



TOWN OF JUNO BEACH  
RECEIVED  
2025 MAY 14 A 8:59

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:

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

<b>Section I</b>	<b><u>Instructions for Applicant</u></b>
------------------	--

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.

<b>Section II</b>	<b><u>Required Information</u></b>
-------------------	------------------------------------

▪ **Regarding the Applicant:**

Name of Applicant/Sponsor:

PBN CHAMBER OF  
COMMERCIAL

Phone:

561-746-7111

Relationship to Organization Represented; \_\_\_\_\_

Address of Applicant/Sponsor:

5520 PGA BLVD #200  
PBG, FL 33418

Name, Address, Phone of Organization Represented: \_\_\_\_\_

Principal contact person on Event Day/Phone:

STEWART ARVILLE  
561-951-4443

Alternate contact person on Event Day/Phone:

BLAN FLYNN  
561 676 8899



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

Address/Location: CARUN PARK & ALONG AIA  
BETWEEN DONALD ROSE RD &

Name of Subdivision: PALM BEACH COUNTY, TOWN OF  
JUNO & JUPITER INLET

- Regarding the Special Event Specifics:

Please describe the special event being requested: TRIATHLON

Indicate roadway(s) to be closed: AIA BETWEEN DONALD ROSE  
RD & JUPITER INLET

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

Indicate if alcohol will be served at the event and who will serve: YES - SPONSOR  
TO PROVIDE TASTINGS

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

Number of employees/volunteers working the event: 8 / 10.0

Number of anticipated attendees for the event: 200 / 600 PARTICIPANTS

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): AUG 22ND FROM 12NOON TO  
AUG 23RD BY 1PM

- 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):

2 FOR TRAFFIC CONTROL

TOWN OF JUNO BEACH  
RECEIVED  
2025 MAY 14 A 8:59

- 2025 MAY 14 A 8:59

Special Event Permit – 9/97 updated 10/2009, 2/2012, 6/2012, 3/2013, 2/2018, 10/2019, 1/2022, 6/2022



### 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: \_\_\_\_\_

<b>Section V     <u>Application Review</u></b>
--

\_\_\_\_\_  
Director of Planning & Zoning

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date

<b>Section VI     <u>Post Event Inspection and Security Deposit Status</u></b>
--

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Director of Planning & Zoning

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date



# **2025 Loggerhead Triathlon**

## **Statement of Use/Road Closures**

The PBN Chamber of Commerce will host its Annual Loggerhead Triathlon on Saturday, August 23, 2025, in Jupiter and Juno Beach, FL. The ever-popular sporting competition will attract athletes from all over Florida and the southeast and will showcase our beautiful community.

The event will be held in Carlin Park. We will have one USAT sanctioned competition consisting of the following: The first portion on the event is the swim – 3/8 mile. The second portion is the 13-mile bike ride which extends from Carlin Park south on A1A to Loggerhead Park and back for two loops. The final portion is the 3.1 mile run which extends from Carlin Park north on A1A to Jupiter Beach Park and back to Carlin Park. The following road closures will be needed:

- County Road A1A closed from the main entrance to Carlin (Van Kessel Parkway) south to Donald Ross Road from 6:30 AM – 10:00 AM
- County Road A1A and the road to the Inlet Park from Van Kessel Parkway to the inlet including Dubois Road will be closed from 6:30 AM – 11:00 AM

VMS BOARDS TO BE PLACED AT THE FOLLOWING LOCATIONS ON AUGUST 15<sup>TH</sup> AND WILL BE TURNED OFF SATURDAY, AUGUSTS 23<sup>RD</sup> AND REMOVED BY MONDAY

- A1A south of US#1 for s/b A1A traffic
- Indiantown Road facing e/b traffic on the south side west of A1A
- Ocean Way facing e/b traffic just west of A1A
- Marcinski facing e/b traffic west of A1A.
- Donald Ross Road facing e/b traffic west of A1A

THE VMS BOARDS WILL BE PLACED CLOSE TO US1 TO BETTER ENSURE THAT MOTORIST HAVE THE OPTIMUM OPPORTUNITY TO DIVERT/RE-ROUTE PRIOR TO APPROACH TO A-1-A



