

## 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: Riviera Beach Heights Community Center Ribbon Cutting and Grand Opening
2. Detailed description of the event: Ribbon Cutting Ceremony, Grand Opening and Tour of the Center, Back to School Drive, JUST FOR THE HEALTH OF IT - Physical and Nutritional Health Fair, to include giveaways, youth activities, and food and refreshments.
3. Requested location for the event:  
Community Center site at 4th Street from PBOH to Avenue H and Avenue G between 4th Street and 5th Street
4. List all dates/times of the event, including setup and breakdown:  
Saturday, August 11, 2018 set up from 5:30am to 8:30am, event from 9:00am to 1:00pm, and breakdown from 1:00pm to 5:00pm

### Applicant Contact Info

Name: Tonya Davis Johnson

Address: 600 W. Blue Heron Blvd.

City: Riviera Beach

State/Zip: FL 33404

Phone: 561-845-3687 Fax: 561-840-0154

E-Mail: tdjohnson@rivierabch.com

### Property Owner Info

Name: City of Riviera Beach /Parks and Recreation

Address: 1621 West Blue Heron Blvd

City: Riviera Beach

State/Zip: Fla. 33404

Phone: 5618453411 Fax: \_\_\_\_\_

E-Mail: rblankenship@rivierabch.com

### 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.)  
4th Street from PBOH to Avenue H and Avenue G between 4th Street and 5th Street closed from 5:00am to 5:00pm (maps attached)
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: 4-6  
(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: 12 cans Number of city dumpsters requested: 12 cans

(Please indicate dumpster locations on map.)

10. Number of temporary restroom facilities proposed: n/a

(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: 20

17. Will the event have any vendors, peddlers, or concession sales?  No  Yes Number: 20

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  
 Business Tax Receipt Office  
 600 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: \_\_\_\_\_

*[Handwritten signatures and date 6/11/18]*

# RB Heights Community Center Grand Opening

Write a description for your map.



# RB Heights Community Center Grand Opening

Write a description for your map.



Google Earth

Avenue H

Avenue C

Legend

100 ft

