



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:

- TPL Application Fee is due at time of Application submittal and is not refundable.
- TPL Deadline Late Fee is an additional charge and is not refundable.
- TPL 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.
- TPL 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.
- TPL 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.
- TPL Failure to comply with restrictions imposed automatically forfeits the Security Deposit.
- TPL Town Staff will determine if application will require additional conditions to be added or existing conditions modified, dependent upon each individual event.
- TPL 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.
- TPL 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: Tonya Pellegrini Phone: 561.627.8200 x123

Relationship to Organization Represented: Director of Events

Address of Applicant/Sponsor: 14200 US Highway one
Juno Beach, FL 33408

Name, Address, Phone of Organization Represented: Loggerhead Marine Life Center
Address same as above

Principal contact person on Event Day/Phone: Tonya Pellegrini - 518.928.5808

Alternate contact person on Event Day/Phone: Kate Frataglia 561-384-8767

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

Address/Location: Ocean Drive between Donald Ross Rd +
Marquish Rd.

Name of Subdivision: _____

▪ **Regarding the Special Event Specifics:**

Please describe the special event being requested: Annual Run 4 The Sea
1/2 mile Road race consisting of 2 laps
between Donald Ross + Marquish

April 13, 2024

Indicate roadway(s) to be closed: Ocean Drive

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: 10x10 tents 6

Number of employees/volunteers working the event: 20 - Staff + Volunteers

Number of anticipated attendees for the event: 650

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): Setup 4.12.24 @ 5PM (Internal)
Tear down 4.13.24 @ 11:30 AM

▪ **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):*

▪ **Please initial to confirm attachments:**

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

Indicate items not submitted and reasons for non-submittal: _____

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.

Tony Pellegrini
Applicant/Sponsor Signature

1.15.24
Date

Tonya Pellegrini
Print Name

Office Use Only:	
<u>Isabella Hickey</u>	<u>original received</u>
Received By	<u>Oct 20 2023</u>
	Date (Please Date Stamp)
<u>(event date changed)</u>	
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>	<i>\$35.00</i>
<i>Supervisor (if required)</i>	<i>\$45.00</i>

- ***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: _____



November 13, 2023

Tonya Pellegrini
14200 US Highway 1,
Juno Beach, Florida 33408

SUBJECT: 12th RUN 4 THE SEA

Dear Ms. Pellegrini,

The Palm Beach County Traffic Engineering Division has reviewed your request to close Ocean Drive/ S. A1A from Donald Ross Road to Marcinski Road on Saturday, April 13, 2024 from approximately 5:00 am through 9:00 am.

This request has been approved.

It is our understanding that Juno Beach Police Department will assume responsibility for traffic control and will coordinate with other emergency departments.

This permit is only valid with the presence of the Juno Beach Police Department to oversee the traffic control.

If you have any further questions, please contact Graciela M' Causland at 684-4030.

Sincerely,

Graciela M' Causland
Chief Traffic Inspector
Traffic Division

GM:

- Attachment: Special Event Application, Route Map,
- cc: Motasem Al-Turk, Ph.D., P.E., Director – Traffic Division
- Melissa Ackert, P.E., Assistant Director – Traffic Division
- Hossam Eldeen Abdel All, P.E., Traffic Signal Systems Manager – Traffic Division
- Lee Gao, P.E., Senior Professional Engineer – Traffic Division
- Fattoush Jafar, Ph.D., P.E., Traffic Engineer Ops Manager – Traffic Division
- Sean Reilly, Chief Traffic Inspector – Traffic Division
- Bandita Parajuli, Office Manager – Traffic Division
- Adam Faustini, Director – Road & Bridge
- Thomas A. Coppini, Public Works Superintendent – Road & Bridge
- Chase Miller, Construction Project Manager – Road & Bridge
- Kathleen Farrell, Division Director III – Roadway Production
- Kristine Frazell-Smith, Senior Professional Engineer – Roadway Production
- Lisa De La Rionda, Director – Department of Public Affairs
- Heather C. Shirm, Manager Digital Marketing and Communications – Public Affairs
- Javier H. Lopez, Digital Marketing Coordinator – Public Affairs
- Kara Dery, Supervisor Special Facilities – Parks & Recreation Division
- Yash Nagal, Director of Transit Planning – Palm Tran
- Major Mark G. Saloio – Juno Police Department – msaloio@junobeachpd.com
- Jose M. Gonzalez – PBC Fire Rescue - FIRE-FOO@pbcgov.org and JMgonzal@pbcgov.org

