



# WEST PALM BEACH

## THE LAKE PAVILION

101 SOUTH FLAGLER DRIVE • WEST PALM BEACH, FL 33401  
(561) 822-1523 • WPB.ORG/LAKEPAVILION

### APPLICATION

This application is the initial step in reserving the Lake Pavilion located at 101 S. Flagler Drive on the City Commons in downtown West Palm Beach. Requests will be reviewed in order of which they are received by the City’s Community Events Division and the contact person named in the application will be notified of approval or denial. Completing and submitting this application does not confirm or reserve any dates. Please type or print legibly. Failure to complete any of this form will delay confirmation of your reservation. This application must be received at least 6 weeks in advance of your event and not longer than 18 months from the event date, along with the non-refundable \$50.00 application fee.

### CONTACT INFORMATION

Please select which applies:

Resident of West Palm Beach: \_\_\_\_\_ Non-resident: \_\_\_\_\_

Applicant: \_\_\_\_\_  
*Organization/Corporation*

Applicant Name: \_\_\_\_\_  
*Responsible Party*

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Co-Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Onsite coordinator who will be responsible for pre and post walk-through who will be present all times during setup, breakdown and actual event and is responsible for the actions of all guests, vendors and agents:

Contact: \_\_\_\_\_  
*Onsite Coordinator or Representative*

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

## EVENT INFORMATION

Please check which best describes your event:

Party: \_\_\_\_\_ Banquet: \_\_\_\_\_ Meeting/Seminar: \_\_\_\_\_ Other: \_\_\_\_\_

If other, please describe: \_\_\_\_\_

Wedding: \_\_\_\_\_ (name of couple to be married)

\_\_\_\_\_ / \_\_\_\_\_

Event to be listed as: \_\_\_\_\_

### REQUESTED DATES:

#### First Choice

Event begins on: \_\_\_\_\_  
*Day* *Date*

Event ends on:  
 Event ends on: \_\_\_\_\_  
*Day* *Date*

#### Second Choice

Event begins on: \_\_\_\_\_  
*Day* *Date*

Event ends on:  
 Event ends on: \_\_\_\_\_  
*Day* *Date*

What time will your event start? \_\_\_\_\_ AM / PM

What time will your event end? \_\_\_\_\_ AM / PM

What time will you need access to the Pavilion for setup? \_\_\_\_\_ AM / PM

What time will your breakdown and clean-up end? \_\_\_\_\_ AM / PM

What is your anticipated attendance? \_\_\_\_\_

## ADDITIONAL INFORMATION

	YES	NO
Will alcohol be served at your event? <small>If yes, State and local laws apply with regards to alcohol consumption.</small>	_____	_____
Will alcohol be sold at your event? <small>If yes, State and local laws apply with regards to alcohol consumption. The sale of alcohol must be permitted and sold by licensed vendors and proper documentation must be provided to the City at least 30 days in advance of the event.</small>	_____	_____
Will food be served at your event?	_____	_____
Will food be sold at your event?	_____	_____
Will you be charging admission or selling tickets to your event?	_____	_____
Will there be any rental equipment at your event?	_____	_____
Will there be A/V or other electronic equipment at your event?	_____	_____
Will there be live entertainment at your event?	_____	_____
Will there be decorations other than free standing or tabletop?	_____	_____

If alcohol is sold at your event, proper documentation and licenses must be provided to the City at least 60 days in advance of your event.

If any rental equipment is brought into your event, a floor plan must be provided to the City for approval at least 60 days in advance of your event.

Excluding table top décor, all other decoration must be detailed in a floor plan for approval by the City at least 60 days prior to your event.

The name and telephone number of all vendors and agents associated with your event (i.e. rental company, valet service, caterer, band etc.) must be provided to the City at least 60 days in advance of your event, along with any required licenses, permits, etc.

Valet service, delivery trucks, catering vans, etc. must utilize metered parking. The bagging of meters for your exclusive use may be arranged at an additional fee through the City's Community Events Division at least 30 days prior to your event.

**I have received and read a copy of the Lake Pavilion Rules and Regulations and understand and agree to all the terms and conditions; I am aware that if any of these rules and regulations are violated, I will be charged accordingly. I understand and agree that I shall be and will remain solely and fully responsible for compliance with all the terms and conditions of the Lake Pavilion Reservation Application and Rules and Regulations, and that I shall be solely and fully liable for any breaches or violations thereof, regardless of the actual source of the payment of any fee or charge required for the use of the Lake Pavilion as provided herein. If I am signing on behalf of an applicant organization or corporation, I also represent that I am authorized to sign the application on behalf of the organization or corporation and that my signature will bind the organization or corporation.**

\_\_\_\_\_  
*Authorized Representative Printed Name*

\_\_\_\_\_  
*Authorized Representative Signature*

\_\_\_\_\_  
*Date*

Please return the completed application along with the \$50.00 application fee to:

Division of Community Events  
**City of West Palm Beach**  
401 Clematis Street  
West Palm Beach, FL 33401  
Phone (561) 822-1515

**FOR OFFICE USE ONLY**

Application reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Reason Denied: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_