



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:

- BW Application Fee is due at time of Application submittal and is not refundable.
- BW Deadline Late Fee is an additional charge and is not refundable.
- BW 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.
- BW 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.
- BW 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.
- BW Failure to comply with restrictions imposed automatically forfeits the Security Deposit.
- BW Town Staff will determine if application will require additional conditions to be added or existing conditions modified, dependent upon each individual event.
- BW 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.
- BW 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: Brandon Helfer Phone: 818-451-3439

Relationship to Organization Represented: President

Address of Applicant/Sponsor: ~~480~~ 4109 mourning dove way  
Calabasas, CA 91302

Name, Address, Phone of Organization Represented: Proper Seasonal Businesses  
480 Hibiscus Street #639 West Palm Beach, FL 33401

Principal contact person on Event Day/Phone: Brandon Helfer 818-451-3139

Alternate contact person on Event Day/Phone: Gali Edwards 818-216-8840

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

Address/Location: 13951 US HWY-1 Juno Beach, FL ~~33408~~ 33408  
Vacant Land portion of the property, Property Control: 2843412810007111

Name of Subdivision: \_\_\_\_\_

▪ **Regarding the Special Event Specifics:**

Please describe the special event being requested: Seasonal Retail Business,  
Christmas Tree Lot Lot, Open to General Public  
9 AM - 9 PM. Retail of Christmas Trees and Decor.

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: We use 4 tents, 2 Trailers, A Dumpster, Portalet  
temporary power pole and signs on the lot

Number of employees/volunteers working the event: 10 full Time 20 Part time

Number of anticipated attendees for the event: 50-100 People Per day at different hours.

Length of time proposed for the event to take place, including set-up and tear down,

(dates/times): set Up: 11/7/23 - 11/17/23  
Open to Public: 11/18/23 - 12/25/23  
Break Down: 12/25/23 - 12/30/23

▪ **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):

None

▪ **Please initial to confirm attachments:**

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

Indicate items not submitted and reasons for non-submittal: Property Owner  
Notarized letter will be sent direct to Town of Juno

**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.

BH  
Applicant/Sponsor Signature  
Brandon Helfer  
Print Name

07/28/2023  
Date

**Office Use Only:**

Isabella Hickey  
Received By

August 2023  
Date (Please Date Stamp)

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

- ***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:**

\_\_\_\_\_ 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

\_\_\_\_\_  
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

MEMORANDUM

To: Town of Juno Beach

Date: June 28, 2023

To Whom It May Concern:

Please accept this memo as authorization and approval by Juno Square LLP for Brandon Helfer of Proper Seasonal Business Inc. to use the vacant lot located on Donald Ross Road, just west of Juno Square, to sell Christmas trees for the 2023 Christmas season (November and December 2023).

Please feel free to contact our office with any questions.