File: General - Special Events
Roads –

N:\TRAFFIC\SPECIAL EVENTS\2024 Special events approved\Run 4 the Sea\Special Event Form Letter-Graciela M' Causland (north of Southern Blvd).docx

**Department of Engineering
and Public Works**

P.O. Box 21229
West Palm Beach, FL 33416-1229
(561) 684-4000
FAX: (561) 684-4050
www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

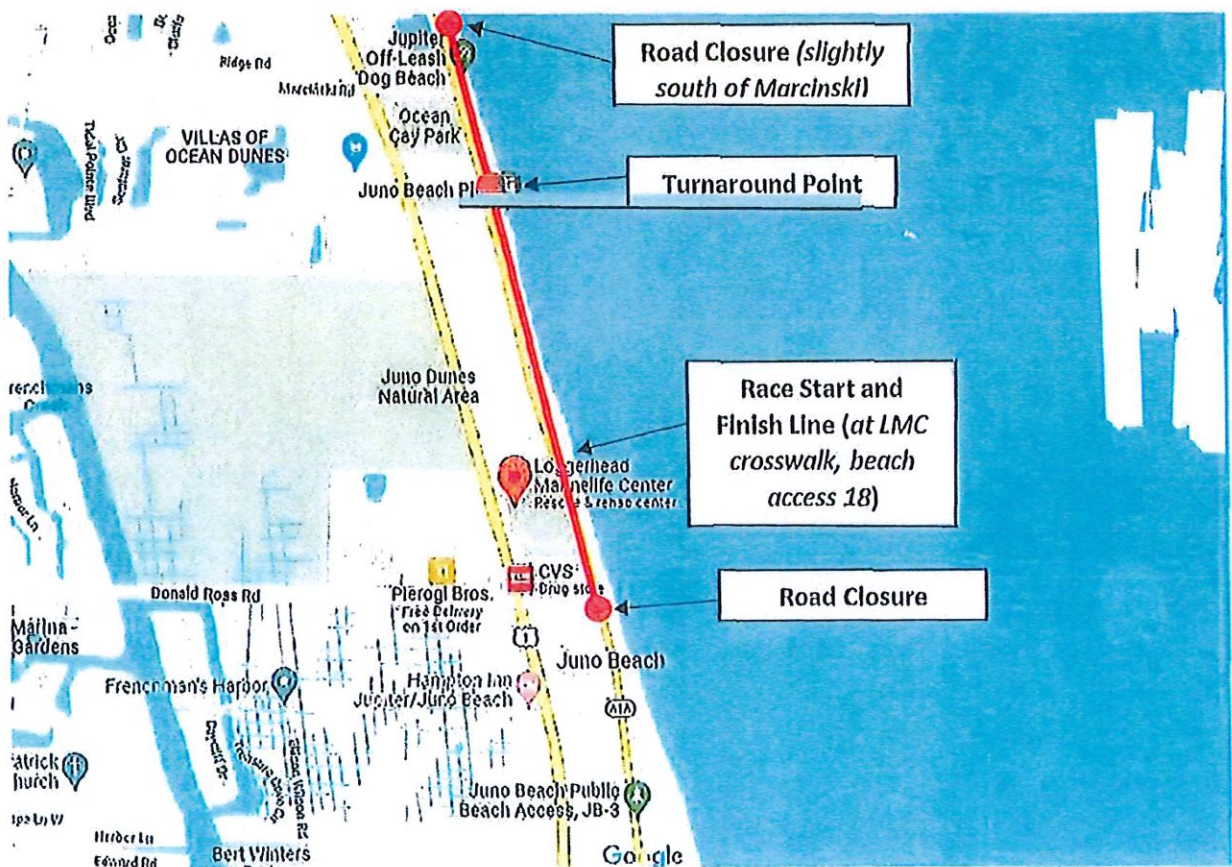
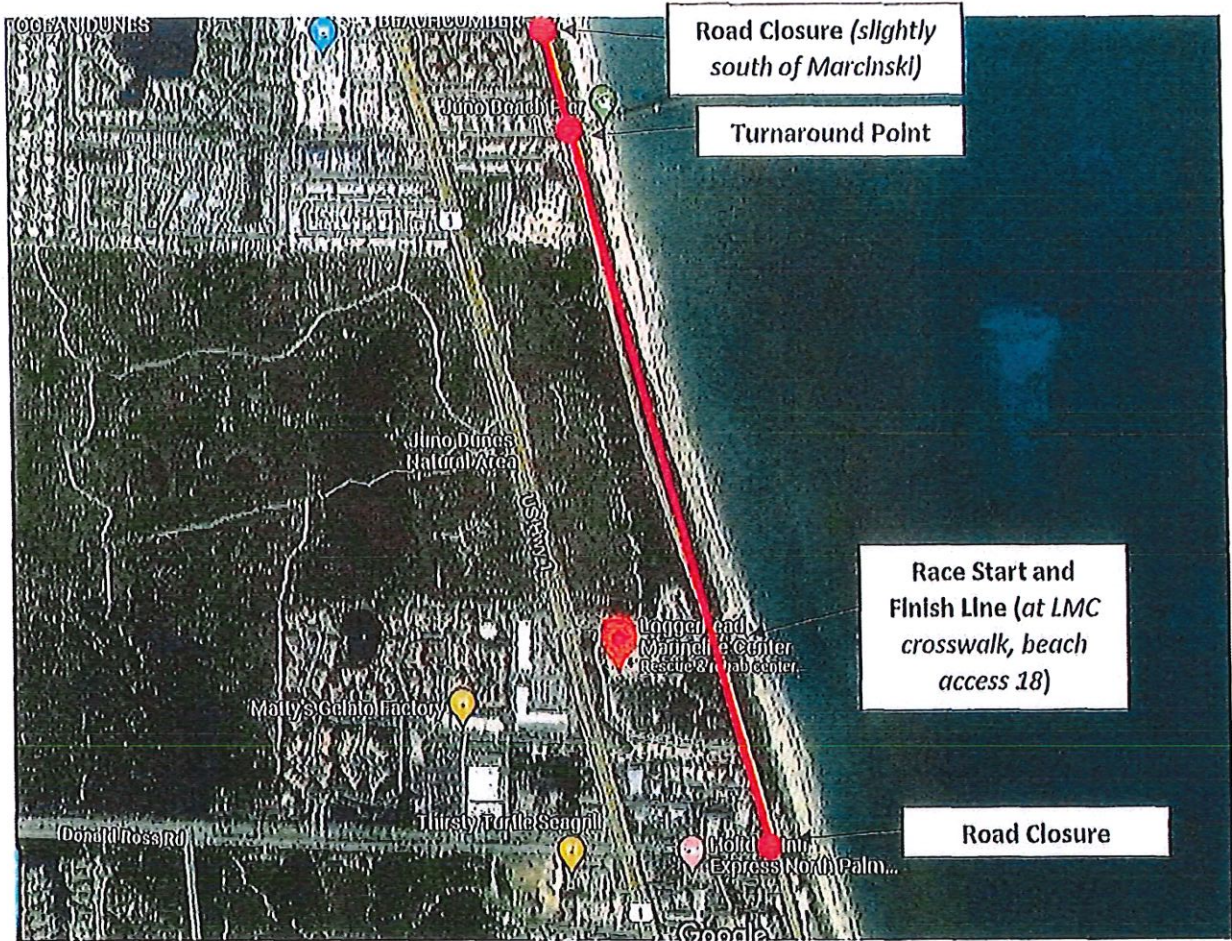
- Gregg K. Weiss, Mayor
- Maria Sachs, Vice Mayor
- Maria G. Marino
- Michael A. Barnett
- Marci Woodward
- Sara Baxter
- Mack Bernard

