



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:** Tonya Pellegrini  
Name of Applicant/Sponsor: Loggerhead Marine Life Center Phone: 561-427-8280 x123  
Relationship to Organization Represented: Event Manager  
Address of Applicant/Sponsor: 14200 US Highway one  
Juno Beach, FL 33408  
Name, Address, Phone of Organization Represented: Same as above  
  
Principal contact person on Event Day/Phone: Tonya Pellegrini 561-627-8280  
x123  
Alternate contact person on Event Day/Phone: Kate Frataglia - 561-354-8767

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

Address/Location: Loggerhead Park 14200 US Highway one  
Juno Beach, FL 33408

Name of Subdivision: \_\_\_\_\_

▪ **Regarding the Special Event Specifics:**

Please describe the special event being requested: Turtlefest is a family fun  
event to raise awareness of sea turtles and ocean  
conservation in Palm Beach County. There will be  
live music, food, beverages, crafts & activities

Indicate roadway(s) to be closed: Oceon drive drive / AAA

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: Yes. Vendor

Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: Trailers, generators, tents (10x10)

Number of employees/volunteers working the event: 30 Staff + 250 Volunteers

Number of anticipated attendees for the event: 5,000

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): 2-23-24 Setup 8:00 AM -  
2-24-24 Event 10-6 PM - Tear down - midnight

▪ **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:**

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

Tonya Pellegrini  
Applicant/Sponsor Signature

8.14.23  
Date

Tonya Pellegrini  
Print Name

**Office Use Only:**

Isabella Hickey  
Received By

OCT 05 2023  
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 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 AMERLANO@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:

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

\* \_\_\_\_\_ *Amount and Date Returned of the Security Deposit.*  
*Amount      Date*

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

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

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

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

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



September 21, 2023

Tonya Pellegrini  
14200 US Highway 1  
Juno Beach, FL 33408

**SUBJECT: TURTLE FEST 2024**

Dear Ms. Pellegrini,

The Palm Beach County Traffic Engineering Division has reviewed your request to close Ocean Drive from Donald Ross Road to Marcinski Road on Saturday, February 24, 2024 from approximately 10:00 am until 6:00 pm.

The requested closure road segments are in the project limits of a Palm Beach County project on A1A from Donald Ross Road to Indiantown Road. The contractor approved the road closure for the specified time and date. If time and date change, it is the organizer's responsibility to notify the contractor and get the approval for the change.

It is our understanding that Juno 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 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:jb

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  
Vacant, 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 Parjuli, Office Manager – Traffic Division  
Adam Faustini, Director – Road & Bridge  
Thomas A. Coppini, Public Works Superintendent – Road & Bridge  
Darren Prainito, 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 Cowser, Recreation Programs Coordinator -- Parks & Recreation Division  
Yash Nagal, Interim Director of Transit Planning/EEO Officer – 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  
Robert McIntosh – Project Manager – Ferreira - RMcIntosh@ferreiraconstruction.com  
Andre H. Thomas, P.E. – Senior Project Engineer – BCC Engineering - athomas@bcceng.com

File: General - Special Events  
Roads –

N:\TRAFFIC\SPECIAL EVENTS\2024 Special events approved\Turtle Fest 2024\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"





**PALM BEACH COUNTY ENGINEERING AND PUBLIC WORKS DEPARTMENT**  
**TRAFFIC DIVISION**  
 2300 North Jog Road  
 West Palm Beach, Florida 33411  
 (561) 684-4030

**Special Event Application for Temporary Minor Road Closure – Less Than 24 Hours**  
 (Submit 30 days prior to event)

**APPLICANT INFORMATION**

Contact Name: Tonya Pellegrini Email: TPellegrini@marinelife.org  
 Applicant Address: 14200 us Highway one, Juno Beach, FL 33408 Telephone: 561-627-8280 x123  
 Anticipated Number of Attendance: 3000

