



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:

Event Type	Deadlines Application/ Obligations	Application Fee	Permit Fee*	Security Deposit	<u>Deadline</u> <u>Late Fee</u>
Low-Impact	60/14 days	\$100	\$100/day	\$500	\$200
(Up to 999 attendees)**	prior to event		1.5 (1.14) (1.	in the	
Medium-Impact	120/45 days	\$200	\$500/day	\$1,000	\$400
(1000-4999 attendees)	prior to event	ent e jairbe alle	2 10 12 11		
High-Impact	120/45 days	\$300	\$1,000/day	\$5,000	\$600
(5000+ attendees)	prior to event				

^{*}Permit Fee will be determined by the Town Council for off-site events lasting 4 or more consecutive days.

Notes: Please initial each item below to confirm your understanding:

MM Application Fee is due at time of Application submittal and is <u>not</u> refundable.

make Deadline Late Fee is an additional charge and is <u>not</u> refundable.

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.

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.

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.

7 Failure to comply with restrictions imposed automatically forfeits the Security Deposit.

Town Staff will determine if application will require additional conditions to be added or existing conditions modified, dependent upon each individual event.

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.

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.

^{**}Low-Impact events consisting of 25 attendees or less will be approved administratively.



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

- 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.

Se	ection II Required Information	
	Regarding the Applicant: Name of Applicant/Sponsor: Phone: 561-746-	フル
	Relationship to Organization Represented;	
	Address of Applicant/Sponsor: 550 PGA BWD #750 PAW BRACH GARDINS FU	(-
	Name, Address, Phone of Organization Represented:	18
	Principal contact person on Event Day/Phone: STANT ANNUA	
	Alternate contact person on Event Day/Phone:	

п	Regarding the Subject Location (where the proposed special event is being requested):
	Address/Location: (066FA) FAME ALING AIA BETWEEN MANCINSIU & DONALD MISC A
	Name of Subdivision:
	Regarding the Special Event Specifics:
	Please describe the special event being requested: AT SHOW HOW ATA
	The first in
	Indicate roadway(s) to be closed: ATA BRIWARA DWAY) A A MARCINSIA
	Indicate if amusement rides (type/quantity) are part of the event:
	Indicate if alcohol will be served at the event and who will serve:
	Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event:
	The second secon
	Number of employees/volunteers working the event: 8/10
	Number of anticipated attendees for the event: 8000
	Length of time proposed for the event to take place, including set-up and tear down, (dates/times): 03/8/2029 Sh
	Regarding other Town Services: RVKNT DATES
	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):
	A(x)

Please initial to confirm attachments:	
Application Fee, and Late Fee, if applicab	ole. (Payable to Town of Juno Beach)
Y Plot/Site Plan Outside agency letter(s) of approval	
Insurance Certificate	
Notarized Letter from property owner	
Copy of Driver License	
Hold Harmless Agreement: In accordance with the Town of Juno Beach Code of	on COUNT; - WILL SKN
applicant shall meet all requirements set forth in Chaaddition, Town Staff shall prescribe appropriate conrequired.	apter 34 and is subject to Town Council approval. In
By submittal of this application, the sponsor agrees to Beach, its officers, employees and agents from and a fees, claims, suits and judgments, whatsoever in con persons or loss of or damage to property resulting fro officers, employees, and agents under any of the terr	ngainst all loss, costs, expenses, including attorney's nection with injury to or death of any person or om any and all operations performed by sponsor, its
If any unforeseen circumstance(s) occur and/or the s set forth, the Town Manager or Police Chief shall he commencement of the event and/or during the event.	ave the right to cancel or stop the event either before
Applications are not approved, nor Permit granted, u	antil applicant has received a "Letter of Approval"
from the Planning and Zoning Director outlining obl	ligations and fees.
MINI	10/3/23
Applicant/Sponsor Signature	Date
NORU MANDONAZI	
Print Name MANDWEZ Print Name	TOWN OF JUNO BEACH RECEIVED
Office Use Only:	2023 OCT 18 AM 8: 21
Isabella Hickey	
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 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

<u>CONTACT FDAVILA</u>	<i>@JUNO-BEACH.FL.US AND</i>	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

Regular Staff \$35.00 Supervisor (if required) \$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.
- <u>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.</u>