County Administrator

Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"





**FOR OVERVIEW PURPOSE ONLY
DRAWING NOT TO SCALE**

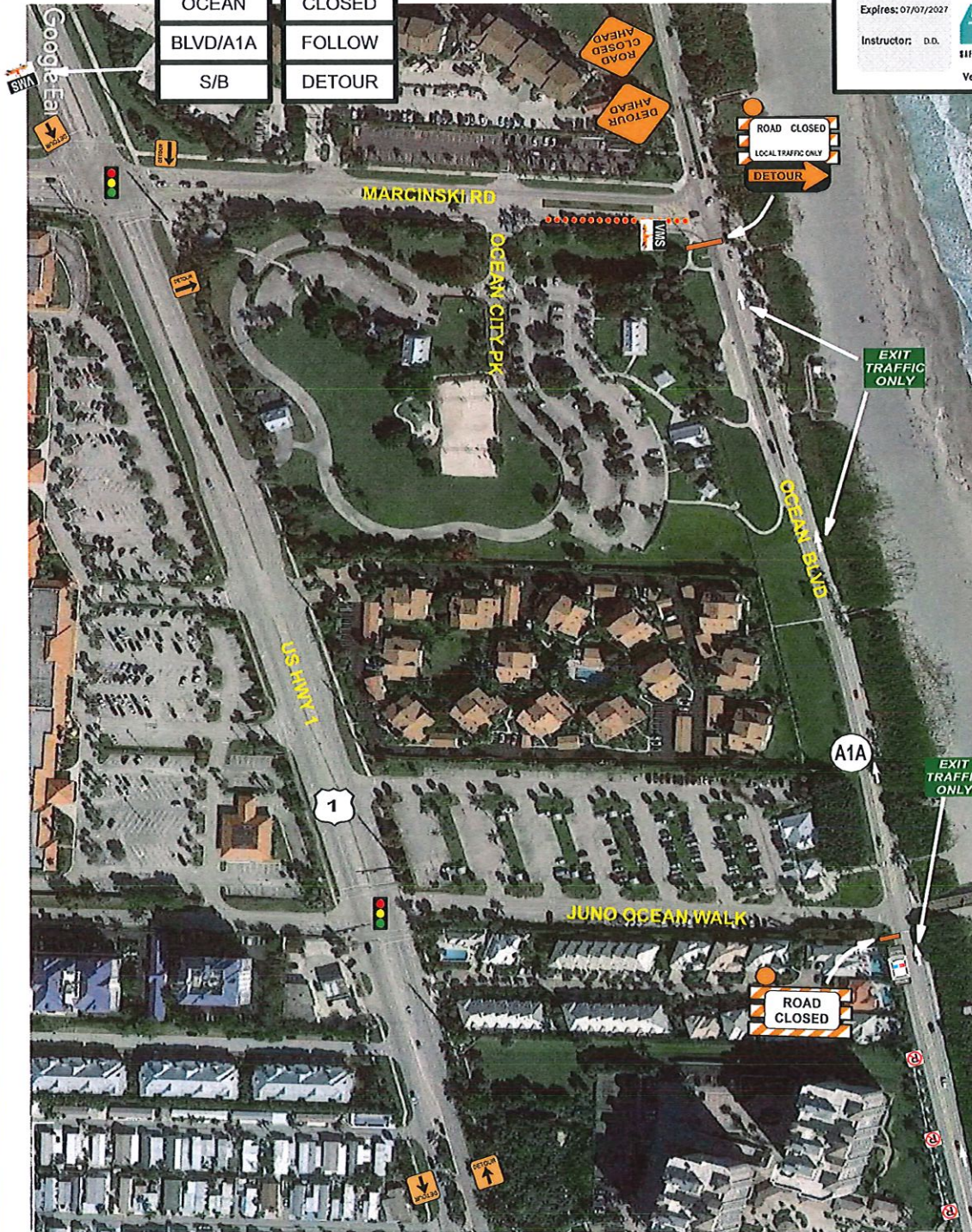
NOTE:
THIS M.O.T. IS BASED ON MUTCD & THE FLORIDA DEPARTMENT OF TRANSPORTATION ROADWAY AND DESIGN STANDARDS. ALL TRAFFIC CONTROL DEVICES MUST BE SET AND PLACED BY PERSONS CERTIFIED IN TRAFFIC CONTROL DEVICE PLACEMENT AND PLANNING.

EVENT DATE:
April 13, 2024

	<i>Theodore Howard Jr.</i>
Certificate: 612448	Has Completed a FDOT Approved Temporary Traffic Control: Advanced Course
Issued: 07/18/2023	Training Provider:
Expires: 07/07/2027	American Traffic Safety Services Association (ATSSA) 15 Riverside Parkway Ste. 100 Fredericksburg, VA 22408 PH: 540-368-1701
Instructor: D.D.	BETTER PEOPLE. BETTER LIVES.
Verify this Certification at www.motadmn.com	

MESSAGE:

OCEAN	CLOSED
BLVD/A1A	FOLLOW
S/B	DETOUR



M.O.T.
Design by: Theodore Howard

Legend	
	Channelized Devices
	Police Vehicle
	Work Area

PAGE 1

CONTINUE

CONTINUE

**FOR OVERVIEW PURPOSE ONLY
DRAWING NOT TO SCALE**

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**EVENT DATE:
April 13, 2024**