**DESCRIPTION OF SPECIAL EVENT**

Event Title: Turtlefest 2024 Event Location: Loggerhead Park - Juno Beach  
 Date of Event: 2.24.24 Event Hours: 10 AM - 6 PM

**LAW ENFORCEMENT AGENCY RESPONSIBLE FOR TRAFFIC CONTROL**

Name of Agency: Town of Juno Beach Telephone: 561-626-2100  
 Contact Name: LT Mark Saloio Email: MSaloio@juno-beach.fl.gov

Provide/Confirm the following:

- Event Location/Detour Route (attach map)
- Maintenance of Traffic Plan (attach map)
- Consent of the applicable police department having jurisdiction over the subject roadway(s)
- Certificate of Insurance

The Applicant shall protect, defend, reimburse, indemnify and hold the Palm Beach County Board of County Commissioners, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, costs, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance due to the acts or omissions of the Applicant.

The Applicant will assume all risk of and indemnify, defend and save harmless the Palm Beach County Board of County Commissioners from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Applicant shall be responsible for maintaining the portion of the County road it occupies for the duration of this event and providing a safe environment to the public.

The Applicant shall provide general insurance in an amount of not less than \$1,000,000 and shall name Palm Beach County as both certificate holder and additional insured.

Signature of Applicant: Tonya Pellegrini Date: 8/14/23

Approved by Traffic Division: Shavilla McLaughlin Date: 9-21-23



## JUNO BEACH POLICE DEPARTMENT

340 Ocean Drive ♦ Juno Beach, Florida 33408 ♦ 561-626-2100

**BRIAN J. SMITH**  
Chief of Police

September 18th, 2023

Tonya Pellegrini  
Event Manager  
Loggerhead Marine Life Center  
14200 US Highway 1  
Juno Beach, FL 33408

Dear Ms. Pellegrini;

We reviewed your request for the road closure in conjunction with the Turtlefest, scheduled for February 24<sup>th</sup>, 2024

As the law enforcement agency having jurisdiction over the subjected roadway (Ocean Drive, between Donald Ross Rd. and Marcinski Rd.), we approve and give consent for the road closure for this event.

Yours in Safety,

A handwritten signature in black ink, appearing to be 'MS', written over a thin line.

Major Mark G. Saloio  
561-656-0332 – *direct*  
[msaloiojunobeachpd.com](mailto:msaloiojunobeachpd.com)

