



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:

- AB Application Fee is due at time of Application submittal and is not refundable.
- AB Deadline Late Fee is an additional charge and is not refundable.
- AB 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.
- AB 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.
- AB 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.
- AB Failure to comply with restrictions imposed automatically forfeits the Security Deposit.
- AB Town Staff will determine if application will require additional conditions to be added or existing conditions modified, dependent upon each individual event.
- AB 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.
- AB 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: National MS Society/Ashlyn Brown Phone: 954-676-3920 x56920

Relationship to Organization Represented: Event Production Manager

Address of Applicant/Sponsor: 3250 W. Commerical Blvd, #340; Fort Lauderdale FL 33309

Name, Address, Phone of Organization Represented: Same as above

Principal contact person on Event Day/Phone: Ashlyn Brown, cell: 321-505-4579

Alternate contact person on Event Day/Phone: Tim Munetsi cell 972-505-5004

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

Address/Location: Please see attached route

Name of Subdivision: _____

▪ **Regarding the Special Event Specifics:**

Please describe the special event being requested: _____
Bike MS: Breakaway to the Palm Beaches is a two day charity cycling event that will start and end at the Boca Raton Innovative Campus (BRIC) each day. This is not a race but a ride with cyclists following rules of the road

Indicate roadway(s) to be closed: No road closures

Indicate if amusement rides (type/quantity) are part of the event: N/A

Indicate if alcohol will be served at the event and who will serve: N/A

Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: N/A

Number of employees/volunteers working the event: 75

Number of anticipated attendees for the event: Approximately 350

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): Event day is April 6, 2024, from 8am to 3pm
Route marking on Thursday, April 4; all signs to be removed by 6pm on Saturday, April 6.

▪ **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):*
We will hire PD and/or Public works as deemed necessary.

▪ **Please initial to confirm attachments:**

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

Indicate items not submitted and reasons for non-submittal: There is no property owner as it is a route that goes through Juno Beach.
Palm Beach County Traffic department letter will be provided once we get that application approved.

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.

Ashlyn Brown
 Applicant/Sponsor Signature

1/23/24
 Date

Ashlyn Brown
 Print Name

Office Use Only:	
<u>Isabella Hickey</u>	<u>Jan 24 2024</u>
Received By	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 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:

_____ 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

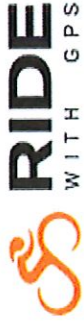
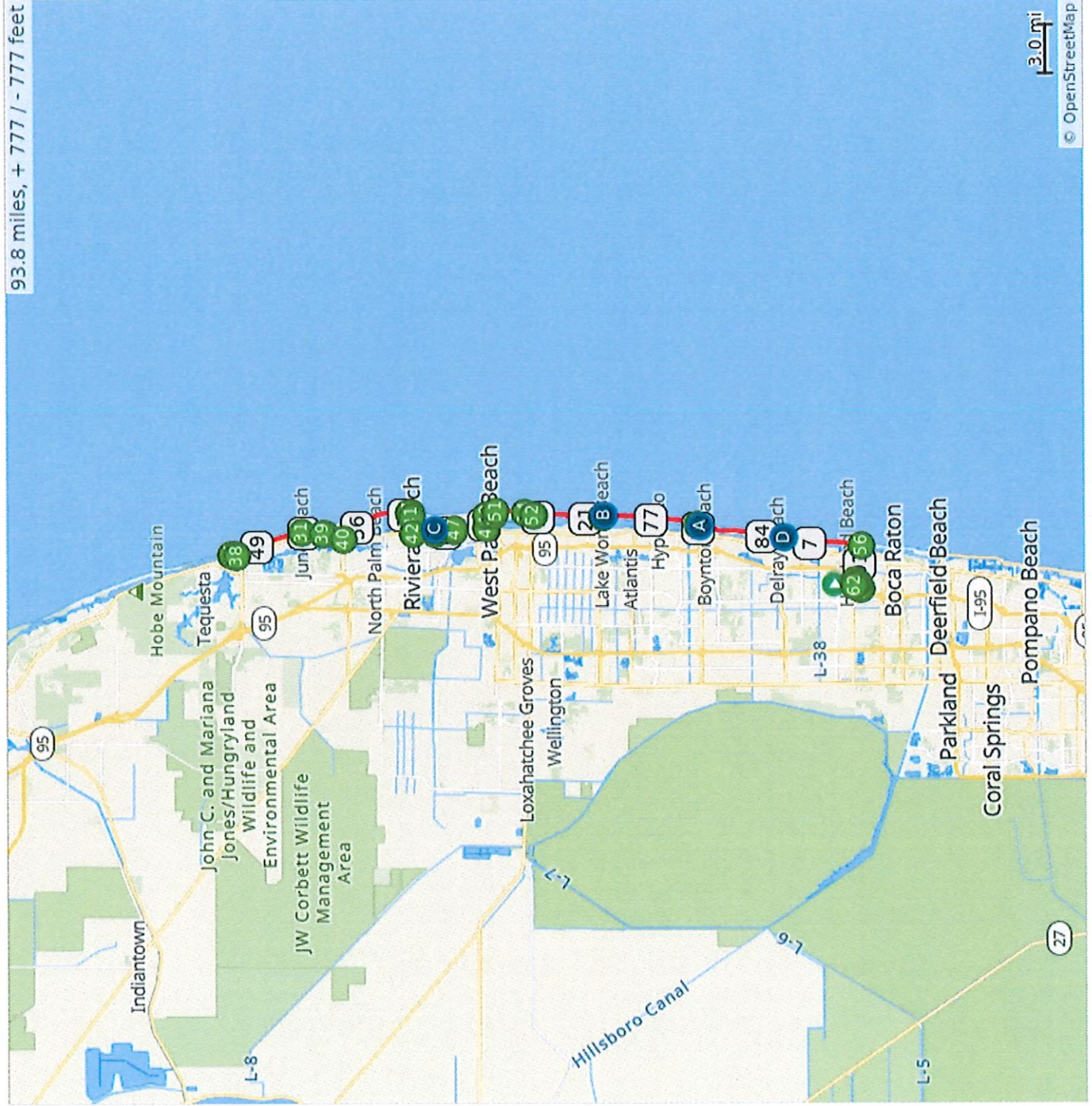
Section VI Post Event Inspection and Security Deposit Status

Post event Comments, Issues List and recommended Security Deposit withheld:

* _____	<i>Amount and Date Returned of the Security Deposit.</i>
<i>Amount</i>	<i>Date</i>

