\*\*All alcohol sales must cease 30 minutes prior to the end of the event.\*\***

**\*\*All food sales must cease 15 minutes prior to the end of the event.\*\***

**EVENT MARKETING/ADVERTISING**

Will the event be advertised to the public?

Would you like us to advertises on our website and social media?

**PROCEEDS/REPORTING**

Event Ticket Agent: \_\_\_\_\_

Anticipated gross event revenues & projected proceeds from this event? \$ \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ % of revenue paid to the promoter. \_\_\_\_\_ % of revenue paid to non-profit.

**MISCELLANEOUS**

Please describe or list any important details about your event not already asked on this application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LAW ENFORCEMENT**

Based upon anticipated attendance, site location and ability to assure public safety requirements, police detail may be required.

**EMERGENCY MEDICAL**

Depending on the size and nature of the event, you may be required to provide on-site emergency medical assistance/ambulance. You may coordinate services with Palm Beach County Fire Rescue or through a private company.

**OTHER PERMITS**

Please note that all components of the event are subject to Palm Beach County Parks & Recreation Department approval and may require approval by and/or permits from other County and/or City agencies. Palm Beach County Parks & Recreation Department approval does not constitute permission from other agencies.

**PARKING**

It is essential to consider the impact your event will have on parking in the area. 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 will need to be submitted outlying overflow lots.

**SECURITY DEPOSIT**

Any organization or individual that holds an event on County property that does not abide by the authorized use, rules, and regulations, or that causes additional costs to the County may lose all or a portion of its security deposit.

**IMPORTANT: You must submit the following with the completed application:**

Renter/ Name of Business or Organization applying as listed on [www.sunbiz.org](http://www.sunbiz.org)

Application Renter/ Signor must be an Executive Officer listed on [www.sunbiz.org](http://www.sunbiz.org)

FL State 501 (c )(3) Tax Exempt Certificate (*if applicable*)

Alcohol/ Addendum B (*if applicable*)

**A non-refundable Advance Deposit and refundable Damage Deposit will be due in advance of event dates.**

Renters are required to comply with all Amphitheater requirements, rules and regulations, and adhere to all federal, state and local laws and regulations, including Palm Beach County Code, Chapter 21, as may be amended, pertaining to Parks and Recreation, and amphitheater standard operating procedures as all such laws, regulations, ordinances, and procedures apply to renter's use of the Amphitheater. **Failure to comply will result in the loss of your rental deposit and cancellation of your event.**

**Indemnification:** "The renter shall indemnify, defend and save harmless Palm Beach County, its employees, officers and agents from any and all injuries (including death), property damage and other claims, liabilities, losses and causes of action, including attorney fees and costs, arising out of any act or omission by the renter, its agents, invitees or guests, during the use of facilities described in this Permit by Permittee or those acting under the authority of renter, including participants and spectators in connection with renter's activities in and on the site."

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

\_\_\_\_\_ Phone \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Please email e-signed application to: [DMPerez@pbcgov.org](mailto:DMPerez@pbcgov.org)

OR

**Mail completed & signed application to:**

P.B.C. Parks and Recreation/Amphitheaters  
2700 Sixth Avenue South  
Lake Worth, Fl. 33461  
Attention: Amphitheater Manager  
Phone: 561-966-7030