



TOWN OF JUNO BEACH
 PLANNING AND ZONING DEPARTMENT
 340 OCEAN DRIVE
 JUNO BEACH, FL 33048
 PHONE 561.626.1122 • FAX 561.775.0812



Application for Off-Site Special Event

Note: The issuance of any Special Event permit from the Town of Juno Beach does not exempt the applicant from obtaining the appropriate Business Tax License (occupational license) and temporary liquor license from the State of Florida, Division of Alcoholic Beverages and Tobacco under Florida Statute, or, any other county or state required permits.

Fee Schedule:

<u>Event Type</u>	<u>Deadlines Application/ Obligations</u>	<u>Application Fee</u>	<u>Permit Fee*</u>	<u>Security Deposit</u>	<u>Deadline Late Fee</u>
Low-Impact (Up to 999 attendees)**	60/14 days prior to event	\$100	\$100/day	\$500	\$200
Medium-Impact (1000-4999 attendees)	120/45 days prior to event	\$200	\$500/day	\$1,000	\$400
High-Impact (5000+ attendees)	120/45 days prior to event	\$300	\$1,000/day	\$5,000	\$600

*Permit Fee will be determined by the Town Council for off-site events lasting 4 or more consecutive days.

**Low-Impact events consisting of 25 attendees or less will be approved administratively.

Notes: Please initial each item below to confirm your understanding:

- JS Application Fee is due at time of Application submittal and is not refundable. Deadline Late Fee (if applicable) is an additional charge and is not refundable.
- JS Applications are not approved, nor Permit granted, until applicant has received a "Letter of Approval" from the Planning and Zoning Department outlining obligations and fees.
- JS Permit Fees and Security Deposit are due 14/45 days prior to the event. These fees may be refunded if the event is canceled or postponed at least 7/14 days prior to the event date.
- JS After the event, Security Deposit, or a portion of, may be returned after an inspection is completed by Town Staff. The Town shall determine what portion of the Security Deposit may be returned.
- JS Failure to comply with restrictions imposed automatically forfeits the Security Deposit.
- JS Town Staff will determine if application will require additional conditions to be added or existing conditions modified, dependent upon each individual event.
- JS Failure to provide the required obligations, fees and deposits 14 or 45 days prior to the event date, as indicated above, will subject the applicant to the Late Fee and/or cancellation of event.
- JS Additional charges may apply for Police and/or Public Works services, Town Staff will determine what services are required. Please read Sections III and IV. Deadline for these fees are 14 or 45 days prior to the event date, as indicated above, subject to Late Fee and/or cancellation of event.

Qs If it is determined that your event will require Police staff to be present, you must contact Extra Duty solutions in order to schedule the required Officers prior to your application being approved. Please note that the Extra Duty Solutions obligations shall be submitted 30 days prior to the event. Additional information on Extra Duty Solutions is provided in "Section III".

Qs If any road closures are proposed, attach maintenance of traffic (MOT) plan. The individual preparing the MOT must be certified by the Florida Department of Transportation (FDOT) or equivalent to prepare a MOT. The MOT plan is required 45 days prior to the event. Police Officers may be required to direct traffic, and if so, a fee will be assessed.

Section I Instructions for Applicant

1. Applicant shall complete Section II of this application. (Town Staff will review the Applicants submittal and complete other sections as required.)
2. Attach the following with this application:
 - a) Attach Application Fee, and Late Fee if applicable. (All fees are Payable to the Town of Juno Beach.)
 - b) Plot/Site Plan (drawing/sketch), showing the site upon which you are proposing your special event, identifying parking areas, adjacent roadways, existing structures, proposed (temporary) structures/items, road closures, barricades/fences, etc.;
 - c) Attach letter(s) of approval from all outside agencies: (i.e. Palm Beach County (PBC) Parks and Recreation, PBC-Traffic Division, PBC-Fire Rescue, Florida Department of Transportation, Department of Environmental Protection, Environmental Resources Management, Coast Guard, etc.)
 - d) Copy of current insurance certification(s) with the **Town of Juno Beach** listed as **"Additionally Insured" with a minimum amount of \$1,000,000.00 liability coverage**; (or state your ability to provide it with all other obligations).
 - e) Notarized Letter of approval from property owner(s).
 - f) Copy of Driver License.
3. Sign and date this application at the end of Section II.