_____ Director of Planning & Zoning	_____ Date
_____ Police Chief	_____ Date
_____ Public Works Director	_____ Date
_____ Finance Director	_____ Date
_____ Town Manager	_____ Date

2024 Bike MS: Breakaway to Palm Beaches Day 1 - 100M



A. Rest Stop 1

B. Rest Stop 2 / 6

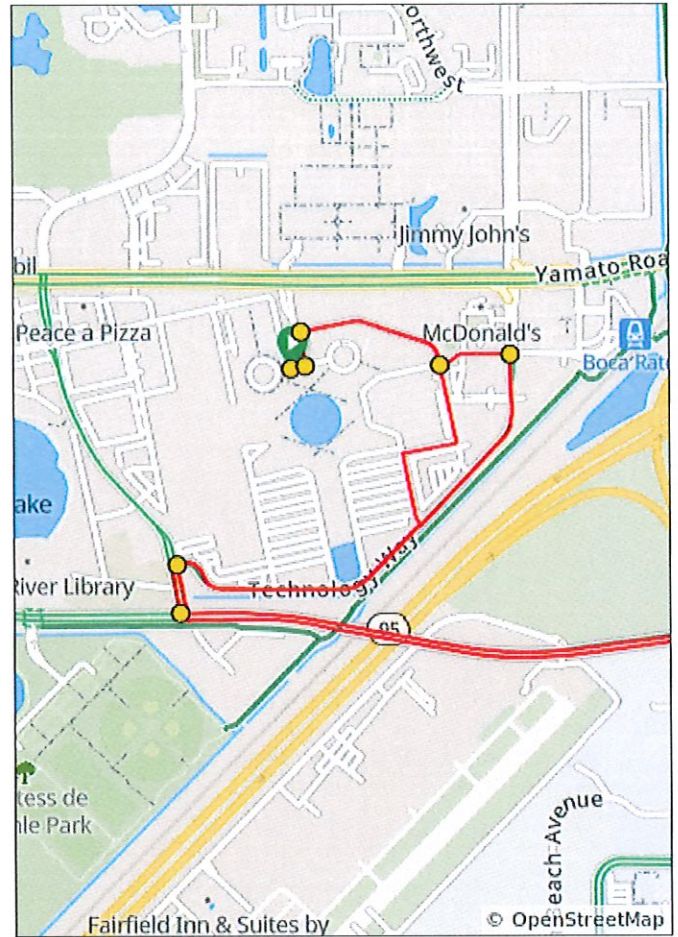
C. Rest Stops 3 / 5

D. Rest Stop 7

2024 Bike MS: Breakaway to Palm Beaches Day 1 - 100M

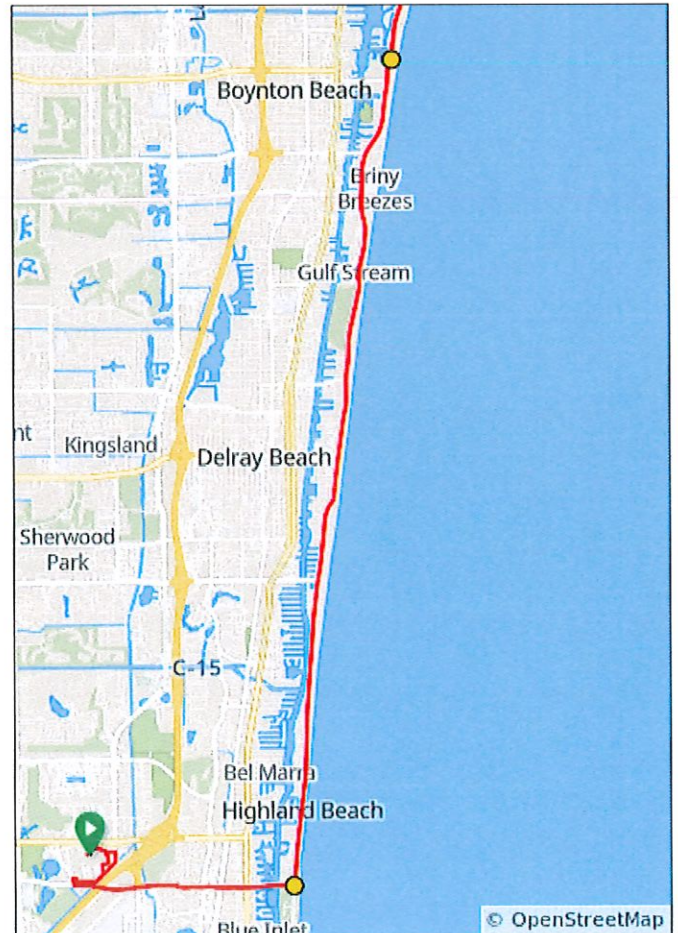
Num	Dist	Type	Note	Next
1.	0.0	📍	Start of route	0.0
2.	0.0	←	L onto Blue Lake Dr/T-Rex Ave	0.1
3.	0.1	→	R onto Telecom Dr E	0.2
4.	0.3	←	L onto 50th St	0.1
5.	0.4	→	R onto Technology Way	0.7
6.	1.2	←	L at the 1st cross street onto Broken Sound Blvd	0.1
7.	1.2	←	L at the 1st cross street onto NW 40th St/Spanish River Blvd	2.7

1.2 miles. +5/-5 feet



Num	Dist	Type	Note	Next
8.	3.9	←	L onto A1A / Ocean Ave	10.2
9.	14.1	→	R to access rest stop 1	0.0

