



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

For Official Use Only
 Date Stamp
TOWN OF JUNO BEACH
RECEIVED
 2025 JUN -6 P 3:07

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:

- SL 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.
- SL 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.
- SL 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.
- SL 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.
- SL Failure to comply with restrictions imposed automatically forfeits the Security Deposit.
- SL Town Staff will determine if application will require additional conditions to be added or existing conditions modified, dependent upon each individual event.
- SL 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.
- SL 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.

SL 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".

SL 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 <u>Instructions for Applicant</u>

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 <u>Required Information</u>
--

▪ ***Regarding the Applicant:***

Name of Applicant/Sponsor: Sarah Lott Phone: 561-427-0500

Relationship to Organization Represented: Event Producer

Address of Applicant/Sponsor: 711 Commerce Way, Suite 5,
Jupiter, FL 33469

Name, Address, Phone of Organization Represented: Marine Industries of
PBC, 1208 US Highway 1, Suite B, NPB, FL 33408

Principal contact person on Event Day/Phone: Sammi Lott 561-632-6424

Alternate contact person on Event Day/Phone: Jenny Somma 561-262-0618

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

Address/Location: Intracoastal Waterway, North Palm Beach to Jupiter Lighthouse.

Name of Subdivision: N/A

- **Regarding the Special Event Specifics:**

Please describe the special event being requested: Parade of decorated vessels from NPB to Jupiter led by traveling fireworks display & volunteer toy boats collecting new, unwrapped toys at docks for Toys for Tots Dec. 6, 2025

Indicate roadway(s) to be closed: Donald Ross Bridge

Indicate if amusement rides (type/quantity) are part of the event: N/A

Indicate if alcohol will be served at the event and who will serve: N/A

Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: N/A

Number of employees/volunteers working the event: approx. 20

Number of anticipated attendees for the event: approx. 50 vessels

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): Starts in North Palm Beach at 1pm & should reach the Jupiter Lighthouse by 8:30pm on Sat Dec. 6, 2025 / Donald Ross Bridge closed approx. 45-60 min.

▪ **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 Stationed at the East side of Donald Ross Bridge
Prior to & just after the parade passes. PWC will
cover the West side of the bridge.*

▪ Please initial each line to confirm attachments:

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

Indicate items not submitted and reasons for non-submittal: Event not on private property

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.

Sarah Lott
Applicant/Sponsor Signature

8/5/25
Date

Sarah Lott
Print Name

Office Use Only:

Received By _____

_____ Date (Please Date Stamp)

Section III Police Department-Special Event Requirements



EXTRA DUTY SOLUTIONS

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:

3 Officers @ \$68.94/hour: total of 9 hours = \$ 620.46
1 Supervisors @ \$80.43/hour: total of 3 hours = \$ 241.29
Additional Fee(s): _____ \$ 861.75

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: _____

10/13/25

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:

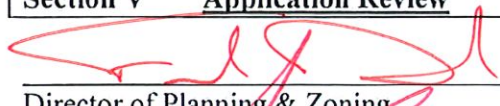
_____ Regular Staff @ \$35.00/hour: total of _____ hours = \$ _____
_____ Supervisors @ \$45.00/hour: total of _____ hours = \$ _____

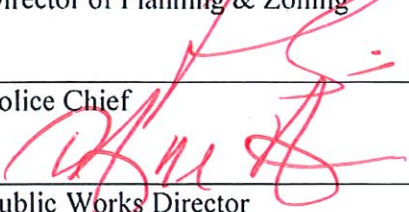
Payment Due Date: _____ Total Amount Due: \$ _____ Payment Received: Y / N

**** 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_____
Date

Police Chief_____
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:

* _____ *Amount and Date Returned of the Security Deposit.*
 Amount Date

Director of Planning & Zoning_____
Date_____
Police Chief_____
Date_____
Public Works Director_____
Date_____
Finance Director_____
Date_____
Town Manager_____
Date



MIAPBC is a not-for-profit organization created to promote and protect the sound growth of the marine industry in Palm Beach County for the benefit and education of its members, the community, and the environment.

