# TOWN OF PALM BEACH

**Office of the Town Clerk**

| Date Application Received by Town Clerk: _____ For Office Use Only | **$ 150.00 PERMIT FEE** |
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## APPLICATION FOR AUCTION PERMIT

1. Name of Applicant: _____
   (Person responsible for conducting the auction)

2. Address of Applicant: _____

3. Phone Number of Applicant: (_____) _____
   Area Code Number

4. Email Address of Applicant: _____

5. Auctioneer's License Number _____
   **(Attach copy of license)**
   *All auctions must be conducted by a licensed auctioneer, Sec. 94-36 (a).

6. If the auction is to be held on behalf of an organization, please complete the following:

   A. Name of Organization: _____

   B. Headquarters Address: _____

   C. Headquarters Telephone Number: (_____) _____
   Area Code Number

D. Head of the Organization for which the auction is being held:

Name: _____

Address: _____

Telephone Number: (_____) _____
Area Code Number

7. Purpose of auction: _____

8. General description of items to be auctioned: _____

9. Date of auction: _____

10. Hours of auction, including assembly: _____
(6:00 p.m. – 8:00 a.m. prohibited)

11. Name of or type of auction: _____

12. Commercial Use of location where auction will be held: _____
*The goods or services to be auctioned should be the same or similar to the licensed use of the facility within which the auction is to be held as determined by the Director of the Planning, Zoning and Building Department, or his designee.*

13. Exact location of auction: _____

Zoning District within which auction will be held: _____

14. Approximate number of participants: _____

15. Approximate number of spectators: _____

16. Provide a detailed description of the activity or activities: _____

_____
(Attach additional pages if needed)

17. Will support facilities or services such as traffic control, parking volume, and crowd control be needed? Please specify: _____

_____

_____

18. What are the different forms of transportation to be used by the auction's participants? List primary form of transportation first: _____

_____

19. What is the reasonable estimate of the parking volume that will be generated as a result of the auction? _____. Where will the spectators park? _____

_____.

20. Will valet parking services be provided in conjunction with the auction? _____
*Temporary valet services require a separate permit unless the location of the Auction possesses a current Town annual valet parking services permit. Failure to secure a temporary valet services permit may result in a fine and/or shut down of the non-permitted valet services. See www.townofpalmbeach.com, on the Home page, click on "Trouble Finding What You Need?" box, and then go to "permits/applications".*

21. Will a temporary structure/tent be used? _____
**(Separate permit required)**

22. **Please attach a Certificate of Insurance naming the Town of Palm Beach as an additional insured under your General Liability policy with limits not less than $1,000,000.00 per occurrence. There shall also be a 30 day notice of cancellation. Please complete the following:**

    A. Name of applicant's insurance company: _____

    B. Address of applicant's insurance company: _____

    C. Telephone Number: (_____) _____
    Area Code Number

23. Outline provisions for immediate cleanup after auction: _____

_____

24. **The following regulations apply to all Auctions held within the Town as per Section 94.36 of the Town Code of Ordinances:**

(1) The applicant has agreed in writing to abide by all provisions set forth in this article.

(2) All required information is set forth in the application and is in accordance with all provisions set forth in this article.

(3) The concentration of persons and vehicles at assembly points of the auction location will not interfere with the proper fire and police protection of or ambulance services to areas contiguous to such assembly points of the auction as determined by the Chief of Police or his designee and the Chief of Fire-Rescue or his designee.

(4) The conduct of the auction will not interfere with the movement of police and fire rescue vehicles and equipment en route to a fire or the movement of emergency medical services equipment en route to an emergency as determined by the Chief of Police or his designee and the Chief of Fire-Rescue or his designee.

(5) The conduct of the auction will not substantially interrupt the safe and orderly movement of pedestrian or vehicular traffic contiguous to the place of the auction as determined by the Chief of Police or his designee.

(6) The conduct of the auction will not result in damage to town-owned property as determined by the Director of Public Works or his designee or constitute a hazard to the safety of other persons within the immediate vicinity of the auction as determined by the Chief of Police or his designee and the Chief of Fire-Rescue or his designee.

(7) No event or auction is scheduled elsewhere in the town where the town's resources required for that event or auction are so great that the deployment of resources for the proposed auction would have an immediate and adverse effect upon the welfare and safety of persons and property as determined by the Chief of Police or his designee and the Chief of Fire-Rescue or his designee.

(8) The auction will be conducted within a commercial zoning district of the town.

(9) The auction will be conducted by a licensed auctioneer.

(10) The goods or services to be auctioned shall be the same or similar to the licensed use of the facility within which the auction is to be held as determined by the director of the planning, zoning and building department, or his designee, in the permit application review process. For example, a licensed real estate office would be eligible to conduct an auction of real estate, but not jewelry. Likewise, a licensed jewelry store would be eligible to auction jewelry, but not real estate.

(11) The granting of the permit will not cause more than two (2) auctions to be held within a calendar year at the location or address where the auction is proposed to be conducted.

25. **Auction sales are prohibited between November 1 and April 30 of any year as per Section 94.32 of the Town Code of Ordinances, in buildings fronting on any of the following designated streets within the Town:**

(1) On Worth Avenue, between County Road and Lake Drive.

(2) On Hibiscus Street, between Peruvian Avenue and Worth Avenue.

(3) On Coconut Row, between Peruvian Avenue and Worth Avenue.

(4) On Ocean Boulevard, between Barton Avenue and Gulf Stream Road.

(5) On County Road, between Worth Avenue and Wells Road.

(6) On Royal Palm Way.

(7) On Bradley Place, between Royal Poinciana Way and Wells Road.

(8) On Sunrise Avenue, between Bradley Place and Ocean Boulevard.

26. The application fee for the Permit is $150.00.
Make check payable to: Town of Palm Beach

Submit completed application to: Town Clerk's Office
Town of Palm Beach
360 South County Road
Palm Beach, FL 33480

27. The Town Manager or his designee shall have the authority to revoke an auction permit issued upon violation of any provisions of the Town Code of Ordinances applicable to auction permittees.

28. I have read the provisions of the Town Code of Ordinances relating to Chapter 94, Article II. Auctions and Auctioneers and agree to abide by all provisions set forth therein, including that the person leading such auction shall carry the auction permit upon his person during the conduct of the auction and shall be present at the auction.

_____
Signature of Applicant

_____
Print Name of Applicant

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____day of _____

20_____by_____who is personally known to me, or who has

produced _____ as identification and who did (did not) take an oath.
(Type of Identification)

S _____
Notary Public
E
_____
A Commission Number

L _____
(Notary Name Typed, Printed or Stamped)

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1. Attach written departmental conditions for permit issuance.

2. The granting of the permit will not cause more than two (2) auctions to be held within a calendar year at the location or address where the auction is to be conducted. _____ Town Clerk or designee initial and date here to confirm that a check of calendar year permits have been issued at the address in question.

3. Date of Town Clerk Permit Issuance or Denial _____.

4. If permit denied Town Clerk provides a written notice stating reasons for denial to applicant by mail and made available by the Town for inspection.

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