



**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:**

<b><u>Event Type</u></b>	<b><u>Deadlines Application/ Obligations</u></b>	<b><u>Application Fee</u></b>	<b><u>Permit Fee*</u></b>	<b><u>Security Deposit</u></b>	<b><u>Deadline Late Fee</u></b>
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:**

  n.e.   Application Fee is due at time of Application submittal and is not refundable.

  n.e.   Deadline Late Fee is an additional charge and is not refundable.

  n.e.   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.

  n.e.   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.

  n.e.   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.

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

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

  n.e.   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.

  n.e.   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      <u>Instructions for Applicant</u></b>
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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      <u>Required Information</u></b>
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▪ ***Regarding the Applicant:***

Name of Applicant/Sponsor: Madeleine Ely Phone: 561 222 7511

Relationship to Organization Represented; Race Director

Address of Applicant/Sponsor: 708 Kanuga Drive, West Palm Beach, FL 33401

Name, Address, Phone of Organization Represented: Palm Beach Roadrunners  
8209 Calterra Drive, Palm Beach Gardens, FL 33418    Phone 561 818 3567

Principal contact person on Event Day/Phone: Madeleine Ely 561 222 7511

Alternate contact person on Event Day/Phone: Dave Masterson 561 818 3567

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

Address/Location: Carlin Park and A1a. Race route is south on A1a to approximately 1/4 mile south of Juno

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

▪ **Regarding the Special Event Specifics:**

Please describe the special event being requested: Palm Beach Roadrunners is holding their 25th Annual Classics by the Sea 5K, 10K and Kids 1-miler with the start and finish in Carlin Park. The race route is south on A1a with the 10K turnaround approximately 1/4 mile south of Juno Beach pier. The 10K is the only event that impacts Juno Beach using A1a to just south of the pier.

Indicate roadway(s) to be closed: A1a from Donald Ross Road to Ocean Cay Park

Indicate if amusement rides (type/quantity) are part of the event: none

Indicate if alcohol will be served at the event and who will serve: none

Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: cones, A-frames, mile markers and directional signs

Number of employees/volunteers working the event: 40

Number of anticipated attendees for the event: 800

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): Saturday 1/17/2026 from 4:45AM to 10AM

▪ **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):*  
Yes, for road closures on A1a to Jupiter town border.

**Please initial to confirm attachments:**

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

Too early to request COI and agency letters

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.

*Madeleine Ely*  
Applicant/Sponsor Signature

7/1/2026

\_\_\_\_\_  
Date

\_\_\_\_\_  
Madeleine Ely

\_\_\_\_\_  
Print Name

**Office Use Only:**

\_\_\_\_\_  
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 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>
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\_\_\_\_\_  
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>
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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

# Classics by the Sea 10K

## Carlin Park, Jupiter, FL

**Course:** Start facing north at the center entrance to Carlin Park just south of the flag pole, in the driveway facing north. Run north out the north entrance onto A1A heading south, to the turnaround and back to Carlin Park, enter the south entrance to Carlin Park heading north to the finish!

**Note:** The Start / Finish are at the same point  
Previously FL980032DL

**Start:** The start mark is at the center entrance to Carlin Park, East Bound (In ) Lane. At the furthest easterly point on the driveway at the east curb and 6'4" to the south 12" from the concrete pad that is in front of the flag pole

**Mile 1:** 55 Ft north of FPL Light pole  
GA SPSKO 9-97 2-60 & South of Xandau Pl

**Mile 2:** 107ft south of Beach Access marker #38

**Mile 3:** 45ft north of the crosswalk at the County Park  
on the north side of Marcinski Rd and 3ft north of the south edge of the pull-over cut out in the curb

**Turn-a-round:** 52.5ft south of the white access gate to  
Environmentally Sensitive land at pull-off north of Seaview Condo

**Mile 4:** On the east side of the road adjacent to 2nd  
parking-pull-off & 881ft north of the centerline of Marcinski Rd.