Section II Required Information

▪ *Regarding the Applicant:* Jami Melnick

Name of Applicant/Sponsor: Julie Shapiro Phone: 561.624.9663

Relationship to Organization Represented: Congregation + Community Coordinator

Address of Applicant/Sponsor: 13301 Ellison Wilson Rd
Juno Beach, FL 33408

Name, Address, Phone of Organization Represented: Holy Spirit Lutheran Church
-Same as above-

Principal contact person on Event Day/Phone: Julie Shapiro - 561.315.1800

Alternate contact person on Event Day/Phone: Jami Melnick - 772-260.1993

▪ **Regarding the Subject Location (where the proposed special event is being requested):**

Address/Location: Juno Beach Pier

Name of Subdivision: _____

▪ **Regarding the Special Event Specifics:**

Please describe the special event being requested: Christmas Eve, Eve Worship Service on Pier and Beach. Sound crew with 8-10 people, 5 generators to run equipment and a stage set up for our band. At the end of the pier, Set up starts at 11am.

Indicate roadway(s) to be closed: None

Indicate if amusement rides (type/quantity) are part of the event: None

Indicate if alcohol will be served at the event and who will serve: None

Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: Stage for band at the end of the Pier.

Number of employees/volunteers working the event: 60

Number of anticipated attendees for the event: 3000

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): Dec 23, 2025 / 11am - 7:30pm

▪ **Regarding other Town Services:**

If Police and/or Public Works services are being requested, please indicate your anticipated duties: *(Regardless of your anticipated need, Town staff may determine that Police and/or Public Works services are required for your event, refer to letter of approval):*

Police to direct traffic on A7A.

▪ **Please initial each line to confirm attachments:**

- JS Application Fee, and Late Fee, if applicable. (Payable to Town of Juno Beach)
- JS Plot/Site Plan
- JS Outside agency letter(s) of approval
- JS Insurance Certificate
- JS Notarized Letter from property owner
- JS Copy of Driver License

Indicate items not submitted and reasons for non-submittal: _____

Hold Harmless Agreement:

In accordance with the Town of Juno Beach Code of Ordinances, in permitting any special event, the applicant shall meet all requirements set forth in Chapter 34 and is subject to Town Council approval. In addition, Town Staff shall prescribe appropriate conditions and safeguards and obligations and fees as required.

By submittal of this application, the sponsor agrees to indemnify and hold harmless the Town of Juno Beach, its officers, employees and agents from and against all loss, costs, expenses, including attorney's fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by sponsor, its officers, employees, and agents under any of the terms of this Special Event Application.

If any unforeseen circumstance(s) occur and/or the sponsor fails to meet the requirements the Town has set forth, the Town Manager or Police Chief shall have the right to cancel or stop the event either before commencement of the event and/or during the event.

Applications are not approved, nor Permit granted, until applicant has received a "Letter of Approval" from the Planning and Zoning Director outlining obligations and fees.

Julie Shapiro
Applicant/Sponsor Signature

6/23/25
Date

Julie Shapiro
Print Name

Office Use Only:

Received By

Date (Please Date Stamp)

Section III Police Department-Special Event Requirements



The following are additional obligations your organization may have to meet.

To schedule the required Police Officers for your event please visit Extra Duty Solutions at <https://portal.extradutysolutions.com> to submit your request, if this is your first time using the Extra Duty Solutions customer portal please register as a new customer. You can also reach our Extra Duty Solutions account team at 561-437-4499 or JunoBeachFL@extradutysolutions.com. As part of the Special Event review process the Police Department may impose fees for services as deemed appropriate for the type and impact of the proposed event. The Police Department may schedule a meeting to review the event specifics and Police Operational or Action Plan as determined by the Town. Items reviewed in the Plan include, but are limited to, the following:

- Operations Command Post needs, Incident Management;
- Traffic Control Plan, Road Closures, Parking Plan, Event Route management;
- Staffing needs, Day and Night patrol, Coordination with other agencies;
- Vendor setup and security;
- Attendee/Pedestrian access, security, monitoring and control;
- Equipment needs motorized and non-motorized, Communications;
- Providing of adequate volunteers, Volunteer meeting(s) with Police representative prior to, or on event day(s);
- The Principal of the event shall remain accessible to the Police Supervisor at all times during the event to provide necessary event management and control.