Jupiter Police Department



Michael Barbera, Chief of Police

April 7<sup>th</sup>, 2025

Chief Traffic Inspector  
Palm Beach County  
Engineering and Public Works Department  
Traffic Division  
2300 N. Jog Road 3rd Floor  
West Palm Beach, FL 33411

This letter is to inform you that on Saturday, August 23rd, 2025 from 6:30 AM to 11:00 AM, the Loggerhead Triathlon will be held in Jupiter, Florida. The race will take place along A1A, between Jupiter Beach Road and Donald Ross Road. During the event, A1A, Jupiter Beach Road, Ocean Trail Way, and Dubois Road will be closed to limited vehicular traffic, and the Jupiter Police Department will have traffic jurisdiction for this special event.

Sincerely,

For: Michael Barbera  
Chief of Police

Captain Marc Bujnowski  
Jupiter Police Department  
District 3 Commander  
marcb@jupiter.fl.us  
(561) 741-2417



**Engineering and  
Public Works Department**

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



**Palm Beach County  
Board of County  
Commissioners**

Maria G. Marino, Mayor  
Sara Baxter, Vice Mayor  
Gregg K. Weiss  
Joel Flores  
Marci Woodward  
Maria Sachs  
Bobby Powell, Jr.

**County Administrator**

Verdenia C. Baker

*"An Equal Opportunity  
Affirmative Action Employer"*



April 17, 2025

Stewart Auville  
Palm Beach North Chamber of Commerce  
5520 Palm Beach Gardens Blvd, Suite 200  
Palm Beach Gardens, FL 33418

**SUBJECT: LOGGERHEAD TRIATHLON 2025**

Dear Mr. Auville

Palm Beach County has reviewed your request to close A1A/Ocean Drive from Jupiter Beach Road to Donald Ross Road beginning at approximately 6:30 am until 11:00 am on Saturday, August 23, 2025

This request has been approved.

It is our understanding that Jupiter 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 Jupiter 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  
Construction Coordinator  
Traffic Division

GM:ep

Attachment: Special Event Application, Route Map.

cc: Metasein Al-Turk, Ph.D., P.E., Director – Traffic Division  
Melissa Ackert, P.E., Assistant Director – Traffic Division  
Lee Gao, P.E., Senior Professional Engineer – Traffic Division  
Fattoush Jafar, Ph.D., P.E., Traffic Engineer Ops Manager – Traffic Division  
Hanane Akif, Senior Professional Engineer – Traffic Division  
Amar Kalabic, Construction Coordinator – Traffic Division  
Sean Reilly, Chief Traffic Inspector – Traffic Division  
Shoshoni Deeley, Office Manager – Traffic Division  
Adam Faustini, Director – Road & Bridge  
Thomas A. Coppini, Public Works Superintendent – Road & Bridge  
Chase Miller, Construction Project Manager – Road & Bridge  
Zachary King, Chief Construction Coordinator – Construction Coordination  
Albert W. Hoffman, Division Director III – Construction Coordination  
William Tanto, Chief Construction Coordinator – Construction Coordination  
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  
Michael Barbera – Chief of Police – Jupiter Police Department – [marcb@jupiter.fl.us](mailto:marcb@jupiter.fl.us)  
Jose M. Gonzalez – PBC Fire Rescue - [FIRE-FOO@pbcgov.org](mailto:FIRE-FOO@pbcgov.org) and [JMgonzal@pbcgov.org](mailto:JMgonzal@pbcgov.org)

File: General - Special Events  
Roads –

N:\TRAFFIC\SPECIAL EVENTS\2025 Special events approved\Loggerhead\Special Event Form Letter-Graciela M'Causland (north of Southern Blvd).docx





PALM BEACH NORTH  
CHAMBER OF COMMERCE



## TRIATHLON COURSE MAP

TAMPA GENERAL HOSPITAL  
LOGGERHEAD TRIATHLON  
August 23rd, 2025

