



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	<u>Deadlines</u> <u>Application/</u> <u>Obligations</u>	Application Fee	<u>Permit</u> <u>Fee</u> *	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				
Medium-Impact	120/45 days	\$200	\$500/day	\$1,000	\$400
(1000-4999 attendees)	prior to event				
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:

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

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.

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	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.

ection II	<u>Required Information</u>
Regardin	ng the Applicant:
Name of	Applicant/Sponsor: Ellen Stewart Phone: 561-629-4514
Relations	ship to Organization Represented; CRAFT SHOW COMMITTEE MEMBER
Address	of Applicant/Sponsor: 118 Bonaire Ln, Jupiter, Fr 33458
	ddress, Phone of Organization Represented: NOTARY CLUB OF JULITER-TEQUESTA P.O. BOX 3118, Tequesta, FZ 33469 contact person on Event Day/Phone: JIM HURUBURT -
	contact person on Event Day/Phone: Step Stewart Stol-129-4511

1	Regarding the Subject Location (where the proposed special event is being requested):
	Address/Location: Ocean Drive (Ath) Adjacent to Loggerhead Park
	Name of Subdivision: N/A
11	Regarding the Special Event Specifics:
	Please describe the special event being requested: 22 M Annual. JUNO BEACH CRAFT FESTIVAL ON THE OCEAN
	craft show with sales of merchandise Food - Beverages
	Indicate roadway(s) to be closed: Ocean Drive (AIA) between Donald Ross Rd and Marcinski Road.
	Indicate if amusement rides (type/quantity) are part of the event:
	Indicate if alcohol will be served at the event and who will serve: Rotarians & Family Members.
	Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: Opening Openin
	Number of employees/volunteers working the event: <u>lepprox</u> 12 at a time
	Number of anticipated attendees for the event: 4900
	Length of time proposed for the event to take place, including set-up and tear down, (dates/times): FRIDAY NOV. 8-2024 HOON - 7pm Set Up Saturday Nov. 9 - 10am - 5pm - 5how Open Sunday Nov. 10 - 10am - 5pm - 5how Open - 5pm - 8100pm = 5how Tear Down Clean Y 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):
	Dalian For Engel

Application Fee, and Late Fee, if applicable Plot/Site Plan	e. (Payable to Town of Juno Beach)
Outside agency letter(s) of approval	
Insurance Certificate	
Notarized Letter from property owner Copy of Driver License	
Indicate items not submitted and reasons for non-s	submittal: Road Closure and le after Juno Beach intake
Hold Harmless Agreement: In accordance with the Town of Juno Beach Code of applicant shall meet all requirements set forth in Chapaddition, Town Staff shall prescribe appropriate conditional required.	oter 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 ag fees, claims, suits and judgments, whatsoever in conn persons or loss of or damage to property resulting fro officers, employees, and agents under any of the term	gainst all loss, costs, expenses, including attorney's election with injury to or death of any person or m any and all operations performed by sponsor, its
If any unforeseen circumstance(s) occur and/or the sp set forth, the Town Manager or Police Chief shall ha commencement of the event and/or during the event.	
Applications are not approved, nor Permit granted, un from the Planning and Zoning Director outlining obli	• • • • • • • • • • • • • • • • • • • •
Applicant/Sponsor Signature	July 1, 2024
Ellen Stewart Print Name	
Office Use Only:	
Isabella Hickey	7/10/24
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:

Please initial to confirm attachments:

Public Works Department-Special Event Requirements Section IV

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.
- 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:

Police Department-Special Event Requirements Section III



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.

Officer - \$55.00 Regular Staff - \$35.00 (Rates are subject to a \$15.00 an hour premium on Town designated Holidays.)

Supervisor (if required) - \$65.00

- 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(@JUNUBEACHPD.COM.
Office Use Only:		
Officers Supervisors Additional Fee(s):	@ \$55.00/hour: total of @ \$65.00/hour: total of	hours = \$hours = \$ hours = \$
Payment Due Date: * Payment shall be received no	Total Amount Due: \$ o later than 14/45 days prior to	Payment Received: Y / N o event date, as indicated in Fee Schedule.
Reviewed By:		
Approved by Police Chief/Des	ignee:	

Town of Juno Beach Application

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 Sta	tus
Post event Comments, Issues List and recommended Security De	eposit withheld:
*Amount and Date Returned of the Amount Date	he Security Deposit.
Director of Planning & Zoning	Date
Police Chief	Date
Public Works Director	Date
Finance Director	Date
Town Manager	Date

TO

SPECIAL EVENT APPLICATION

JUNO BEACH CRAFT SHOW ON THE OCEAN - NOVEMBER 9 & 10, 2024

PRESENTED BY THE ROTARY CLUB OF JUPITER-TEQUESTA

The craft show is produced by American Craft Endeavors, the craft show sector of Howard Alan Events.