**Mile 5:** On the east side of the road 117.5ft south  
of Beach Access sign #44

**Mile 6:** On the east side of the road 517.5ft south of the south  
side of the crosswalk, at the south entrance to Carlin Park,  
on the east side of the road

**Finish:** Same as the Start, see above.

All Marks are 12" from the edge of the  
pavement, nail & washer painted in white

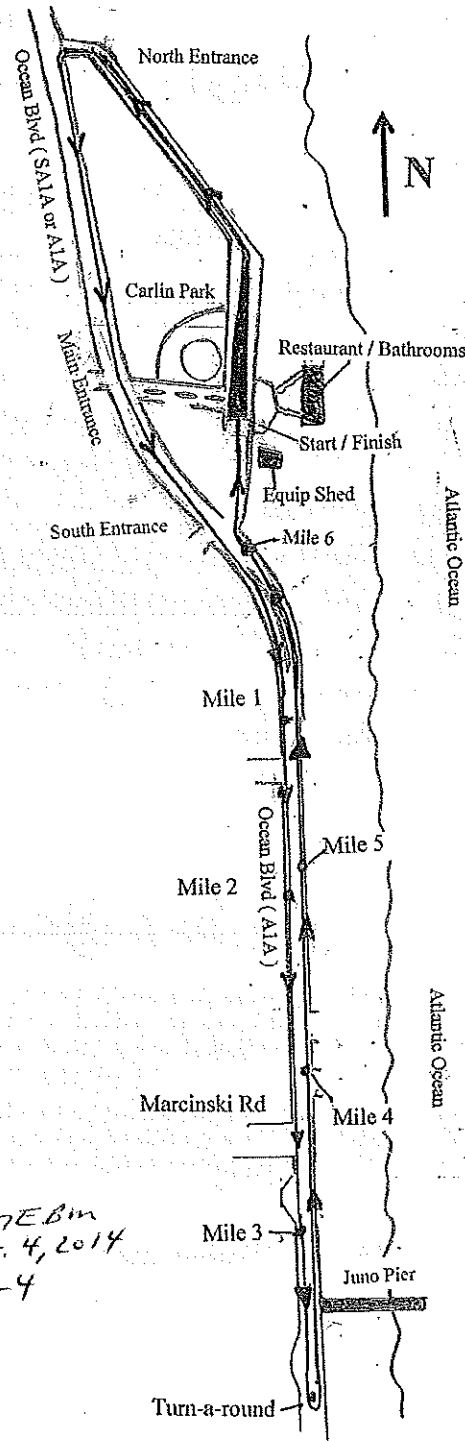
Map is Not Drawn to Scale

Measured By:

Scott Richards on 8/12/14

Palm Beach Running Company

Scott@PalmBeachRunningCompany.com





**Road Running Technical Council**  
**USA Track & Field**  
**Measurement Certificate**



Name of the course Classics by the Sea 10k Distance 10,000 meters  
Location (state) Florida (city) Jupiter  
Type of course: road race ☒ calibration ☐ track ☐ Configuration: Loop  
Type of surface: paved 100 % dirt - % gravel - % grass - % track - %  
Elevation (meters above sea level) Start 1.2m Finish 1.2m Highest 4.8m Lowest 1.2m  
Straight line distance between start & finish 0 Drop 0 m/km Separation 0 %  
Measured by (name, address, phone & e-mail) Scott Richards, P.O. Box 273392, Boca Raton, Fl. 33427  
561-289-4884 srichards262@yahoo.com  
Race contact (name, address, phone & e-mail) Dianne Lavado, 14341 Evelyn Dr., Palm Beach Gardens, Fl.  
33410 561-386-5401 dianne.Lavado@nexteraenergy.com  
Measuring Methods: bicycle ☒ steel tape ☐ electronic distance meter ☐  
Number of measurements of entire course: 2 Date(s) when course measured: August 12, 2014  
Race date: Dec. 14, 2014 Course certification effective date: September 4, 2014  
Certification code: FL14097EBM

Notice to Race Director: Use this Certification Code  
in *all* public announcements relating to your race.

***Be It Officially Noted That***

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If *any* changes are made to the course, this certification becomes void, and the course must then be recertified.