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

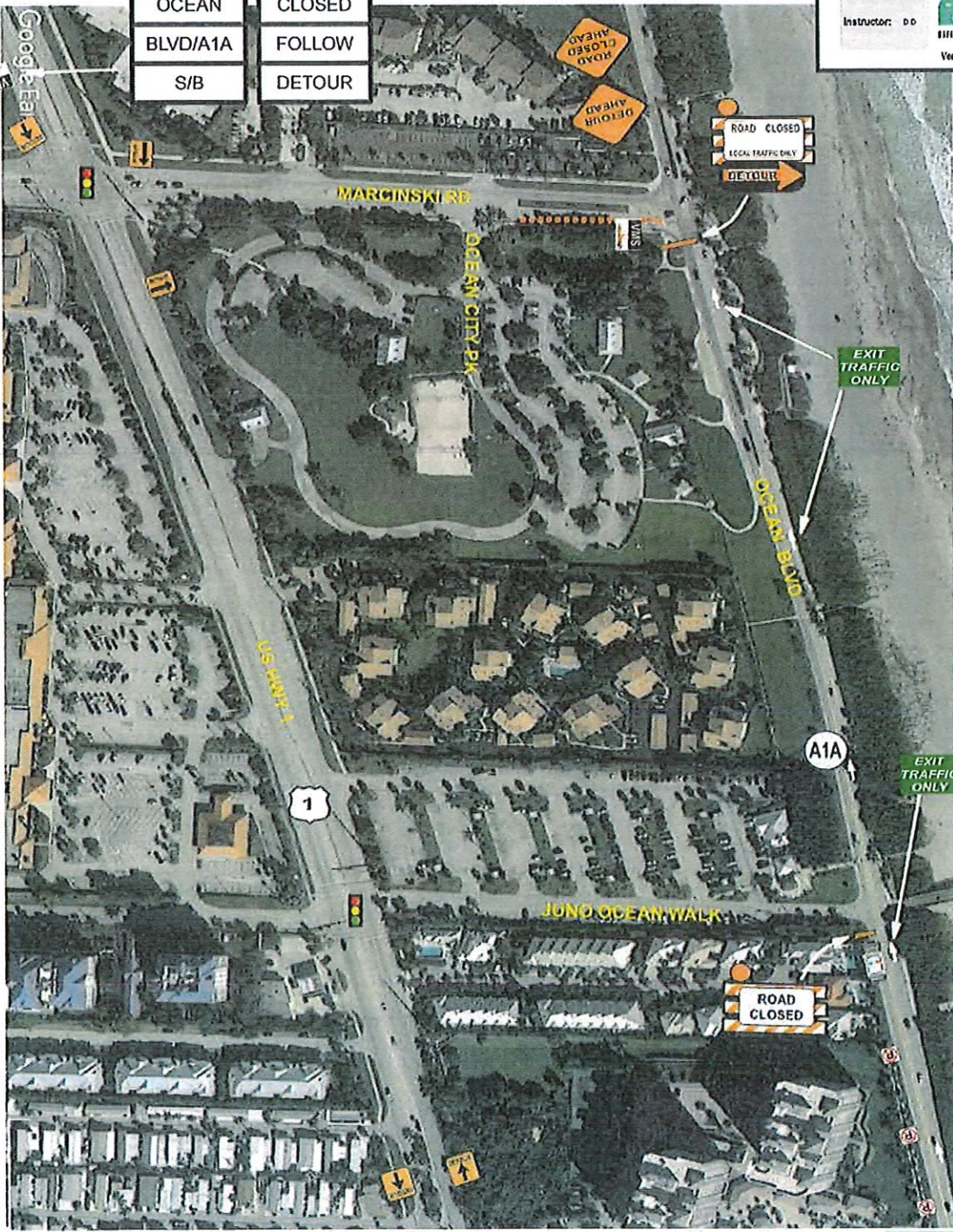
**NOTE:**  
THIS M.O.T. IS BASED ON MUTCD & THE FLORIDA DEPARTMENT OF TRANSPORTATION ROADWAY AND DESIGN STANDARDS. ALL TRAFFIC CONTROL DEVICES MUST BE SET AND PLACED BY PERSONS CERTIFIED IN TRAFFIC CONTROL DEVICE PLACEMENT AND PLANNING.



<b>FDOT</b>	<i>Theodore Howard Jr.</i>
Certificate: 612448	Has Completed a FDOT Approved Temporary Traffic Control: Advanced Course
Issued: 07/16/2023	Training Provider: <b>ATSSA</b> American Traffic Safety Services Association (ATSSA) 15 Riverside Parkway Ste. 100 Fredericksburg, VA 22406 Ph: 540-369-1701
Expires: 07/07/2027	
Instructor: D.D.	Verify this Certification at <a href="http://www.motadmn.com">www.motadmn.com</a>

**MESSAGE:**

OCEAN	CLOSED
BLVD/A1A	FOLLOW
S/B	DETOUR



**EVENT DATE:**  
2/24/24



**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**

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.



CONTINUE

CONTINUE

<b>FDOT</b>	<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	<b>ATSSA</b> American Traffic Safety Services Association (ATSSA) 16 Riverside Parkway Ste. 100 Fredericksburg, VA 22408 PH: 540-368-1701
Instructor: D.D.	Verify this Certification at <a href="http://www.mtdesign.com">www.mtdesign.com</a>



EVENT DATE:  
2/24/24

**MESSAGE:**

OCEAN	CLOSED
BLVD/A1A	FOLLOW
N/B	DETOUR



**M.O.T.**  
Design by: Theodore Howard

Legend	
	Channelized Devices
	Police Vehicle
	Work Area

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