12.9 miles. +91/-104 feet

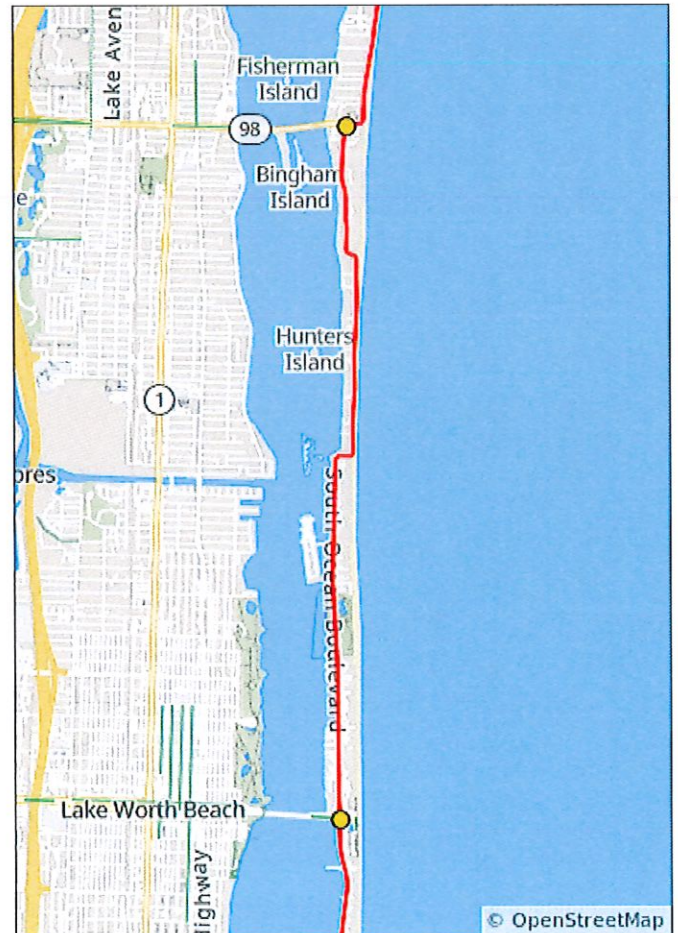


Num	Dist	Type	Note	Next
10.	14.1	🚰	Rest Stop 1: Ocean Front Beach Park - 6415 N Ocean Blvd., Ocean Ridge, FL 33435	5.9
11.	20.0	➡	R to access rest stop 2	0.0



5.9 miles. +48/-51 feet

Num	Dist	Type	Note	Next
12.	20.0	🚰	Rest Stop 2: Lake Worth Beach Park - 10 S Ocean Blvd., Lake Worth, FL 33460	4.3
13.	24.4	⬆	At the traffic circle, take the 1st exit onto S Ocean Blvd	0.7



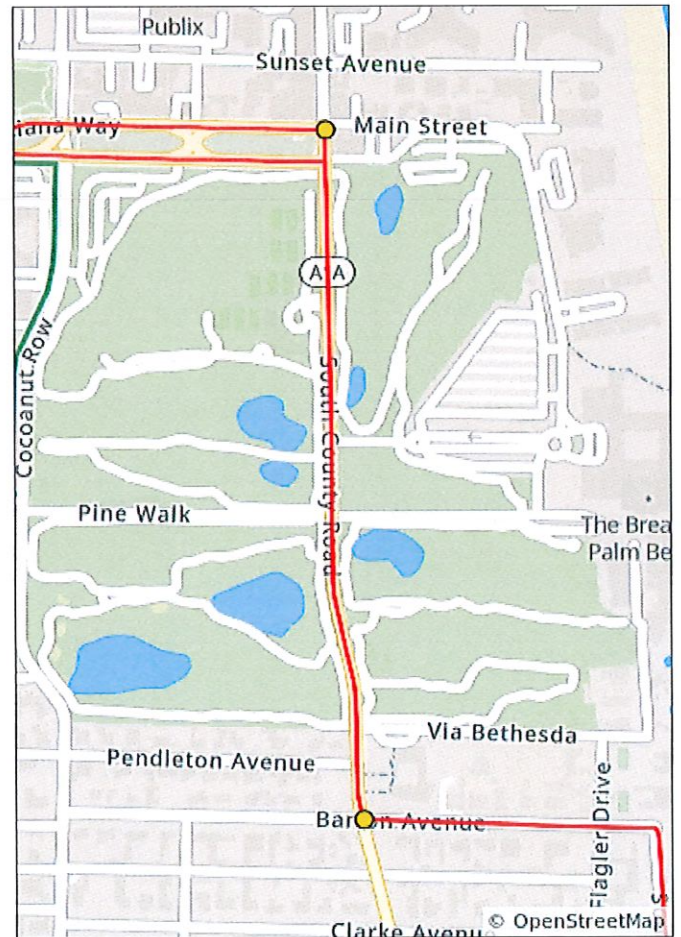
4.3 miles. +44/-40 feet

Num	Dist	Type	Note	Next
14.	25.0	↑	Continue straight to stay on S Ocean Blvd	1.9
15.	26.9	↑	Continue onto Barton Ave	0.2



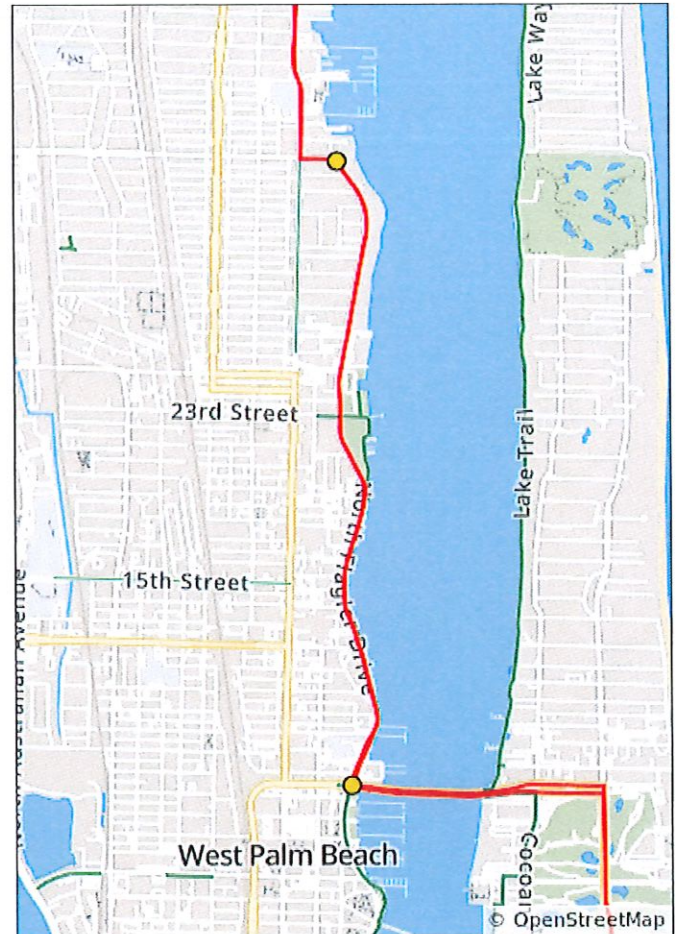
2.6 miles. +19/-10 feet

Num	Dist	Type	Note	Next
16.	27.1	→	R at the 1st cross street onto S County Rd	0.5
17.	27.6	←	L onto Royal Poinciana Way	0.8



0.7 miles. +3/-3 feet

Num	Dist	Type	Note	Next
18.	28.4	→	R at the 1st cross street onto N Flagler Dr	2.0
19.	30.4	←	L to stay on N Flagler Dr	0.1