**Verification of Course** — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a verification remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

***This certification expires on December 31 in the year*** **2024**

***AS NATIONALLY CERTIFIED BY:***

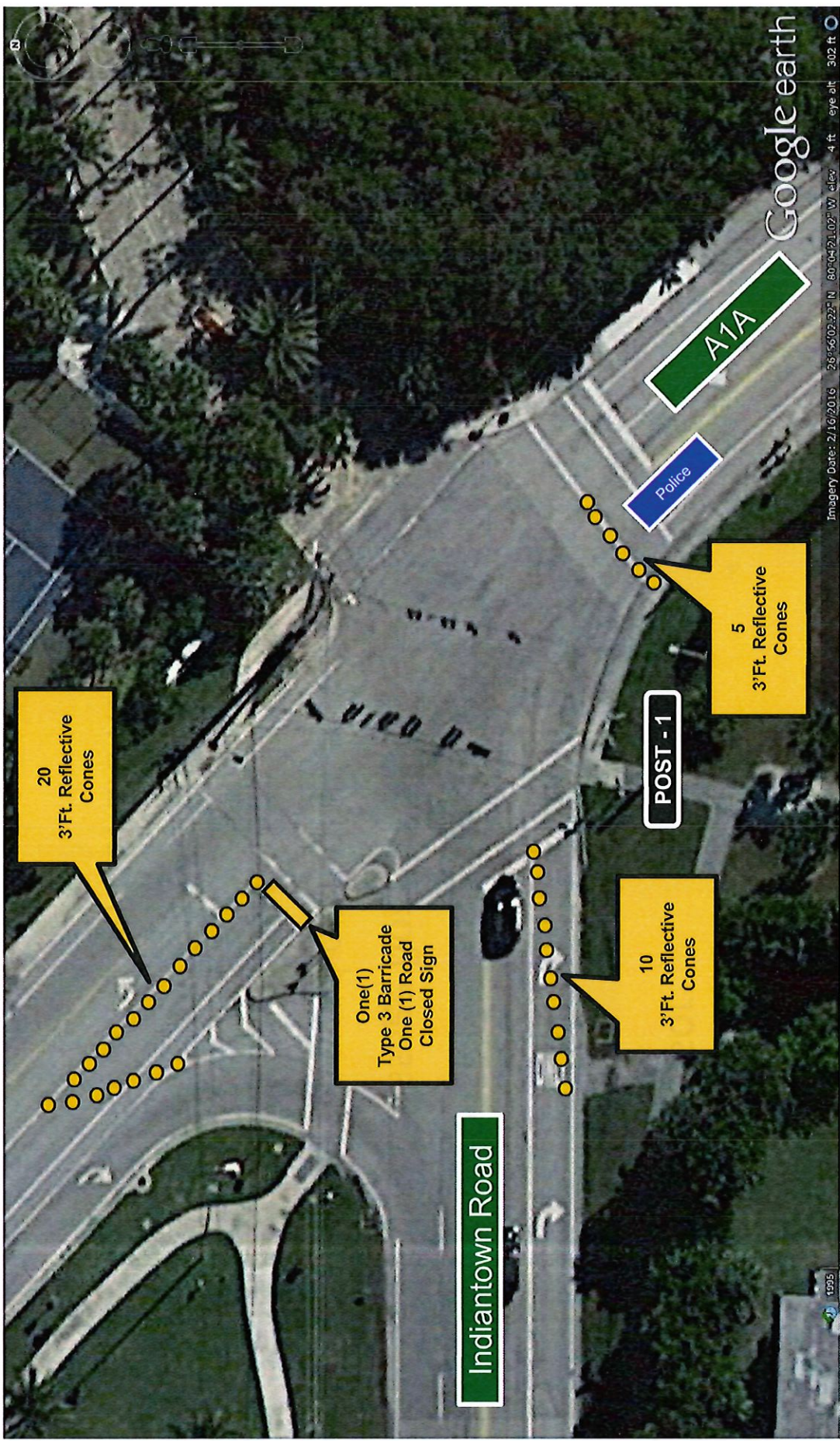
Everett McDowell Date: September 8, 2014  
Everett McDowell • USATF/RRTC National Certifier  
1256 Stony Brook Lane, Dunedin, Florida 34698 • 727-644-7608 • emcdowell5@tampabay.rr.com