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Stephanie Button
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Rena Blades
Director of Community Outreach
and Government Affairs, PBIBS

May 28, 2025

To Whom It May Concern:

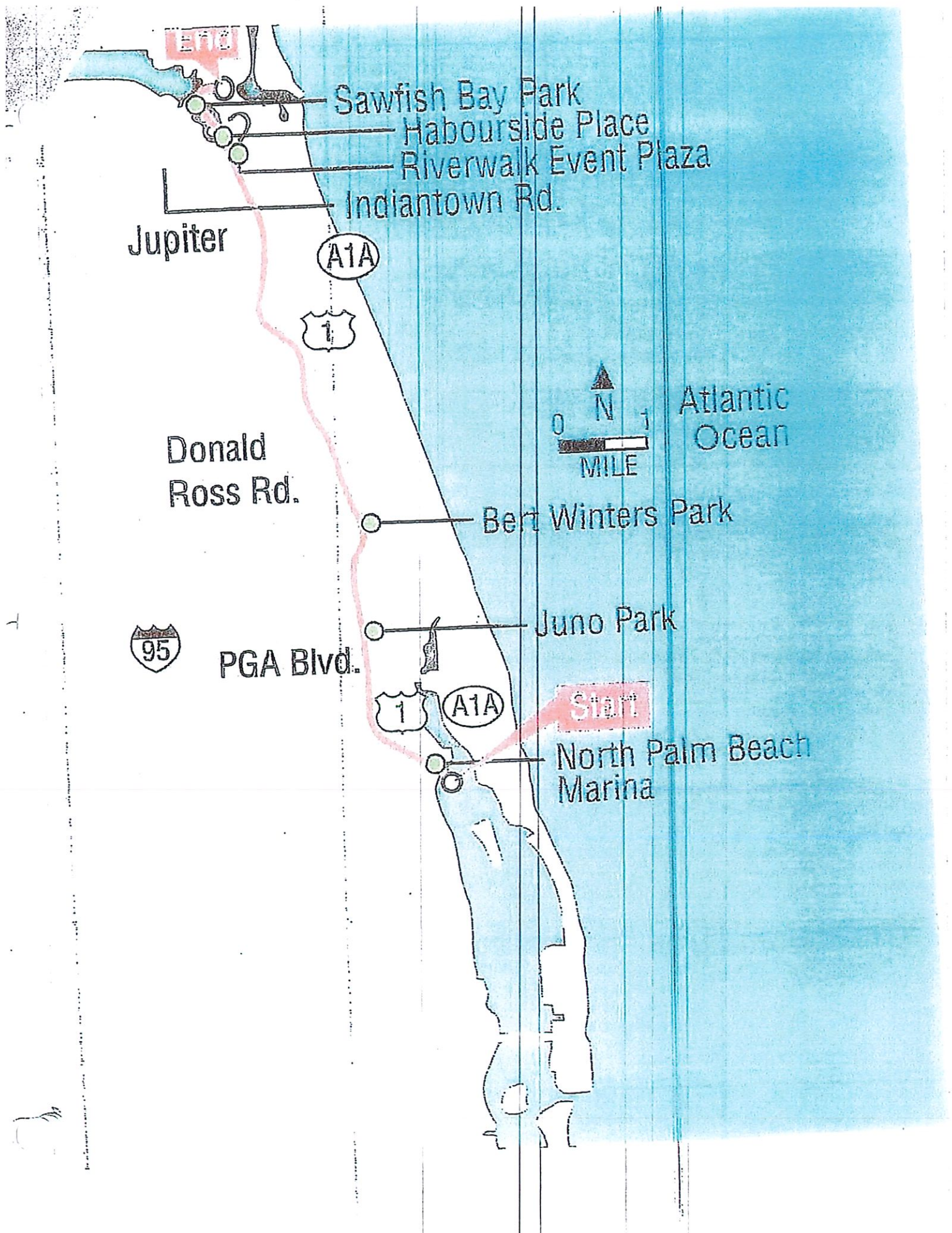
Via Productions, Inc. has full authorization to act as our (Marine Industries Association of Palm Beach County, Inc.) agent when applying for a special event permits that relate to the event known as the "2025 Palm Beach Holiday Boat Parade".

If you have any further questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Alyssa", with a long, sweeping horizontal line extending to the right.

Alyssa Freeman
Executive Director



Sawfish Bay Park
Habourside Place
Riverwalk Event Plaza
Indiantown Rd.

Jupiter

A1A

1

Donald
Ross Rd.

95

PGA Blvd.