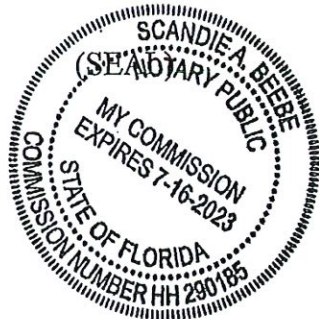
Sincerely,

JUNO SQUARE LLP

*[Handwritten Signature]*  
John Clark Bills, Agent

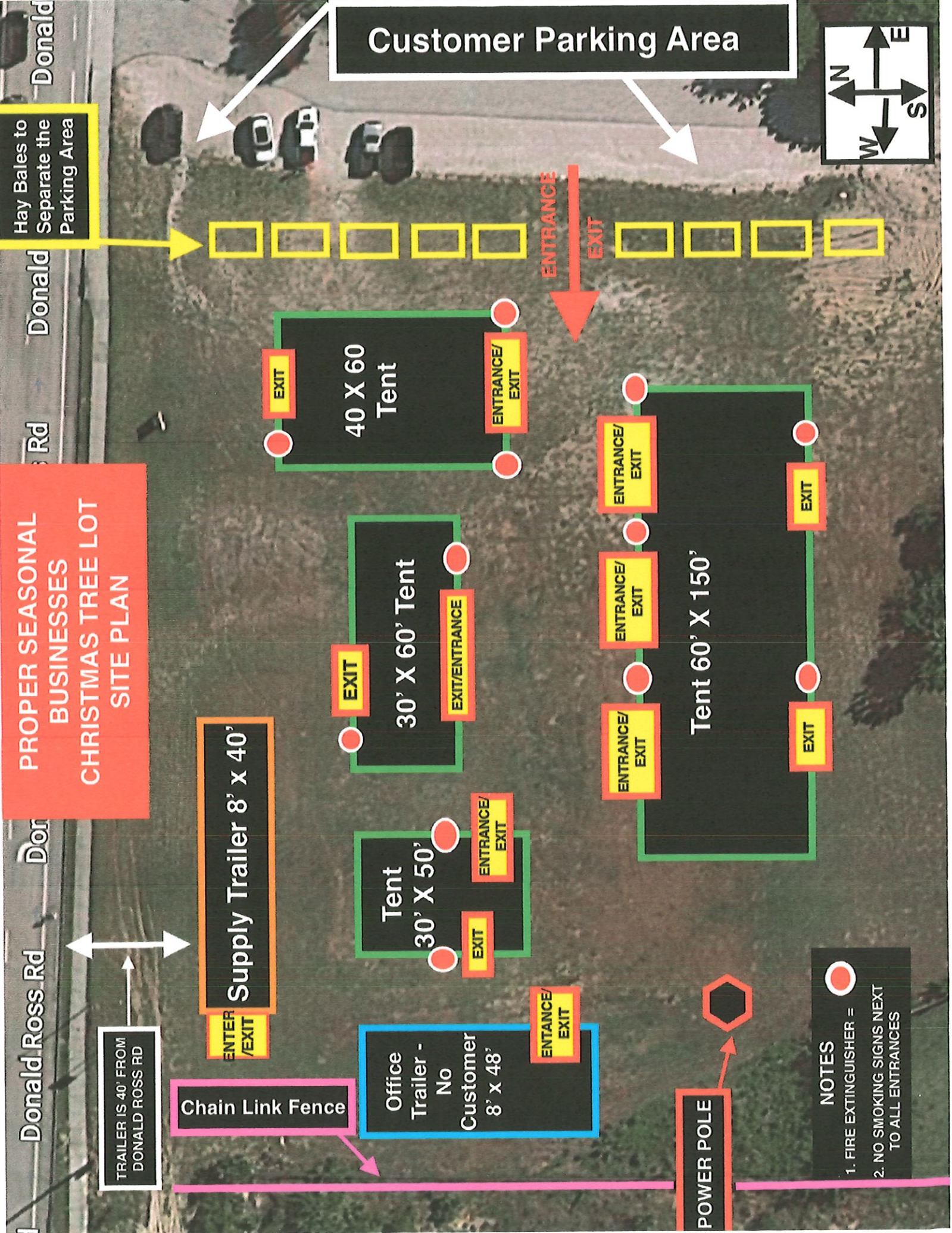
State of Florida  
County of Palm Beach

The foregoing was acknowledged before me this 28<sup>th</sup> day of JUNE, 2023, by John Clark Bills, as agent of Juno Square LLP, who is personally known to me and who did not take an oath.

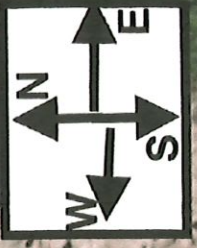


*[Handwritten Signature]*  
Notary Public, State of Florida  
Printed Name: SCANDIE A. BEEBE  
Commission #: HH290185  
My Commission Expires: JULY 16, 2023





Customer Parking Area



Hay Bales to Separate the Parking Area

Donald Rd

PROPER SEASONAL BUSINESSES CHRISTMAS TREE LOT SITE PLAN

Donald Ross Rd

TRAILER IS 40' FROM DONALD ROSS RD

Supply Trailer 8' x 40'

ENTER/EXIT

Chain Link Fence

Office Trailer - No Customer 8' x 48'

ENTRANCE/EXIT

Tent 30' X 50'

EXIT

ENTRANCE/EXIT

30' X 60' Tent

EXIT

EXIT/ENTRANCE

40 X 60 Tent

EXIT

ENTRANCE/EXIT

ENTRANCE  
EXIT

ENTRANCE/EXIT

ENTRANCE/EXIT

ENTRANCE/EXIT

Tent 60' X 150'

EXIT

EXIT

POWER POLE

NOTES  
1. FIRE EXTINGUISHER =   
2. NO SMOKING SIGNS NEXT TO ALL ENTRANCES