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**Meeting Name:** Town Council Meeting  
**Meeting Date:** October 25, 2023  
**Prepared By:** Isabella Hickey  
**Item Title:** Special Event Request – Holy Spirit Lutheran Christmas Eve Service on the Pier

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**DISCUSSION:**

Staff received a request for a special event from the Holy Spirit Lutheran Church for a Christmas Eve Worship Service which would take place on the Juno Beach Pier. **This is a recurring event in Town at the same location, and is why staff put it on the Consent Agenda.**

The Christmas Eve Worship Service on the Pier is proposed to take place on Saturday, December 23<sup>rd</sup>, from 11:00 am to 7:30 pm to allow for setup and breakdown. Set up for the sound system and stage will start at 11:00 am, the worship service will begin at 5:30 pm, and everything will be cleaned up and finished by 7:30 pm. The special event requested is to celebrate the holiday for church members and guests. There are anticipated to be approximately 1,000 attendees and 35 employees/volunteers for this event. As indicated in the attached application, the event will be required to obtain various outside agency and department approvals during the application process should the Town Council approve the event.

The applicant will be charged the permit fee of \$500 and a \$1,000 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 Police, or any other necessary support. Those costs are the responsibility of the applicant during the application process and shall be provided 14 days prior to the date of the event.

**RECOMMENDATION:**

Staff recommends that the Town Council consider the request for special event proposed in Juno Beach as stated above, subject to the applicant being responsible for the process for special events and all conditions and requirements following the application, including any additional agency reviews/approvals/fees.