



TOWN OF JUNO BEACH
RECEIVED
2023 SEP 29 AM 10:30

Town of Juno Beach
340 Ocean Drive; Juno Beach, FL 33408
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.








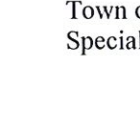
Fee Schedule:

<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:

-  Application Fee is due at time of Application submittal and is not refundable.
-  Deadline Late Fee is an additional charge and is not refundable.
-  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.
-  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.
-  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.
-  Failure to comply with restrictions imposed automatically forfeits the Security Deposit.
-  Town Staff will determine if application will require additional conditions to be added or existing conditions modified, dependent upon each individual event.
-  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 cancelation of event.
- 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.

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:**

Name of Applicant/Sponsor: Jami Melnick Phone: 561-624-9663

Relationship to Organization Represented: Director of Operations

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

Name, Address, Phone of Organization Represented: Same

Principal contact person on Event Day/Phone: Christa Stames 772-783-5512

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: N/A

▪ **Regarding the Special Event Specifics:**

Please describe the special event being requested: Christmas 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 will start 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 on pier

Number of employees/volunteers working the event: 35

Number of anticipated attendees for the event: 1000

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): 12/23/23 11am - 7:30pm

Only 1 service starting at 9:30pm, we will need to start set up at 11am for sound set up and stage. Cleaned up and finished by 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):

2 police to direct traffic and pedestrians at crosswalk on A1A.

▪ **Please initial to confirm attachments:**

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


 Applicant/Sponsor Signature


 Print Name

9/8/23
 Date

Office Use Only:	
	
Received By	Date (Please Date Stamp) <u>30</u>
Town Calendar has been reviewed and event “Tentatively” Scheduled with 2 day alert.	
Completed By _____	Date _____
Event status shall be updated when approved. Completed by: _____	

Section III Police Department-Special Event Requirements



The following are additional obligations your organization may have to meet. 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 - \$55.00 Supervisor (if required) - \$65.00
(Rates are subject to a \$15.00 an hour premium on Town designated Holidays.)

- ***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. PLEASE CONTACT FDAVILA@JUNO-BEACH.FL.US AND PFERTIG@JUNOBEACHPD.COM.***

Office Use Only:

_____ Officers @ \$55.00/hour: total of _____ hours = \$ _____

_____ Supervisors @ \$65.00/hour: total of _____ hours = \$ _____

Additional Fee(s): _____ \$ _____

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

- ***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 AMERIANO@JUNO-BEACH.FL.US.***


Office Use Only:

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

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: STEVEN J HALLOCK

Approved by Director of Public Works/Designee: 

Section V Application Review

Director of Planning & Zoning Date

Police Chief Date



Public Works Director Date 9/27/23

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



- Service held on the pier and on both sides of the beach next to the pier.
- Parking will be located in the Juno Beach public parking lot. Overflow parking will be in the Publix complex across the street.
- No road closures for this event.
- We will have police to help direct traffic and pedestrian crossing.



LOGGERHEAD

MARINELIFE CENTER

14200 U.S. Highway One
Juno Beach, Florida 33408
561.627.8280 • marinellife.org

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Lynne Wells

Jeanette Wyneken, Ph.D.

Natasha Ziff

August 25, 2023

Holy Spirit Lutheran Church
13301 Ellison Wilson Road
Juno Beach, Florida 33408
Attn: Jami Melnick

Dear Jami,

As requested, Loggerhead Marineline Center approves Holy Spirit Lutheran Church hosting Christmas Eve worship services on the Juno Beach Pier on Saturday, December 23rd, 2023.

We acknowledge that there is one service at 5:30 PM. HSLC staff and volunteers may begin set up at 11:00 AM the day of the event.

As you know, it is necessary to close the pier to spectators and fisherman during the setup, execution, and break down of this event. We truly appreciate the \$1.00 donation for each person that worships on the pier to try and offset the income we aren't getting from the pier closure.

We do request, for any events going forward in 2024 and beyond, that the donation be \$2.00 per person.

Please let me know if you have any questions, or if I can be of more help.

Sincerely,

Kate Fratalia
VP of Retail

Executive Staff

Andy Dehart
President & CEO





**Parks and Recreation
Department**

2700 6th Avenue South
Lake Worth, FL 33461
(561) 966-6600

Email: pbcparcs@pbcgov.org
www.pbcparcs.com



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*"An Equal Opportunity
Affirmative Action Employer"*

Official Electronic Letterhead

September 27, 2023

Jami Melnick, Director of Operations
Holy Spirit Lutheran Church
13301 Ellison Wilson Road
Juno Beach, FL 33408

Dear Jami:

Thank you for your request to have your annual **Christmas Eve Service at the Juno Pier on Saturday, December 23, 2023 at 5:30PM**. We have received the information you provided and have determined that you will not need to permit your event through our Special Events section. Thank you for providing the appropriate insurance certificate in advance.

I have advised our Aquatics Director of your plans and communications with Kate Fratalia from Loggerhead Marine Life Center regarding fees, availability, and usable areas of the pier. Per your letter you will be going before the Town of Juno Beach in the near future to present your request. As in years past, we understand that Juno Beach will provide security for parking, traffic and pedestrian safety and will provide two uniformed officers on site during your event.

I'm hopeful you will have great weather this year and a very successful event!

Sincerely,

Kara Dery
Supervisor, Special Facilities
Palm Beach County Parks and Recreation
2700 Sixth Ave. So.
Lake Worth, FL 33461



Letter of Permission

I, the undersigned, REV. JAMES GRAESER

Do hereby approve this application with the Town of Juno Beach to hold Christmas service on the pier,

hosted by Holy Spirit Lutheran Church.

Event will happen on Dec 23, 2023, between the hours of 5pm - 7pm.

[Signature]
Signature


9-7-23
Date

Subscribed and sworn to before me this 7th day of September 2023.

[Signature]
Notary Signature

Jami O Melnick
Printed Name of Notary

Notary Seal



Commission Expires: 6/18/27