American Craft Endeavors:

Procures the artists, food & other vendors - approximately 100 tents

Covers the insurance for the above.

Provides the Rotary Club one tent to sell beer, wine & alcoholic beverages, and one tent to pass out Rotary information.

Provides insurance coverage to the county and town.

Provides the county required dumpster.

Is responsible for orderly set-up and take-down of event

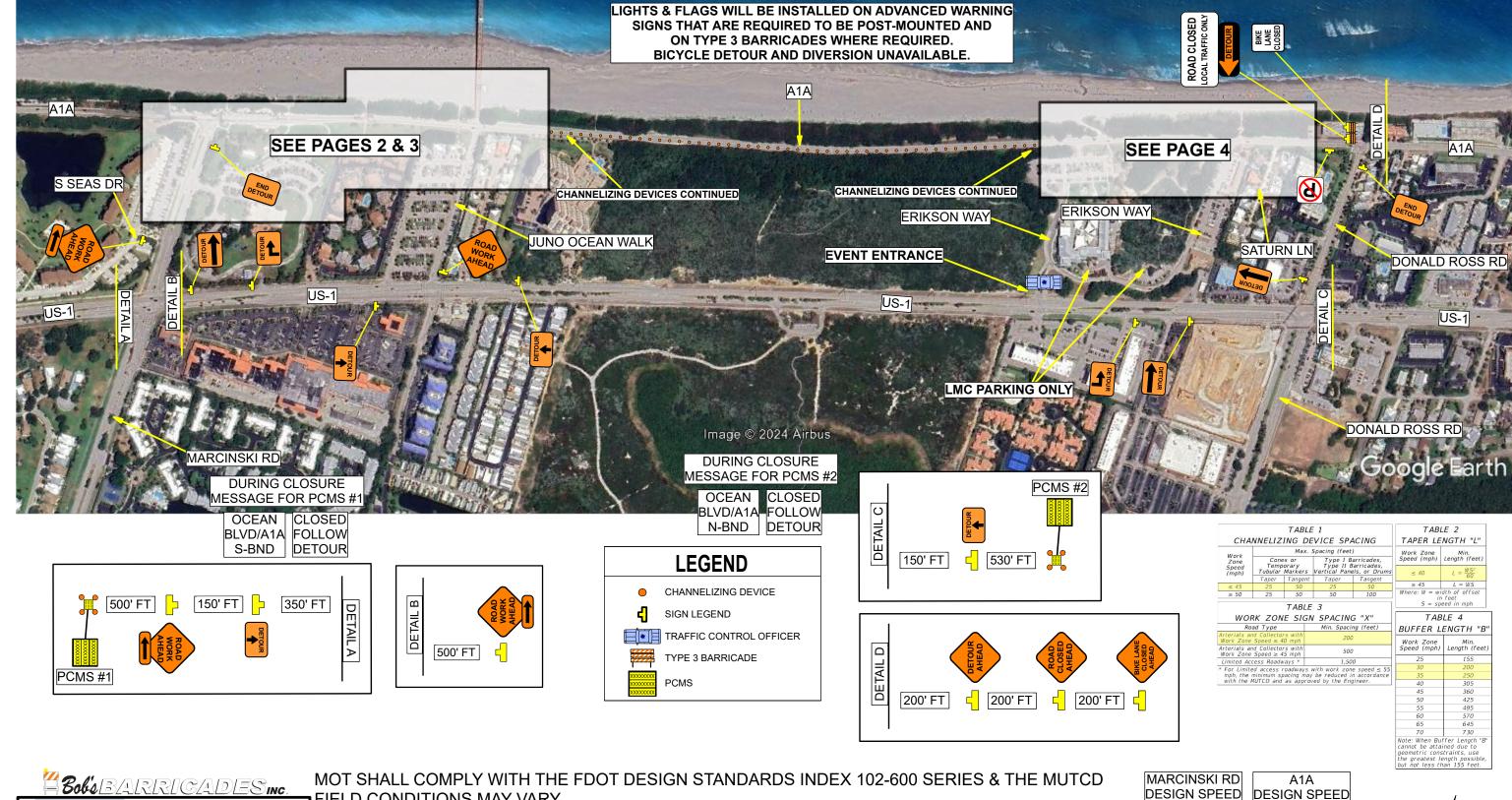
Is responsible for leaving site in a clean condition

