



Meeting Name: Town Council Meeting
Meeting Date: October 25, 2023
Prepared By: Isabella Hickey
Item Title: Special Event Request – 2023 Holiday Boat Parade

DISCUSSION:

Staff received a request for a special event from Sarah Lott, Event Producer with Via Productions representing the Marine Industries of Palm Beach County. **This is a recurring event in Town at the same location along the Intracoastal Waterway from North Palm Beach red marker 28 to the Jupiter Lighthouse.**

The location of the event takes place along the same strip of Intracoastal Waterway. The applicant has provided a map depicting this area. This event requires the Donald Ross Road Bridge to be up during the event. The date of the event is proposed for Saturday, December 2, 2023, and the event will take place from 6:00 pm to 8:30 pm. The Donald Ross Road Bridge is expected to be closed for approximately 45 - 60 minutes. The event is a Holiday Boat Parade, with a traveling firework display and volunteer boats collecting unwrapped toys at docks along the route for Toys for Tots.

The applicant will be charged the Permit Fee of \$100 and a \$500 Security Deposit for this event based on the attached adopted fee schedule for Off-Site Special Events. This fee and deposit do not include the required costs for outside assistance by the Police, or any other necessary support; those costs are the responsibility of the applicant during the application process. Based on the event type the applicant will be responsible to provide all outstanding items 14 days prior to the date, or be subject to late fees and/or cancellation of event. Staff will apply all of the regular conditions for such an event on their regular application plus any conditions identified by the Town Council.

RECOMMENDATION:

Staff recommends that the Town Council consider the request for the Off-Site Special Event proposed in Juno Beach as stated above, subject to all conditions and requirements of the application, including any additional agency reviews/approvals/fees.