2.7 miles. +11/-10 feet

Num	Dist	Type	Note	Next
20.	30.5	→	R at the 1st cross street onto N Flagler Dr/Poinsettia Ave	1.2
21.	31.7	→	R to access rest stop 3	0.0



1.3 miles. +5/-3 feet

Num	Dist	Type	Note	Next
22.	31.7	🚰	Rest Stop 3: Manatee Lagoon - 6000 N Flagler Dr., West Palm Beach, FL 33407	0.2
23.	31.8	↑	Continue West onto 59th St	0.2
24.	32.0	➡	R at the 1st cross street onto Broadway	1.4



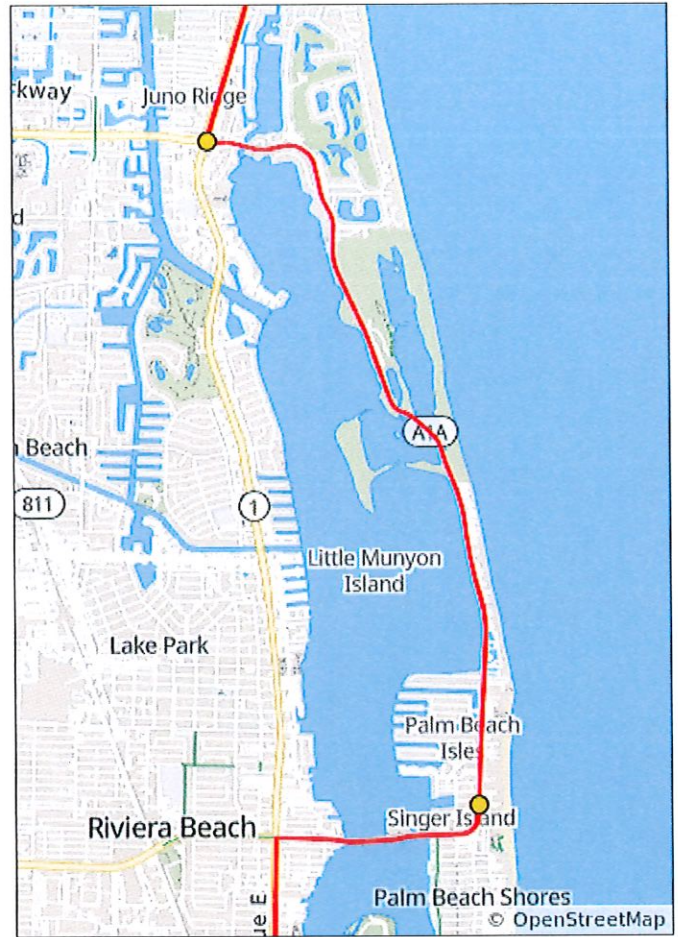
0.4 miles. +7/-2 feet

Num	Dist	Type	Note	Next
25.	33.4	➡	R onto Blue Heron Blvd	1.2
26.	34.6	↑	Continue onto N Ocean Dr	0.1



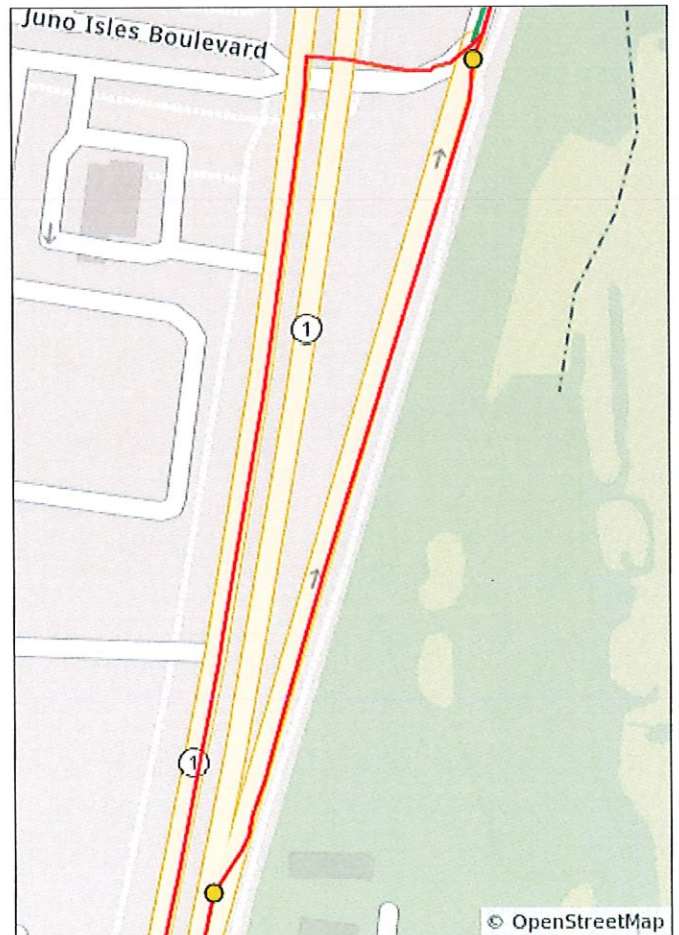
2.6 miles. +9/-9 feet

Num	Dist	Type	Note	Next
27.	34.8	↑	Continue straight onto Florida A1A N/ State Hwy 703/ N Ocean Dr	4.8
28.	39.6	→	R at the 1st cross street onto US-1 N/ U.S. Hwy 1 N	1.2



5.0 miles. +15/-14 feet

Num	Dist	Type	Note	Next
29.	40.8	→	Slight R	0.2
30.	41.0	↑	Merge onto Ocean Dr	1.3