Is responsible for paying for the following services provided by the town and should be billed separately by the Town of Juno Beach:

Police Charges

Contact for Logistics - Helayne Stillings - helayne@artfestival.com 561-746-6615

Contact for on-site day of event - TBD - Helayne Stillings for now.





JSAAC CROSS

Control: Advanced Course.

Verify this Certificate at www.motadmin.com

Has Completed a FDOT Approved Temporary Traffic

American Traffic Safety Services

15 Riverside Parkway Ste. 100

Fredericksburg, VA 22406

Association (ATSSA)

FDOT

Certificate:

622164

Issued: 04/02/2024

Expires: 03/25/2028

Instructor:WB

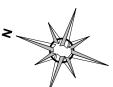
FIELD CONDITIONS MAY VARY IPLAN NOT TO SCALE

All signs shall be post mounted when work operations exceed one day except for:

- a. Road closure signs mounted in accordance with the vendor drawing for the Type III Barricade shown
- b. Pedestrian and bicycle advanced warning or pedestrian regulatory signs mounted on sign supports in accordance with the vendor drawing shown on the APL.
- c. Median barrier mounted signs per Index 700-013.
- d. Bridge mounted signs per Index 700-012.

SPEED LIMIT

SPEED LIMIT 30



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MOT SHALL COMPLY WITH THE FDOT DESIGN STANDARDS INDEX 102-600 SERIES & THE MUTCD FIELD CONDITIONS MAY VARY

PLAN NOT TO SCALE

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MARCINSKI RD A1A DESIGN SPEED

SPEED LIMIT 35

SPEED LIMIT 30

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Control: Advanced Course.



Certificate: 622164

Issued: 04/02/2024

Instructor:WB

Expires: 03/25/2028

American Traffic Safety Services 15 Riverside Parkway Ste.100 Fredericksburg, VA 22406 Verify this Certificate at Www.finotalimin.com

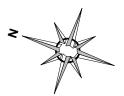
Has Completed a FDOT Approved Temporary Traffic

FIELD CONDITIONS MAY VARY PLAN NOT TO SCALE

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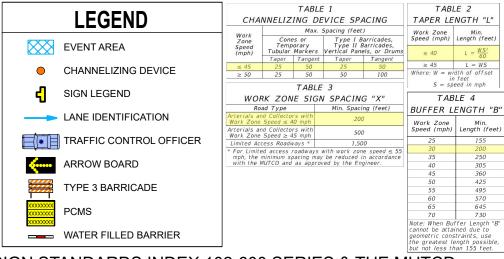


LIMIT 30



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Bob's BARRICADES INC.

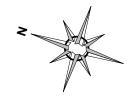
FDOT JSAAC CROSS Certificate: Has Completed a FDOT Approved Temporary Traffic Control: Advanced Course. 622164 Issued: 04/02/2024 American Traffic Safety Services Expires: 03/25/2028 Association (ATSSA) 15 Riverside Parkway Ste.100 Instructor:WB Fredericksburg, VA 22406 Verify this Certificate at www.motadmin.com