# 2026 Classics by the Sea

- 1 – Event Supervisor
- 1 – Motor Officer
- 7 – Uniformed Police Officers (Includes 2 Juno Beach Officers)
- 7 – Marked Police Vehicles
- 4 – Variable Message Boards:
  - 1.) eastbound on Indiantown Road west of A1A
  - 2.) eastbound on Ocean Way west of A1A
  - 3.) eastbound on Marcinski Road west of A1A
  - 4.) eastbound on Donald Ross Road west of A1A

Diagram #1 – Indiantown Road and A1A  
Jupiter Police Department (Post #1)



35 - 3FT. Orange Reflective DOT Traffic Cones

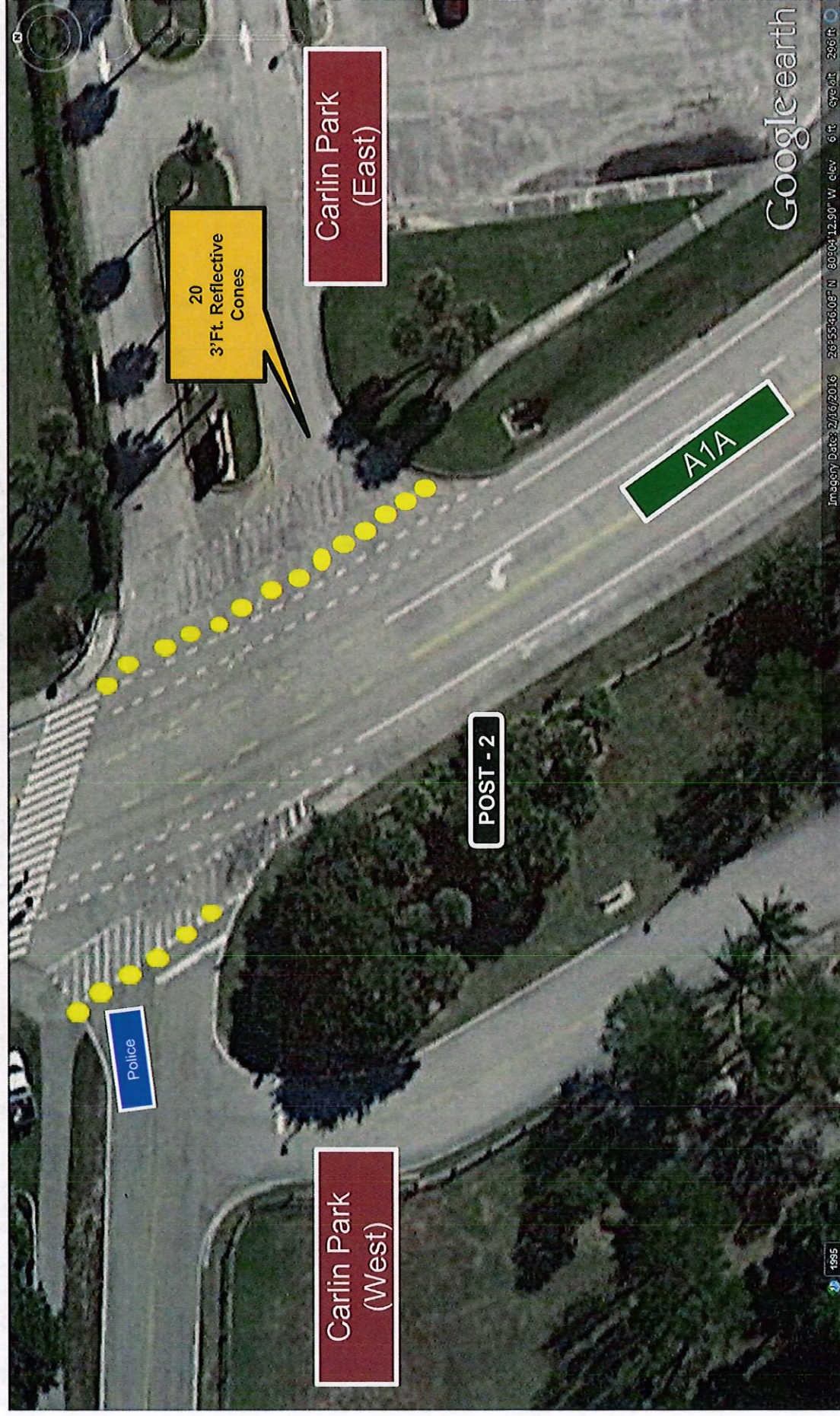
1 – Road Closed Sign on Barricade

1 – Marked Police Vehicle & 1 – Uniformed Police Officer

(1 Week Prior – VMB on Indiantown Road west of A1A)