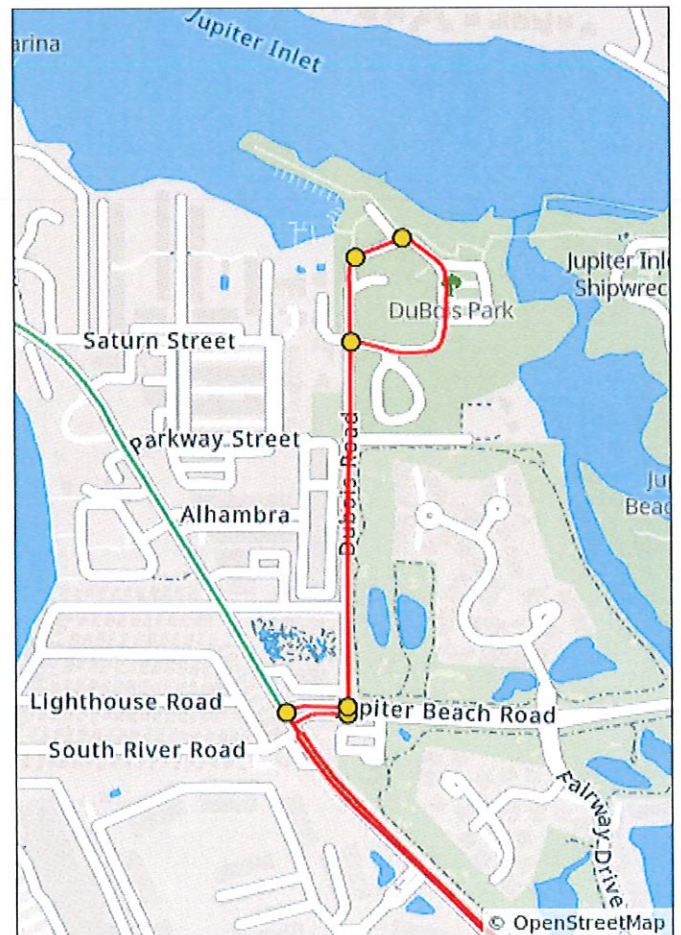
1.3 miles. +1/-4 feet

Num	Dist	Type	Note	Next
31.	42.3	←	L onto Donald Ross Rd	4.3
32.	46.5	→	R onto Jupiter Beach Rd	0.0



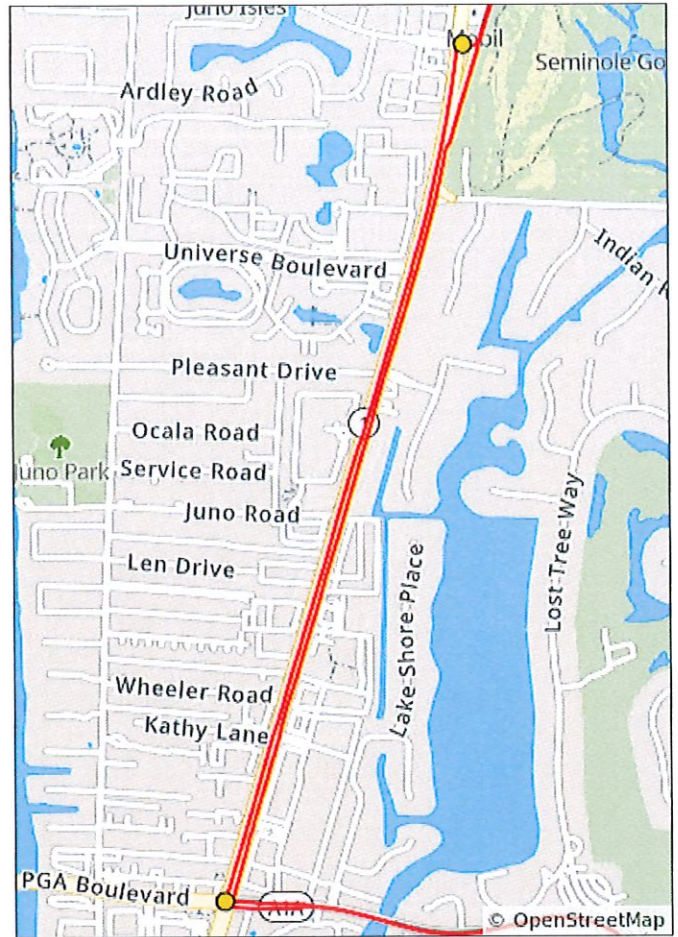
5.6 miles. +24/-41 feet

Num	Dist	Type	Note	Next
33.	46.6	←	L onto Dubois Rd	0.3
34.	46.9	→	R onto Dubois Park	0.2
35.	47.0	←	Keep L to stay on Dubois Park	0.0
36.	47.1	←	Dubois Park turns slightly L and becomes Dubois Rd	0.3
37.	47.4	→	R onto Jupiter Beach Rd	0.0
38.	47.5	←	L onto N Hwy A1A/Ocean Blvd	5.6



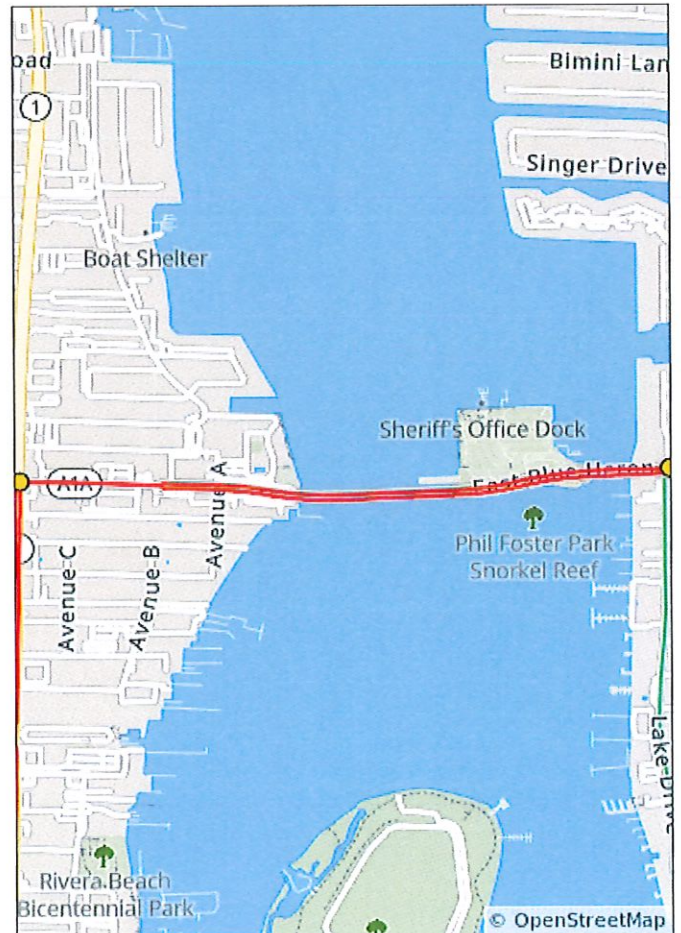
0.9 miles. +4/-3 feet

Num	Dist	Type	Note	Next
39.	53.1	←	L onto US-1 S	1.4
40.	54.4	←	L onto Florida A1A S/State Hwy 703/Jack Nicklaus Dr	5.2