CONTINUE

CONTINUE



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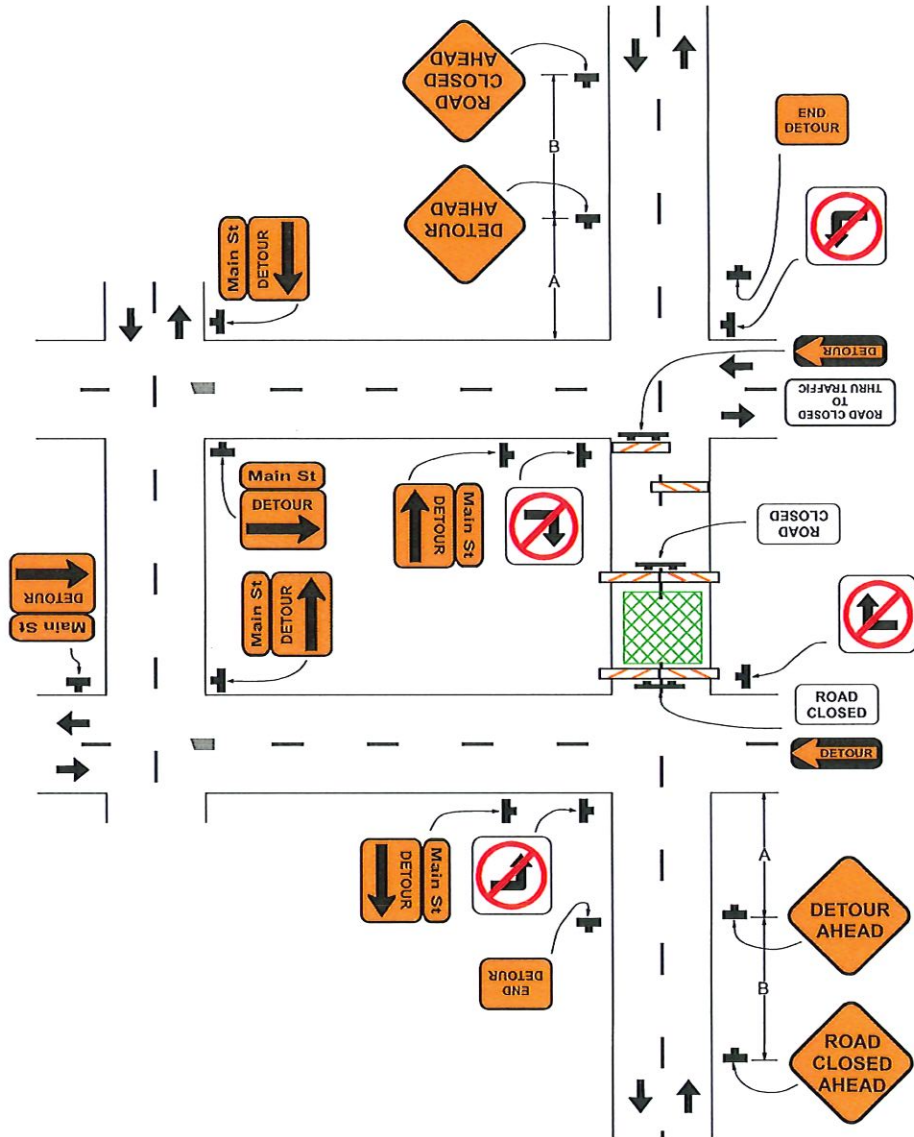
MESSAGE:	
OCEAN	CLOSED
BLVD/A1A	FOLLOW
N/B	DETOUR



M.O.T.
Design by: Theodore Howard

Legend	
	Channelized Devices
	Police Vehicle
	Work Area

Figure 6H-20. Detour for a Closed Street (TA-20)



Typical Application 20

Notes for Figure 6H-20—Typical Application 20 Detour for a Closed Street

Guidance:

1. This plan should be used for streets without posted route numbers.
2. On multi-lane streets, Detour signs with an Advance Turn Arrow should be used in advance of a turn.

Option:

3. Flashing warning lights and/or flags may be used to call attention to the advance warning signs.
4. Flashing warning lights may be used on Type 3 Barricades.
5. Detour signs may be located on the far side of intersections. A Detour sign with an advance arrow may be used in advance of a turn.
6. A Street Name sign may be mounted with the Detour sign. The Street Name sign may be either white on green or black on orange.

Standard:

7. When used, the Street Name sign shall be placed above the Detour sign.

Support:

8. See Figure 6H-9 for the information for detouring a numbered highway.