Diagram #2 - Carlin Park East & West (North End)  
Post #2 (Start of Race)



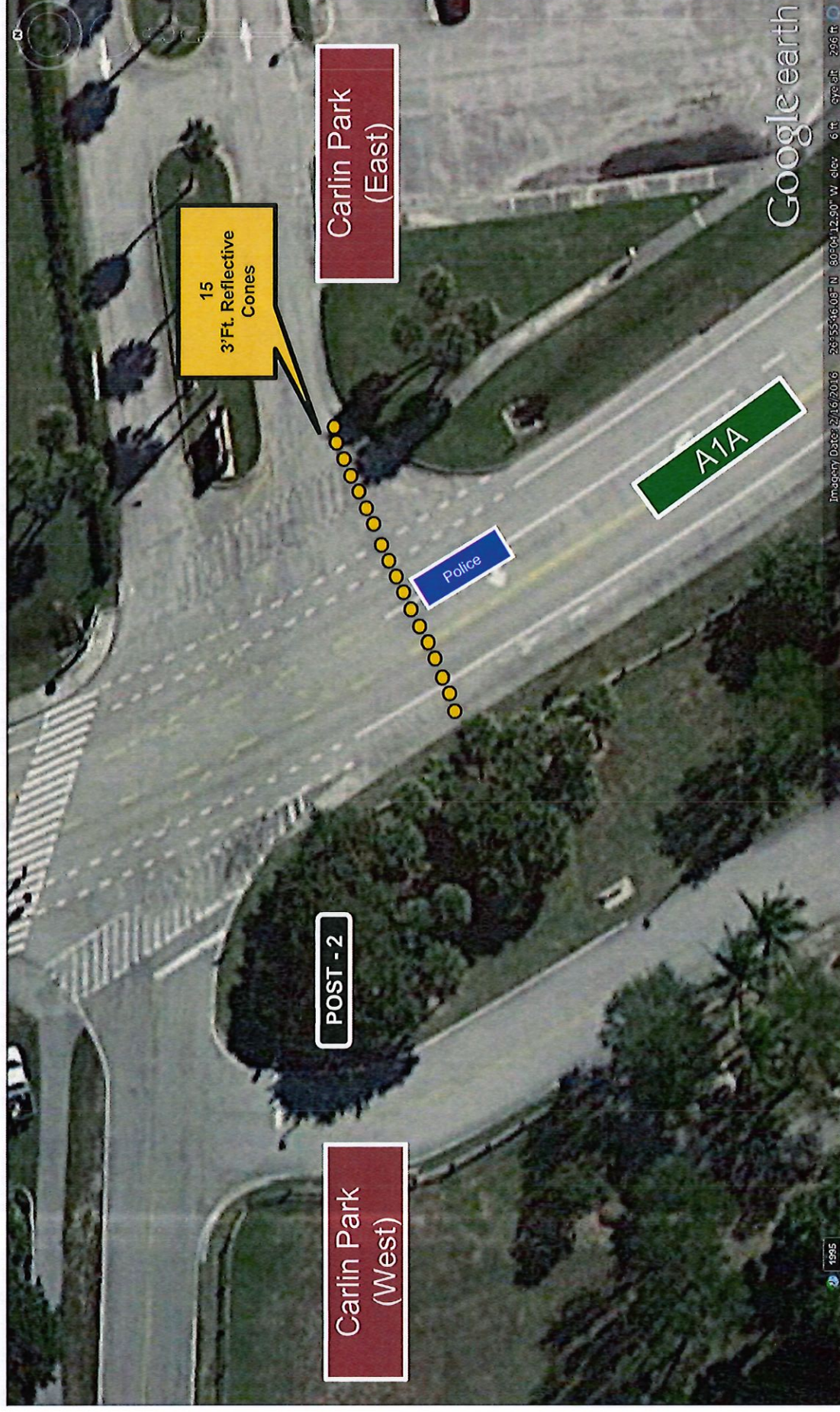
20 - 3FT. Orange Reflective DOT Traffic Cones