The Police Department will attempt to place officers during the requested dates and hours. Because of unforeseen circumstances, this application may not be filled when requested. Juno Beach Police Officers will not work in the capacity of a "bouncer" at a bar or other establishment where alcohol is served.

Rates

Regular Staff - \$35.00

Officer - \$68.94

Supervisor (if required) - \$80.43

(Rates are subject to a \$15.00 an hour premium on Town designated Holidays.)

**An additional 10% scheduling fee will apply to all police department pay rates*

- **THERE IS A THREE (3)-HOUR MINIMUM FOR ALL EXTRA-DUTY EMPLOYMENT.**
- **IF MORE THAN THREE (3) OFFICERS ARE REQUIRED FOR THE EVENT, A SUPERVISOR IS REQUIRED.**
- **ALL CANCELLATIONS OF POLICE SERVICES MUST BE MADE 48-HOURS IN ADVANCE OR A THREE (3)-HOUR, PER OFFICER CHARGE WILL BE FORFEITED.**

Office Use Only:

2 Officers @ \$68.94/hour: total of 6 hours = \$ 413.64
0 Supervisors @ \$80.43/hour: total of 0 hours = \$ 0.00
Additional Fee(s): 0 \$ 413.64

Payment Due Date: _____ Total Amount Due: \$ _____ Payment Received: Y / N

** Payment shall be received no later than 14/45 days prior to event date, as indicated in Fee Schedule.*

Reviewed By: _____

Approved by Police Chief/Designee: _____

Section IV Public Works Department-Special Event Requirements

As part of the Special Event review process the Public Works Department may impose fees for services as deemed appropriate for the type and impact of the proposed event.

Public Works services include, but are not limited to, the following:

- Delivery, set-up and removal of traffic or parking control devices including portable message boards, barricades, signs, stakes, traffic cones and/or any other devices requested by the Town's Police Department.
- Random event site inspections to insure the Applicant removes trash/litter or debris from the event site as needed. Event usage area final inspection of public properties to insure adequate cleaning at event's end/closing and prior to release of security deposits, if applicable.
- Public Works staff time to clean, remove and dispose of any and all residual debris, trash or to repair damaged property incurred by the Applicant or Applicant's agents on the event site public property.

Rates

<i>Regular Staff</i>	<i>\$35.00</i>
<i>Supervisor (if required)</i>	<i>\$45.00</i>

- ***THERE IS A THREE (3)-HOUR MINIMUM FOR ALL EXTRA-DUTY EMPLOYMENT.***
- ***IF MORE THAN THREE (3) STAFF MEMBERS ARE REQUIRED FOR THE EVENT, A SUPERVISOR IS REQUIRED.***
- ***ALL CANCELLATIONS OF PUBLIC WORKS SERVICES MUST BE MADE 48-HOURS IN ADVANCED OR A THREE (3)-HOUR, PER STAFF MEMBER CHARGE WILL BE FORFEITED. PLEASE CONTACT FDAVILA@JUNO-BEACH.FL.US AND SHALLOCK@JUNO-BEACH.FL.US.***

Office Use Only:

_____ Regular Staff @ \$35.00/hour: total of _____ hours = \$ _____
_____ Supervisors @ \$45.00/hour: total of _____ hours = \$ _____

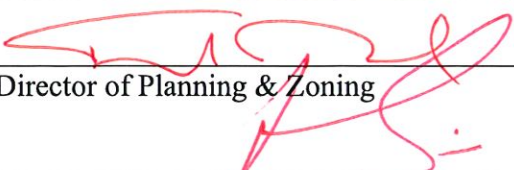
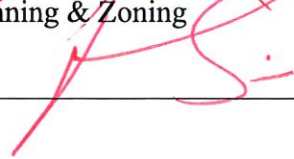
Payment Due Date: _____ Total Amount Due: \$ _____ Payment Received: Y / N