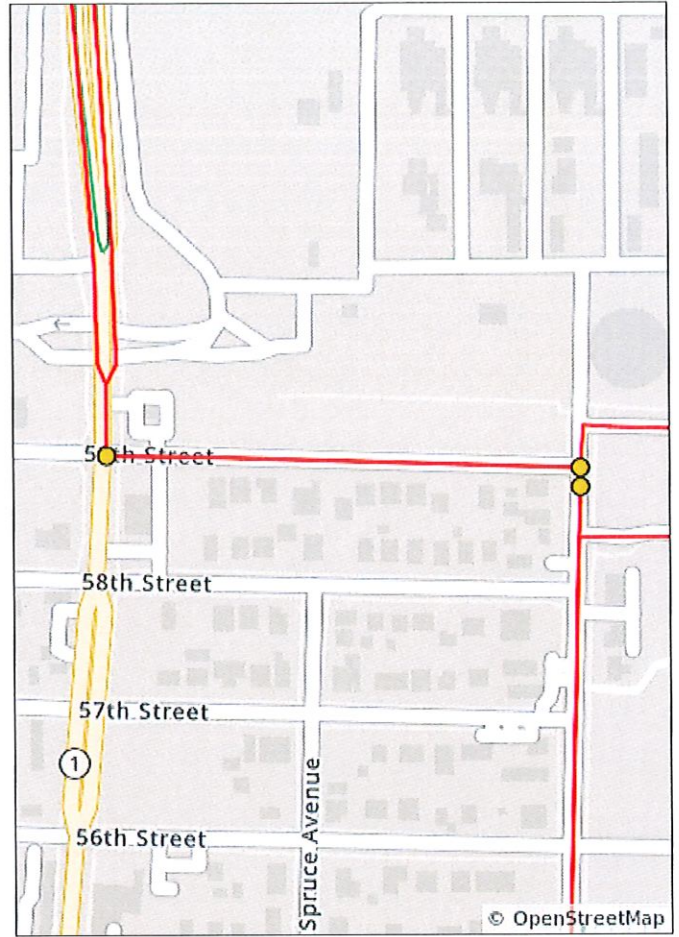
7.0 miles. +10/-13 feet

Num	Dist	Type	Note	Next
41.	59.7	↑	Continue straight onto Blue Heron Blvd	1.0
42.	60.6	←	L onto Broadway	1.4



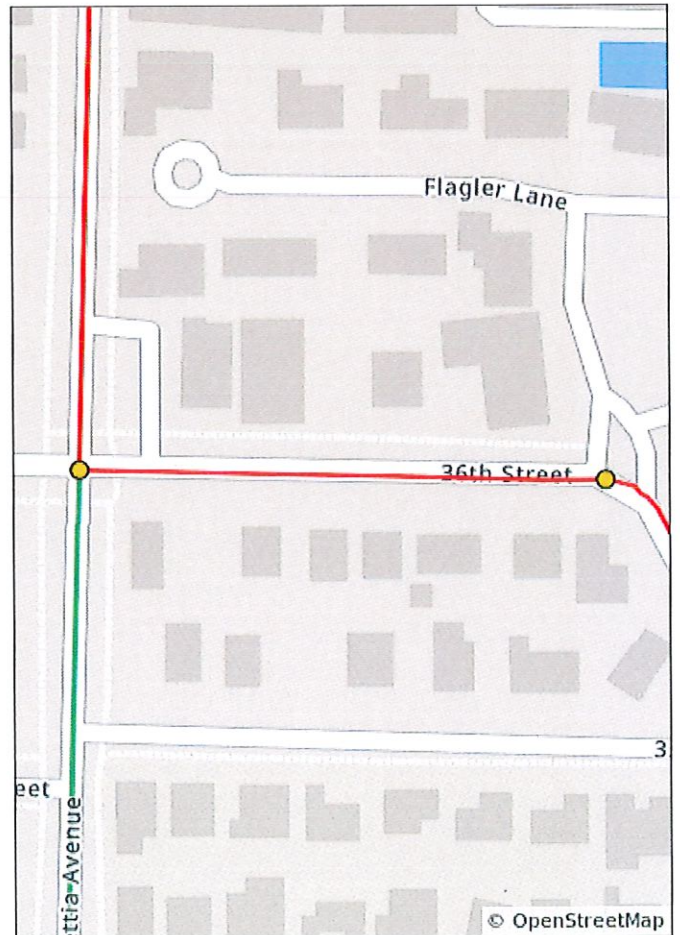
6.2 miles. +9/-3 feet

Num	Dist	Type	Note	Next
43.	62.1	←	L onto 59th St	0.2
44.	62.2	→	R onto N Flagler Dr/ Poinsettia Ave	0.0
45.	62.2	💧	Rest Stop 5: Manatee Lagoon - 6000 N Flagler Dr., West Palm Beach, FL 33407	1.2



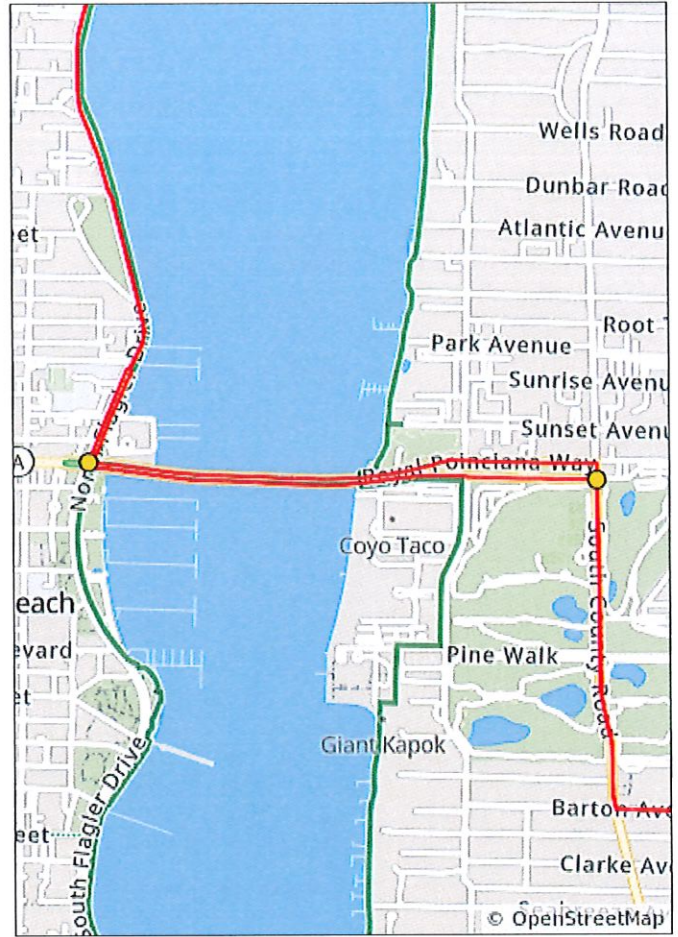
1.6 miles. +0/-4 feet

Num	Dist	Type	Note	Next
46.	63.4	←	L to stay on N Flagler Dr	0.1
47.	63.5	→	R at the 1st cross street to stay on N Flagler Dr	2.0