1 - Uniformed Police Officer

1 - Marked Police Vehicle



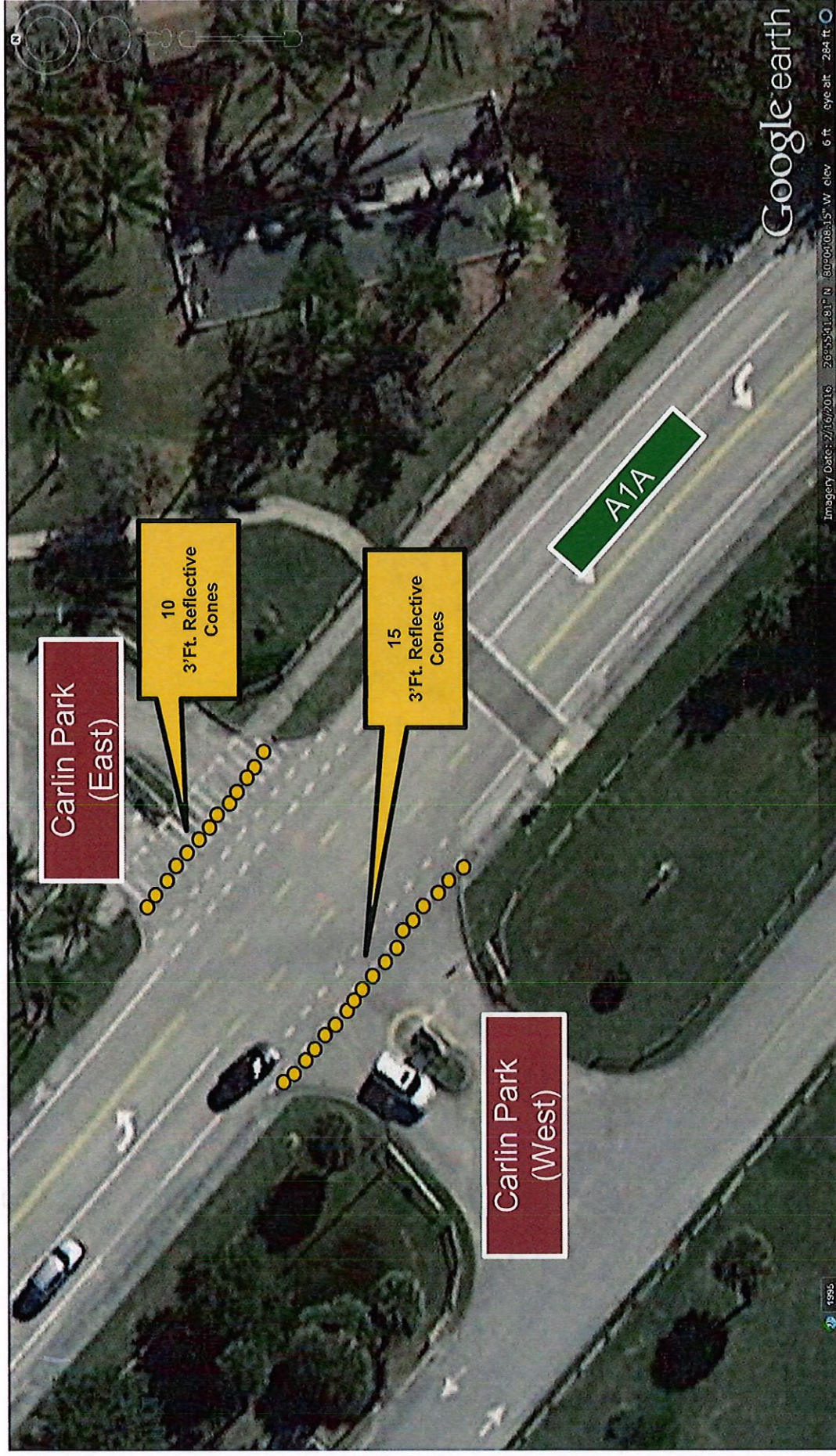
Diagram #2 - Carlin Park East & West (North End)  
Jupiter Police Department (Post #2)



