



Meeting Name: Town Council Meeting
Meeting Date: September 25, 2024
Prepared By: Isabella Hickey
Item Title: Special Event Request Holy Spirit Lutheran Church Christmas Eve Eve Service

BACKGROUND:

Staff received a request for a special event from Holy Spirit Lutheran Church, which would take place on the pier in Town. **This is a recurring event in Town at the same location, which is why staff put it on the Consent Agenda.**

DISCUSSION:

The special event requested is to celebrate the holiday for church members and guests. There are anticipated to be approximately 3,000 attendees for this event. The applicant will be charged the permit fee of \$500 and a \$1,000 Security Deposit for this event based on the attached adopted fee schedule for Off-Site Special Events. This fee and deposit do not include the required costs for outside assistance by Police, or any other necessary support. Those costs are the responsibility of the applicant during the application process and shall be provided 45 days prior to the date of the event.

As indicated in the attached application, the event will be required to obtain various outside agency and department approvals during the application process should the Town Council approve the event.

It is proposed to take place on Monday, December 23rd, from 11:00 am to 7:30 pm to allow for setup and breakdown. There will be one service to start at 5:30 pm on the Juno Beach Park Pier.

RECOMMENDATION:

Staff recommends that the Town Council consider the request for special event proposed in Juno Beach as stated above, subject to the applicant being responsible for the process for special events and all conditions and requirements following the application, including any additional agency reviews/approvals/fees.