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**Meeting Name:** Town Council  
**Meeting Date:** February 28, 2024  
**Prepared By:** I. Hickey  
**Item Title:** Special Event Request –Holy Spirit Lutheran Church Easter Pier Service

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**DISCUSSION:**

Staff received a request for an Off-Site Special Event from the Holy Spirit Lutheran Church for the annual Easter sunrise service. This event takes place on the Juno Beach Pier and beach sand. This event is a recurring event at the same location and is why staff placed the item on the consent agenda.

The date of the proposed event is Sunday March 31<sup>st</sup>, 2024. The event set up will begin the afternoon of March 30<sup>th</sup>, on the 31<sup>st</sup> the first service will begin at 6:45 am, the second service will begin at 8:45 am and breakdown will be complete by 11:00am. Equipment utilized for this event includes a generator, sound equipment and a stage set up at the end of the pier. The anticipated attendance is 3,700 people for both services. The applicant has provided a map depicting the entire area of the event.

The applicant will be charged the permit fee of \$200 and a \$1,000 Security Deposit for this event based on the attached adopted fee schedule for Off-Site Special Events. The permit 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. Based on the event type the applicant will be responsible to provide all outstanding items 45 days prior to the date or be subject to late fees and/or cancelation of event.

Staff will apply all the regular conditions for such an event plus any identified by the Town Council.

**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.