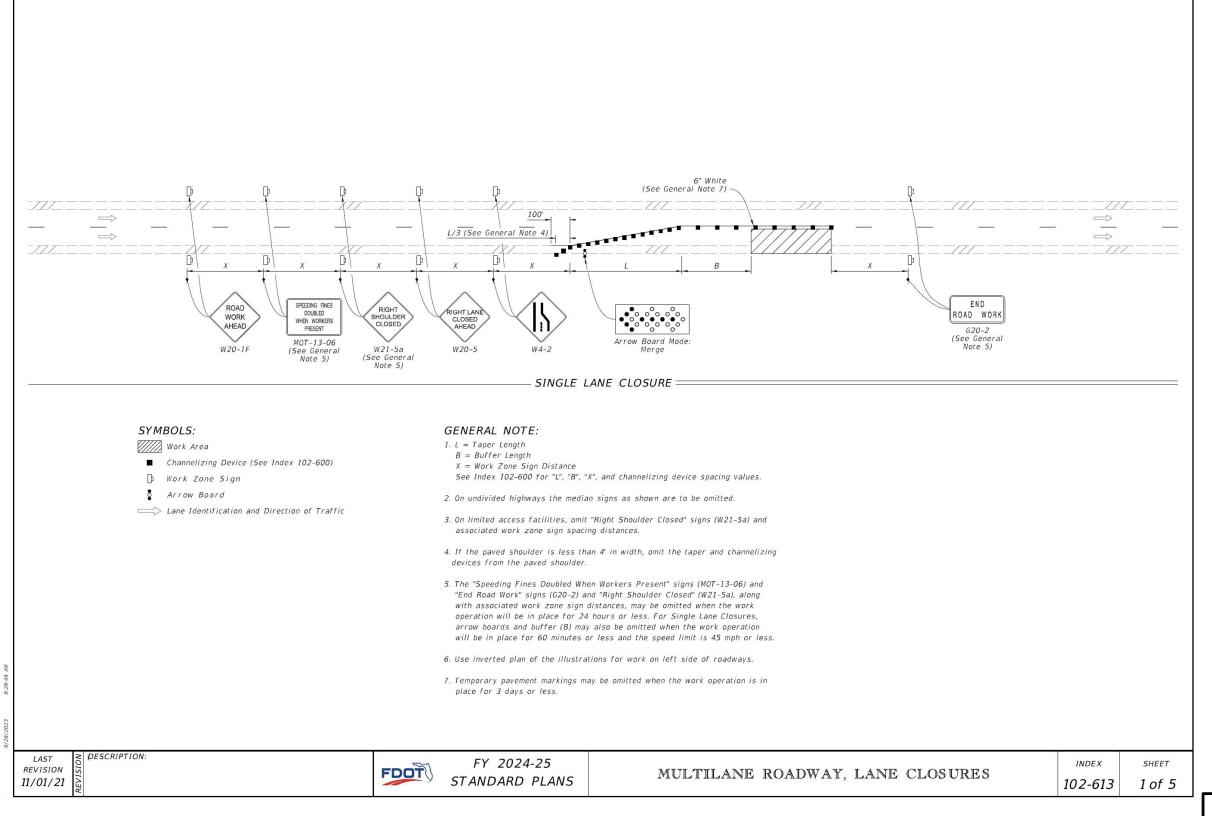
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22nd Annual Juno Beach Craft Festival on the Ocean

Howard Alan Events & American Craft Endeavors



TABLE 1				
CHANNELIZING DEVICE SPACING				
Work	Max. Spacing (feet)			
Zone Speed (mph)	Cones or Type I Barricades, Temporary Type II Barricades, Tubular Markers Vertical Panels, or Drui		arricades, arricades, els, or Drums	
(j)	Taper	Tangent	Taper	Tangent
≤ 45	25	50	25	50
≥ 50	25	50	50	100

TAB	LE 2
TAPER LE	NGTH "L
Work Zone Speed (mph)	Min. Length (fee
≤ 40	$L = \frac{WS^2}{60}$
≥ 45	L = WS
	idth of offse n feet need in mph

TAB	LE 3
WORK ZONE SI	GN SPACING "X"
Road Type	Min. Spacing (feet)
Arterials and Collectors with Work Zone Speed ≤ 40 mph	200
Arterials and Collectors with Work Zone Speed ≥ 45 mph	500
Limited Access Roadways *	1,500
* For Limited access roadways with work zone speed ≤ 55 mph, the minimum spacing may be reduced in accordance with the MUTCD and as approved by the Engineer.	

BUFFER LENGTH "B"		
Work Zone Speed (mph)	Min. Length (feet)	
25	155	
30	200	
35	250	
40	305	
45	360	
50	425	
55	495	
60	570	
65	645	
70	730	
Note: When Buffer Length "B" cannot be attained due to geometric constraints, use the greatest length possible, but not less than 155 feet.		