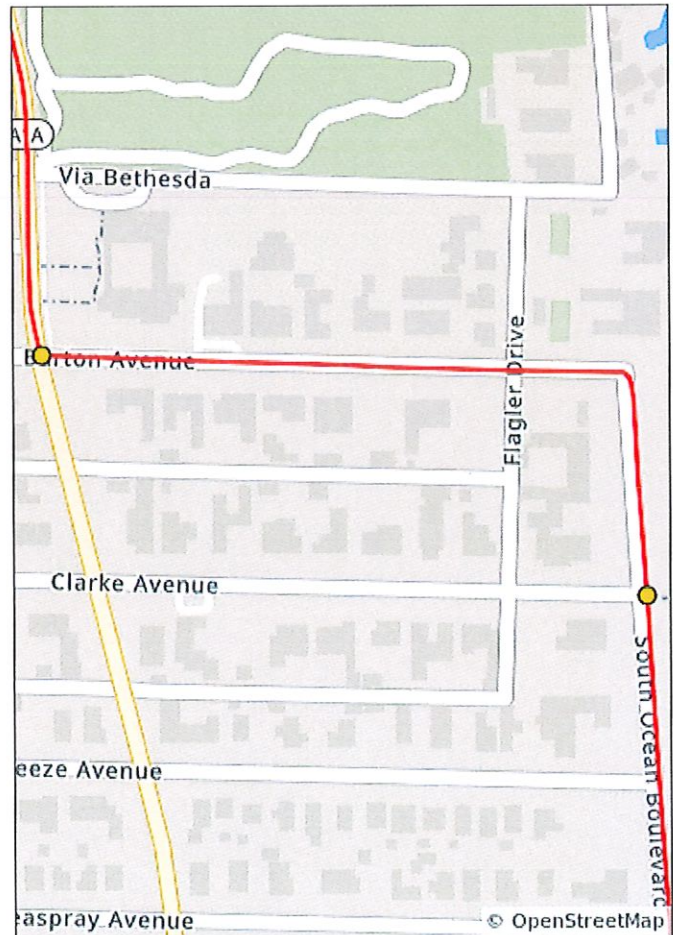
1.3 miles. +0/-3 feet

Num	Dist	Type	Note	Next
48.	65.5	←	L onto Flagler Memorial Bridge	0.8
49.	66.3	→	R onto N County Rd	0.5



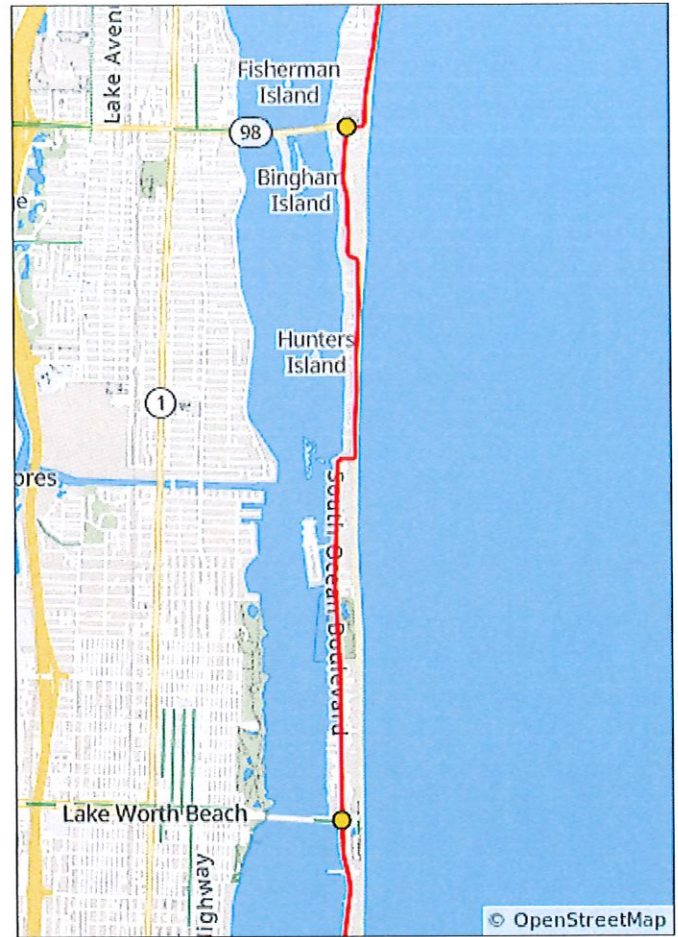
2.8 miles. +4/-3 feet

Num	Dist	Type	Note	Next
50.	66.8	←	L onto Barton Ave	0.3
51.	67.1	↑	Continue onto S Ocean Blvd	2.4