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	1
	1/9/2024
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 State	u <u>s</u>
Post event Comments, Issues List and recommended Security Dep	osit withheld:
*Amount and Date Returned of the	e Security Deposit.
Amount Date	
Director of Planning & Zoning	Date
Police Chief	Date
Public Works Director	Date
Finance Director	Date
Town Manager	Date



JUNO BEACH POLICE DEPARTMENT

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

BRIAN J. SMITH Chief of Police

November 7, 2023

Palm Beach North Chamber of Commerce 5520 PGA BLVD #200 Palm Beach gardens, FL 33418

Dear Mr. Allen,

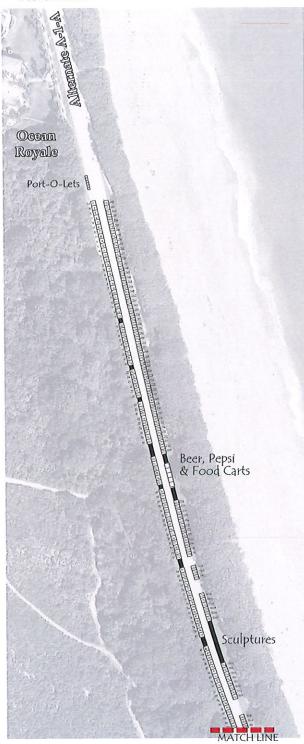
We reviewed your request for the road closure in conjunction with the ArtFest by the Sea event, scheduled for March 8th, 9th and 10th, 2024.

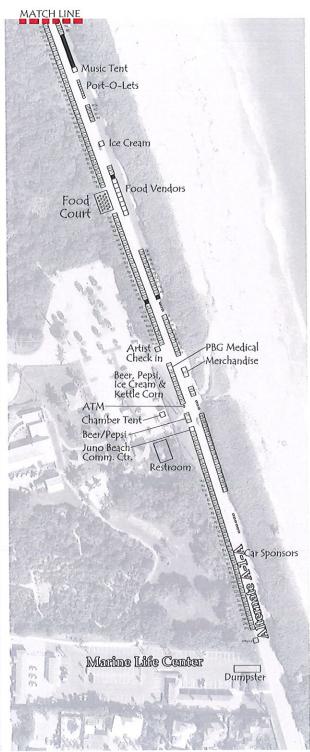
As the law enforcement agency having jurisdiction over the subjected roadway (Ocean Drive (A1A), between Donald Ross Rd. and Marcinski Rd.), we approve and give consent for the road closure for this event.

Sincerely,

Sgt. John Kenny 561-656-0342 - direct jkenny@junobeachpd.com

North End





South End





FOR OVERVIEW PURPOSE ONLY DRAWING NOT TO SCALE

ArtFest by the Sea

CONTINUE

rt festival.com



Howard Alan Events / Town of Juno Beach / Megan McMahan Operations Manager for ArtFestival.com Cell Phone: (609) 330-6504

FOR OVERVIEW PURPOSE ONLY DRAWING NOT TO SCALE ArtFest by the Sea





Client#: 15359

ACORD.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 1/03/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).													
PRODUCER						CONTACT Debbie Johnson							
Haas & Wilkerson Insurance					PHONE (A/C, No, Ext): 913 432-4400 FAX (A/C, No):								
4300 Shawnee Mission Parkway					E-MAIL ADDRESS: debbie.johnson@hwins.com								
Fairway, KS 66205										NAIC#			
913 432-4400						INSURE			ice Company (CHUBB)		22667		
INSU	RED				^		INSURE	RB:					
		827	North Chambe	r of	of Commerce,			RC:	×				
		Inc.					INSURE	RD:					
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		Palm Beach	Gardens, FL 3	3341	8		INSURER F:						
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DES	CRIPT	TION OF OPERATIONS I	LOCATIONS / VEHIC	LES (ACOR	D 101, Additional Remarks Sched	lule, may	be attached if mo	ore space is requ	ired)			
	DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Town of Juno is an additional insured RE: ArtFest By the Sea events												
	DTIE	ICATE HOLDER					CANO	CELLATION					
CE	KIII	ICATE HOLDER					T	JELEA HON					
		Town of Ju	ıno Beach							ESCRIBED POLICIES BE CA			

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ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

340 Ocean Drive Juno Beach, FL 33408