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Notes for Figure 6H-19—Typical Application 19 Detour for One Travel Direction

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. The STREET CLOSED legend may be used in place of ROAD CLOSED.
- 4. Additional DO NOT ENTER signs may be used at intersections with intervening streets.
- 5. Warning lights may be used on Type 3 Barricades.
- 6. Detour signs may be located on the far side of intersections.
- 7. 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:

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

22nd Annual Juno Beach Craft Festival on the Ocean Howard Alan Events & American Craft Endeavors

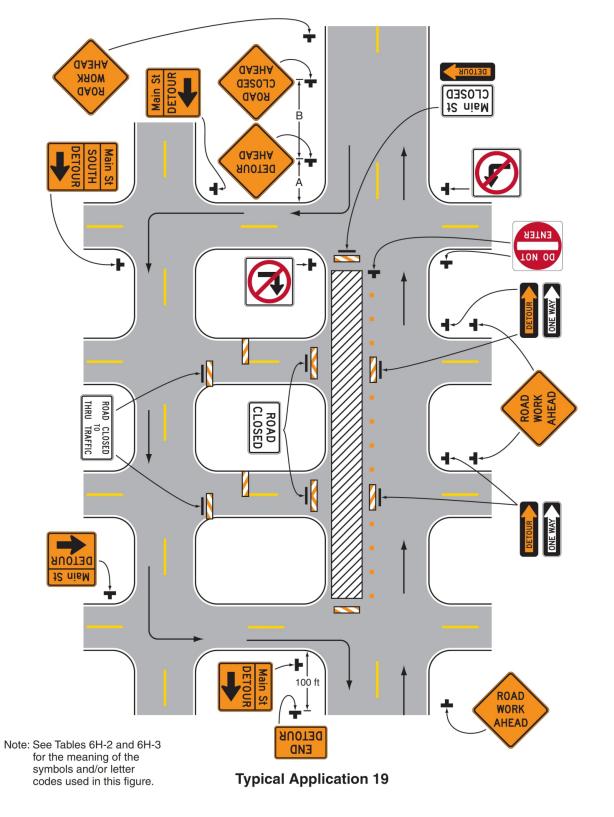


Figure 6H-19. Detour for One Travel Direction (TA-19)



Sect. 6H.01

December 2009

December 2009

Sect. 6H.01

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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:

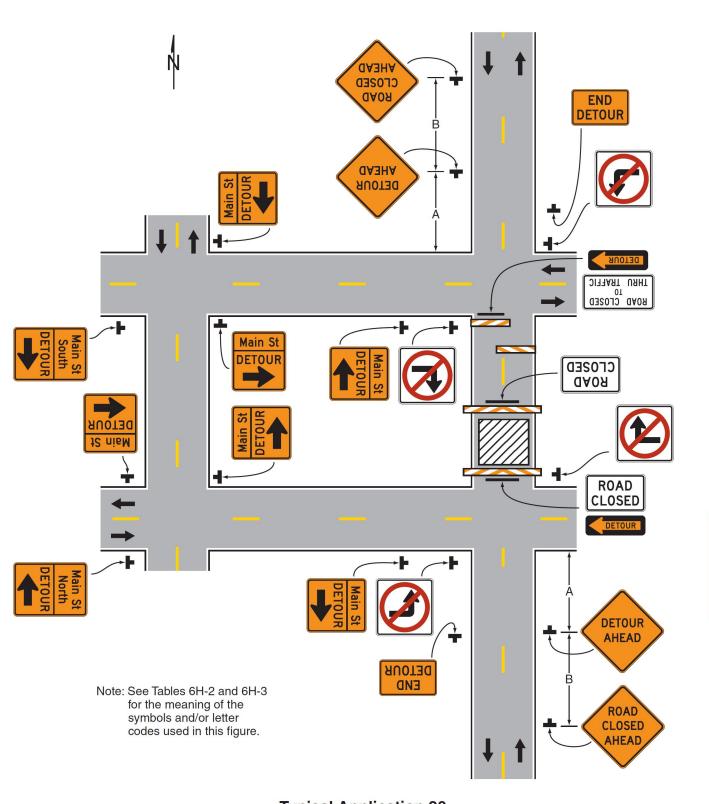
8. See Figure 6H-9 for the information for detouring a numbered highway.

22nd Annual Juno Beach Craft Festival on the Ocean Howard Alan Events & American Craft Endeavors



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

2009 Edition



Typical Application 20

December 2009 December 2009 Sect. 6H.01