1

A1A

Start

North Palm Beach
Marina

Bert Winters Park

Juno Park



Atlantic
Ocean

**VIDEO MESSAGE BOARD
PROVIDED BY: ACME
BARRICADES**

**VIDEO MESSAGE BOARD
PROVIDED BY TOWN OF
JUNO POLICE DEPT.**



Kingdom Hall of
Jehovah's Witnesses

DONALD ROSS ROAD BRIDGE

PBSO CLOSE ROAD

**TOWN OF JUNO BEACH
TO CLOSE ROAD**

Frenchman's Harbor



16750
July 01, 2025

Marine Industries Association of Palm Beach County, Inc.
Attn: Sarah Lott
1208 US Highway One
Suite B
North Palm Beach, FL 33408

Dear Ms. Lott:

I have received your Application for Approval of Marine Event, Form CG-4423, dated May 29, 2025. You requested approval for the Palm Beach Holiday Boat Parade scheduled for December 06, 2025 from 5:30 PM to 8:30 PM. The parade will travel along the Intracoastal Waterway from Day beacon 28 to Jupiter Lighthouse, in Palm Beach, Florida. I have reviewed your application and determined the proposed event does not require a Coast Guard Marine Event Permit, as outlined in 33 CFR Part 100, in that the event does not introduce any extraordinary circumstances or unusual hazards that would jeopardize the safety of human life on the navigable waters of the U.S. While no Coast Guard permit is required, you must comply with all existing Federal, State, and local laws and other requirements that may affect your ability to hold your event as proposed. You should take appropriate action to ensure compliance with all requirements prior to holding your event.

Marine events have a potential for unanticipated environmental consequences, and even temporarily disrupt the natural environment. Please note, disturbing or injuring a protected species is a violation of law. In addition, vessels may not anchor over coral reef under the Florida Coral Reef Protection Act. For additional guidance on protected species and to ensure compliance with the Endangered Species Act of 1973, as amended (Act) (87 Stat. 884; 16 U.S.C 1531 et seq.), you are encouraged to contact U.S. Fish and Wildlife Service South Florida Ecological Services Office at 772-562-3909 or by email at verobeach@fws.gov. Collision with and/or injury to a sea turtle, manatee, dolphin or other protected species must be reported immediately to the Florida Fish and Wildlife Conservation Commission (FWC) Wildlife Alert Hotline at 888-404-3922.

No person, municipality, county, or other governmental entity shall install a waterway marker (e.g. temporary buoys) without a permit from U.S. Army Corps of Engineers (<http://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/Obtain-a-Permit/>). Should there be a need to install regulatory and/or informational waterway markers, you must also coordinate with FWC's Division of Law Enforcement, Boating and Waterways Section Waterways Management Unit (waterway.management@myfwc.com).

Although a Coast Guard permit is not required for this event, you are responsible for contacting this office if there are changes to the event date, number of participants and/or spectators, location, or any other significant changes that may necessitate reconsideration as to whether a permit is required.

I sincerely appreciate your proactive effort in bringing this marine event to my attention. Because of the dynamic nature of the waterway, boating, and maritime activities, the Coast Guard carefully considers the totality of the risks associated with each event on a case-by-case basis when determining whether a permit is needed. Although a Coast Guard Permit for Marine Event, Form CG-4424, is not required for this event, you should continue to submit an Application for Approval of Marine Event, Form CG-4423, for similar events you may sponsor in the future.

Furthermore, nothing in this determination restricts the Coast Guard's ability to take action under the Ports and Waterways Safety Act, Magnusson Act, or other authorities to ensure the safety of vessels, waterfront facilities, and the protection of the navigable waters and resources therein. Such actions could include promulgation of Regulated Navigation Areas or Limited Access Areas, broadcasting safety notices, disseminating safety flyers, or other actions taken under the authorities granted the United States Coast Guard.

The decision that your proposed event does not require a Coast Guard permit in no way implies the event is without risk or deemed completely safe, nor does it imply the Coast Guard has "approved" the event. As the event sponsor, you are responsible for the overall safety of the event and obtaining all applicable permits from other Federal, State, or local authorities.

Thank you for your interest in conducting a safe marine event. If you have any marine event permitting questions, please contact our Sector Miami Waterway's staff at (305) 535-4317/4307.

Sincerely,



Guerschom Etienne
Lieutenant, U.S. Coast Guard
By direction of the
Captain of the Port, Miami

Date: _____

I agree to and accept the above-mentioned terms.

_____	_____
Name	Organization and Position



JUNO BEACH POLICE DEPARTMENT

340 Ocean Drive ♦ Juno Beach, Florida 33408 ♦ 561-626-2100



BRIAN J. SMITH
Chief of Police

August 12, 2025

Marine Industries of PBC
1208 U.S. Highway 1 Suite B
North Palm Beach, FL 33408

Dear Ms. Lott,

We reviewed your request for the road closure in conjunction with the Boat Parade event, scheduled for December 6th, 2025, with a request to close the east bound Donald Ross Bridge from 6:30PM to 8:30PM for the event.