**** Payment shall be received no later than 14/45 days prior to event date, as indicated in Fee Schedule.***

Reviewed By: _____

Approved by Director of Public Works/Designee: _____

Section V Application Review

 _____ Director of Planning & Zoning	<u>10/10/25</u> _____ Date
 _____ Police Chief	<u>10/13/25</u> _____ Date
_____ Public Works Director	_____ Date
_____ Project Coordinator/Risk Manager	_____ Date
_____ Finance Director	_____ Date
_____ Town Manager	_____ Date

Section VI Post Event Inspection and Security Deposit Status

Post event Comments, Issues List and recommended Security Deposit withheld:

* _____ <i>Amount and Date Returned of the Security Deposit.</i> <i>Amount Date</i>
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_____ Director of Planning & Zoning	_____ Date
_____ Police Chief	_____ Date
_____ Public Works Director	_____ Date
_____ Finance Director	_____ Date
_____ Town Manager	_____ Date

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James F. Mullen IV, CPA

Jodi Oh

Pam Rauch

James A. Reiffel, M.D.

Crista Ryan

M.J. Saunders, Ph.D.

Erica Scherzer

Brian K. Waxman

Lynne Wells

Jeanette Wyneken, Ph.D.

Natasha Ziff

June 20, 2025

Holy Spirit Lutheran Church
13301 Ellison Wilson Road
Juno Beach, FL 33408

Dear Jami,

As requested, Loggerhead Marinelife Center approves of Holy Spirit Lutheran Church holding Christmas Eve worship on the Juno Beach pier on Tuesday, December 23rd, 2025. We acknowledge that there is one service at 5:30 PM.

HSLC staff and volunteers may arrive at 11:00 AM the day of the event to set up. Please let me know if you have any questions.

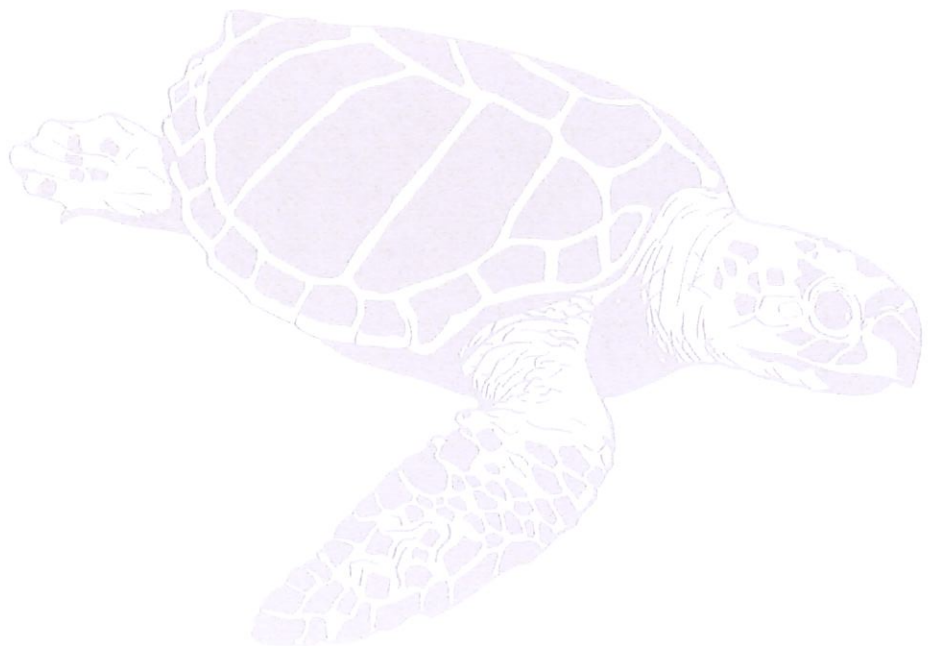
Sincerely,

Kate Fratalia

Kate Fratalia
Vice President Retail

Executive Staff

Andy Dehart
President & CEO





**Parks and Recreation
Department**

2700 6th Avenue South

Lake Worth, FL 33461

(561) 966-6600

Email: pbcparks@pbc.gov

www.pbcparcs.com

PALM BEACH COUNTY



PARKS & RECREATION

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Bobby Powell Jr.