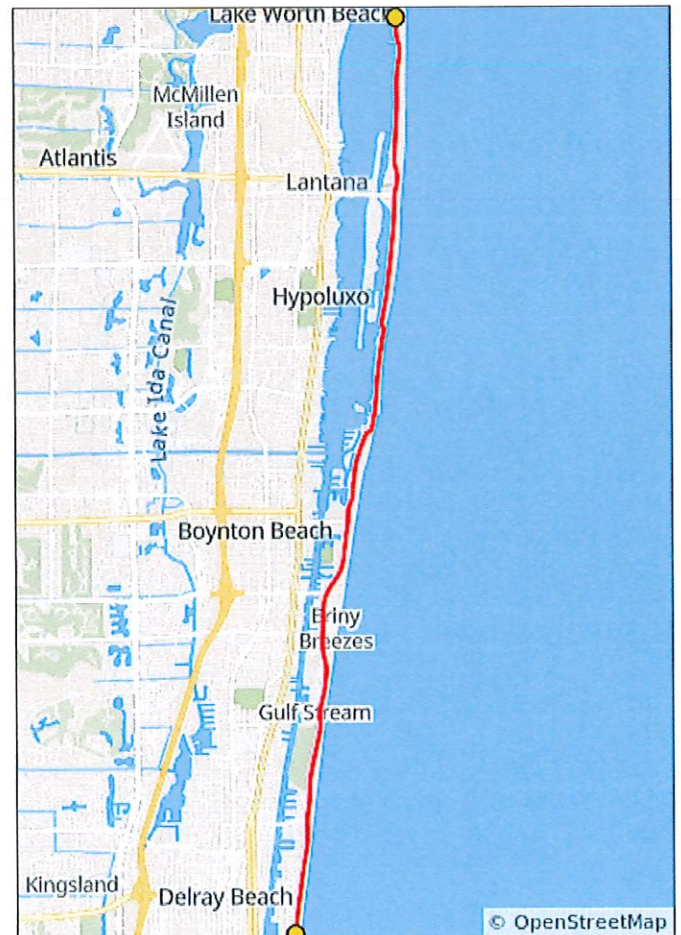
0.8 miles. +5/-0 feet

Num	Dist	Type	Note	Next
52.	69.5	↑	At the traffic circle, take the 2nd exit and stay on S Ocean Blvd	4.3
53.	73.9	←	L to access rest stop 6	0.0



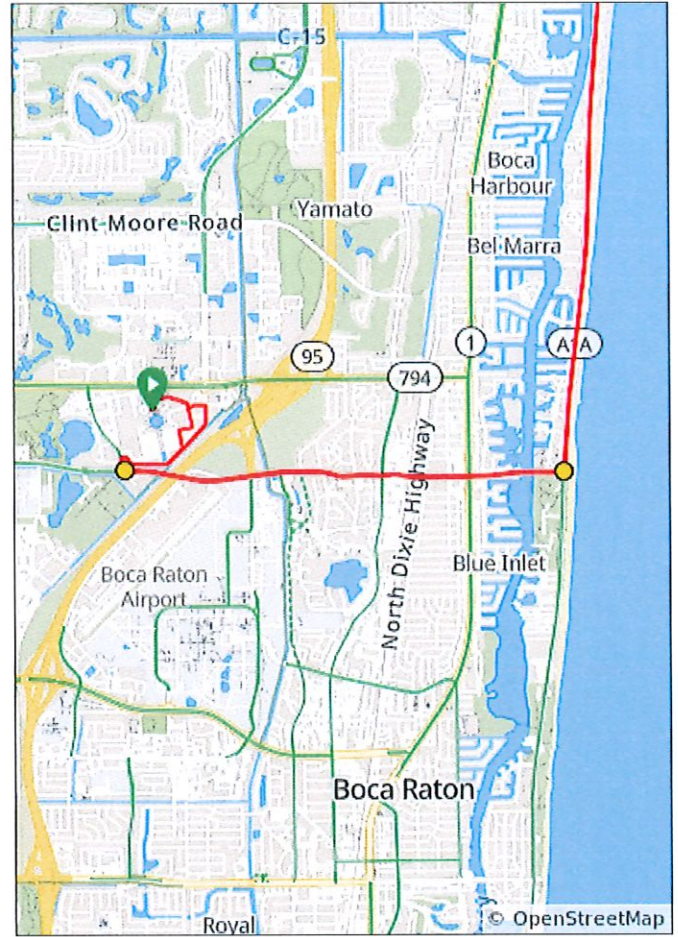
6.8 miles. +41/-45 feet

Num	Dist	Type	Note	Next
54.	73.9	💧	Rest Stop 6: Lake Worth Beach Park - 10 S Ocean Blvd., Lake Worth, FL 33460	11.3
55.	85.2	💧	Rest Stop 7: Anchor Park - 340 S Ocean Blvd., Delray Beach, FL 33483	4.8



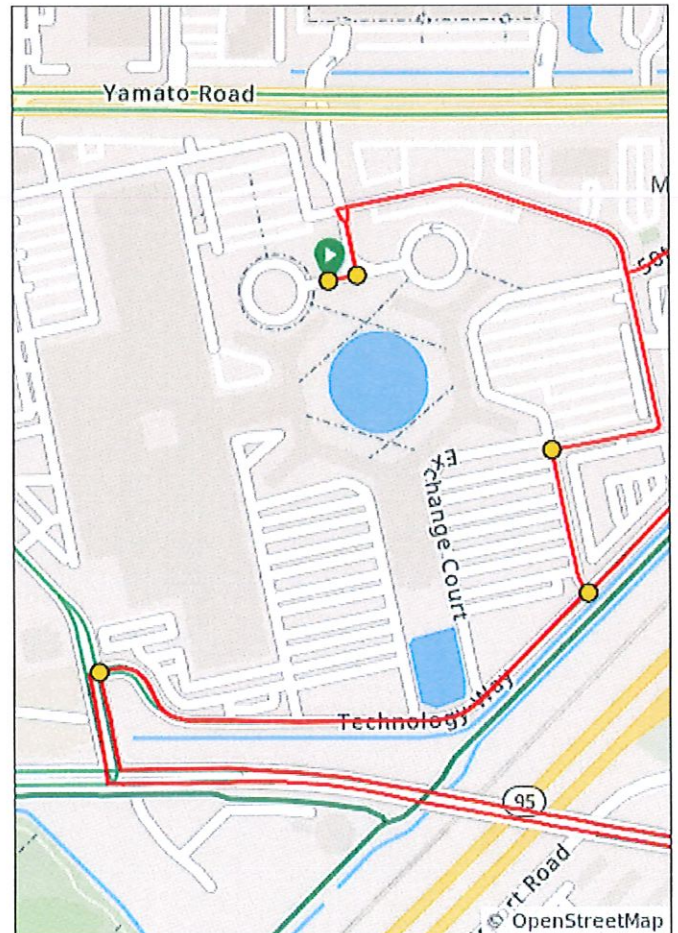
11.3 miles. +121/-109 feet

Num	Dist	Type	Note	Next
56.	90.0	→	R at the 1st cross street onto NE Spanish River Blvd	2.7
57.	92.7	→	R at the 2nd cross street onto Broken Sound Blvd	0.1



7.5 miles. +30/-39 feet

Num	Dist	Type	Note	Next
58.	92.7	→	R at the 1st cross street onto Technology Way	0.4
59.	93.2	←	L onto Network Way	0.1
60.	93.3	→	R onto Telecom Dr E	0.5
61.	93.8	→	R onto T-Rex Ave	0.0
62.	93.8	📍	End of route	0.0



1.1 miles. +3/-3 feet