



Meeting Name: Town Council
Meeting Date: October 25, 2023
Prepared By: Isabella Hickey
Item Title: Special Event Request – Community Cookout Trick or Treat Trail

DISCUSSION:

Staff received a request for a special event from Ms. Bianca Giancoli, President of the Juno Beach Parks & Recreation Foundation, for a Community Cookout Trick or Treat Trail event to take place around the northern portion of Pelican Lake on Saturday, October 28, 2023. The time of this event will be from 3:00 pm to 8:30 pm (including setup and breakdown time). This event will take place at the North Gazebo, the Town Hall Patio, and around the northern portion of the lake (please refer to the attached site map). The anticipated attendance is approximately 40-50 and approximately 5 volunteers working at this event. The applicant is proposing to utilize up to 40 public parking spaces at the Town Center lot with overflow public parking located on Mercury Road. The parking spaces both at the Town Center and at Mercury Road will be open to the general public and will not be reserved. Activities to take place during the community cookout include: a potluck, trick or treat trail, live music, and a dog parade. Equipment utilized for the event includes a guitar, grill, 3 tents, and approximately 15 tables. Please note that alcohol will not be served or is permitted within Town parks.

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 costs for outside assistance by Police, or any other necessary support. The Parks & Recreation Foundation is requesting that the Town waives/ sponsors Town Services and fees.

RECOMMENDATION:

Staff recommends that the Town Council consider the request for the special event proposed in Juno Beach as stated above, subject to the applicant being responsible for the application process of the special event and all conditions and requirements following said application, including any additional agency reviews/approvals/fees. In addition, staff recommends that the live music be limited to acoustic (not having electrical amplification).