As the law enforcement agency having jurisdiction over the subject roadway (Eastbound Donald Ross Rd. Bridge), we approve and give consent for the road closure for this event.

Sincerely,

A handwritten signature in black ink, appearing to read "Sgt. John Kenny".

Sgt. John Kenny
jkenny@junobeachpd.com
561-656-0342



August 14, 2025

Sarah Lott
Marine Industries Association of Palm Beach County
1208 US 1 B,
North Palm Beach, FL 33408

SUBJECT: PALM BEACH BOAT HOLIDAY PARADE 2025

**Engineering and
Public Works Department**
P.O. Box 21229
West Palm Beach, FL 33416-1229
(561) 684-4000
FAX: (561) 684-4050
www.pbc.gov



**Palm Beach County
Board of County
Commissioners**

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Sara Baxter, Vice Mayor

Gregg K. Weiss

Joel Flores

Marci Woodward

Maria Sachs

Bobby Powell, Jr.

County Administrator

Verdenia C. Baker

Dear Ms. Lott,

The Palm Beach County Traffic Engineering Division has reviewed your request to close Donald Ross Road Bascule Bridge on Saturday, December 6, 2025 from approximately 6:00 pm till 8:00 pm.

This request has been approved.

It is our understanding that Palm Beach Sheriff's Department and Juno Beach Police Department will assume responsibility for traffic control and will coordinate with other emergency departments.

This permit is only valid with the presence of the Palm Beach Sheriff's Department and Juno Beach Police Department to oversee the traffic control. Also, please see the special event conditions that must be followed below as well.

Municipality shall be responsible to supply traffic control devices and personnel for crowd and traffic control.

Municipality shall be responsible to place traffic control devices prior to the parade event and remove traffic control devices at the closing of the parade event.

Municipality shall be responsible to ensure devices are placed to delineate an area a minimum of ten (10) feet from the location of void space/opening created by bridge opening, in order to prevent pedestrian and vehicular traffic from accessing this area.

Municipality shall be responsible to post personnel at a location to ensure pedestrian and vehicular traffic are prevented from accessing the delineated area, minimum of ten (10) feet from the void space/opening created by bridge opening.

Advance VMS board are to be installed 7 days in advance of scheduled closure.

If you have any further questions, please contact Graciela M'Causland at 684-4030.

Sincerely,

A handwritten signature in blue ink, appearing to read "Graciela M'Causland".

Graciela M'Causland
Construction Coordinator
Traffic Division

"An Equal Opportunity
Affirmative Action Employer"



GM:ep

Attachment: Special Event Application, Route Map,

cc: Motasem Al-Turk, Ph.D., P.E., Director – Traffic Division
Melissa Ackert, P.E., Assistant Director – Traffic Division
Lee Gao, P.E., Senior Professional Engineer – Traffic Division
Fattoush Jafar, Ph.D., P.E., Traffic Engineer Ops Manager – Traffic Division
Hanane Akif, Senior Professional Engineer – Traffic Division
Amar Kalabic, Construction Coordinator – Traffic Division
Sean Reilly, Chief Traffic Inspector – Traffic Division
Shoshoni Deeley, Office Manager – Traffic Division
Adam Faustini, Director – Road & Bridge
Thomas A. Coppini, Public Works Superintendent – Road & Bridge
Chase Miller, Construction Project Manager – Road & Bridge
Zachary King, Chief Construction Coordinator – Construction Coordination
Albert W. Hoffman, Division Director III – Construction Coordination
William Tanto, Chief Construction Coordinator – Construction Coordination
Kathleen Farrell, Division Director III – Roadway Production
Kristine Frazell-Smith, Senior Professional Engineer – Roadway Production
Lisa De La Rionda, Director – Department of Public Affairs
Heather C. Shirm, Manager Digital Marketing and Communications – Public Affairs
Javier H. Lopez, Digital Marketing Coordinator – Public Affairs
Kara Dery, Supervisor Special Facilities – Parks & Recreation Division
Yash Nagal, Director of Transit Planning – Palm Tran
John Kenny – Sergeant - Juno Police Department – jkenny@junobeachpd.com
Sabrina Medina – Palm Beach County Sheriff's Office – medinas@pbso.org
Jose M. Gonzalez – PBC Fire Rescue - FIRE-FOO@pbcgov.org and JMgonzal@pbcgov.org

File: General - Special Events
Roads –

N:\TRAFFIC\SPECIAL EVENTS\2025 Special events approved\Donald Ross Boat Parade\Special Event Form Letter-Graciela M'Causland (north of Southern Blvd).docx