Interim County Administrator

Todd J. Bonlarron

June 25, 2025

Julie E. Shapiro, Congregation & Community Coordinator
Holy Spirit Lutheran Church
13301 Ellison Wilson Road
Juno Beach, FL 33408

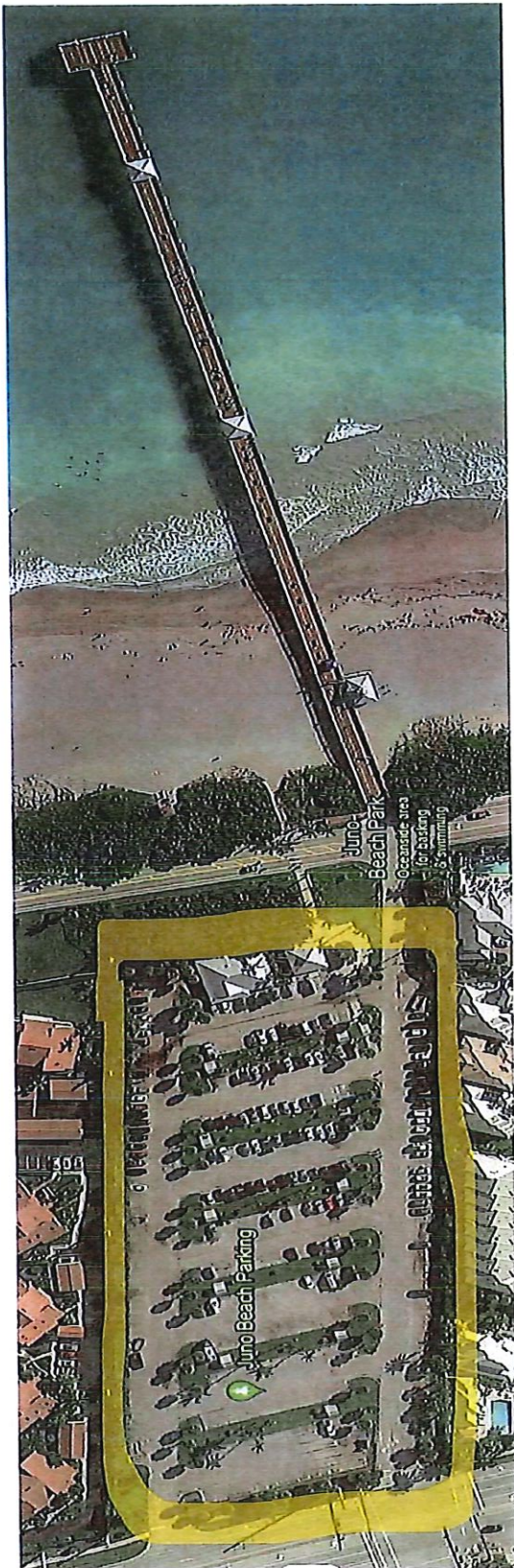
Dear Julie,

Thank you for reaching out with your request to hold the annual Christmas Eve Service at the Juno Beach Pier on Tuesday, December 23rd, 2025, with a service scheduled for 5:30PM. We've reviewed the details you provided and have determined that a permit through our Special Events section is not required. We have also received the insurance certificate you submitted in advance.

We understand you are working with Kate Fratalia from Loggerhead Marinelife Center regarding logistics such as fees, availability, and use of the pier. As in previous years, the next step will be to present your request to the Town of Juno Beach. We understand that the Town will coordinate security, including parking, traffic, and pedestrian safety, and will provide two uniformed officers on site during your event.

Wishing you a joyful celebration.

Sincerely,
Myar Taha
Communication Specialist
Palm Beach County Parks and Recreation
2700 Sixth Ave. So.
Lake Worth, FL 33461



- Service will be held on the pier and on beach on both sides of the pier.
- Parking will be in the Juno Beach public parking lot. Overflow parking will be in the Publix complex across the street.
- No road closures.
- We will ask for Police to direct traffic and pedestrian parking.