- 15 - 3FT. Orange Reflective DOT Traffic Cones
- 1 – Uniformed Police Officer
- 1 – Marked Police Vehicle



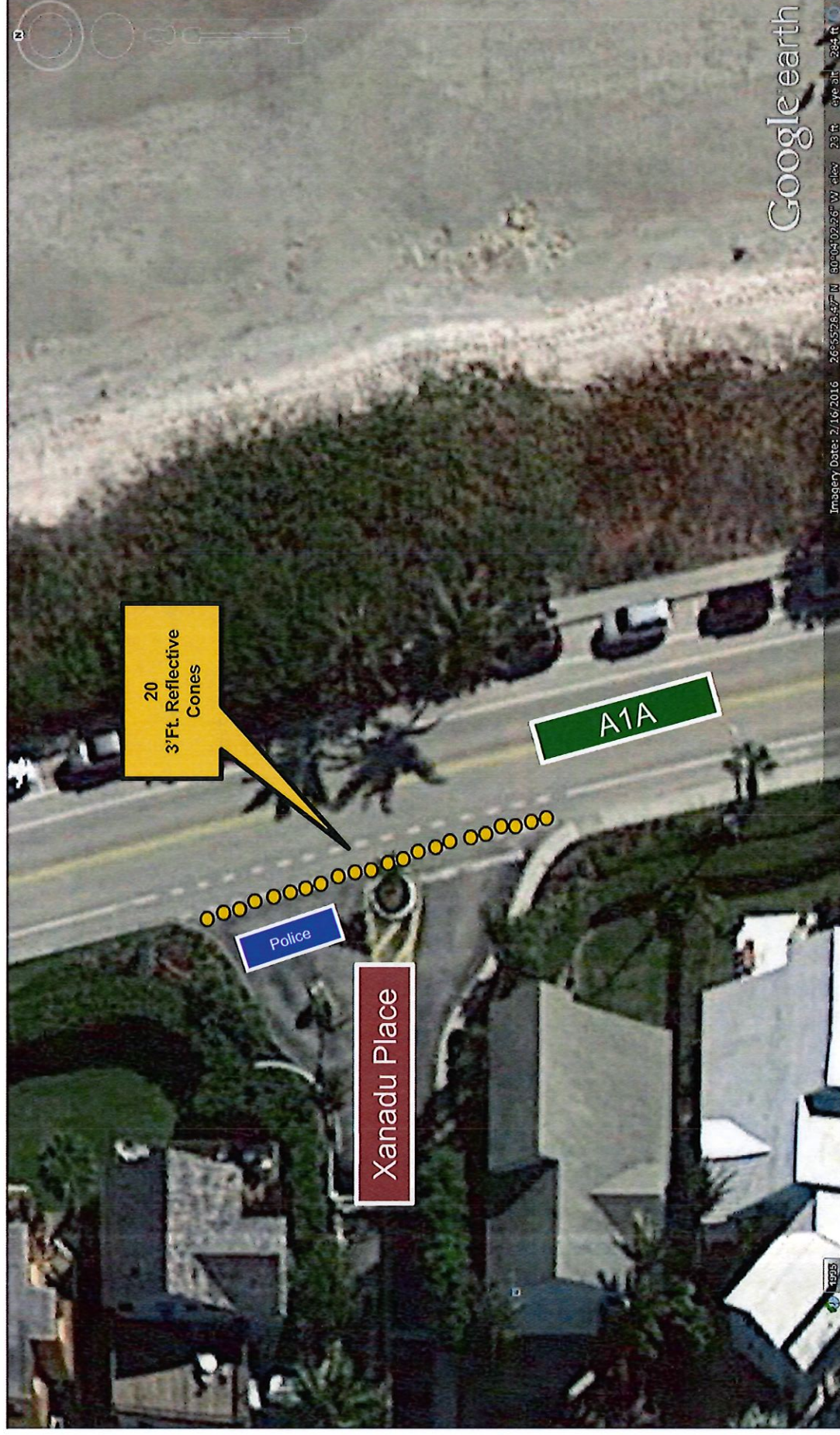
Diagram #3 – Carlin Park East & West (South End)  
Jupiter Police Department (Post #2)



25 - 3FT. Orange Reflective DOT Traffic Cones



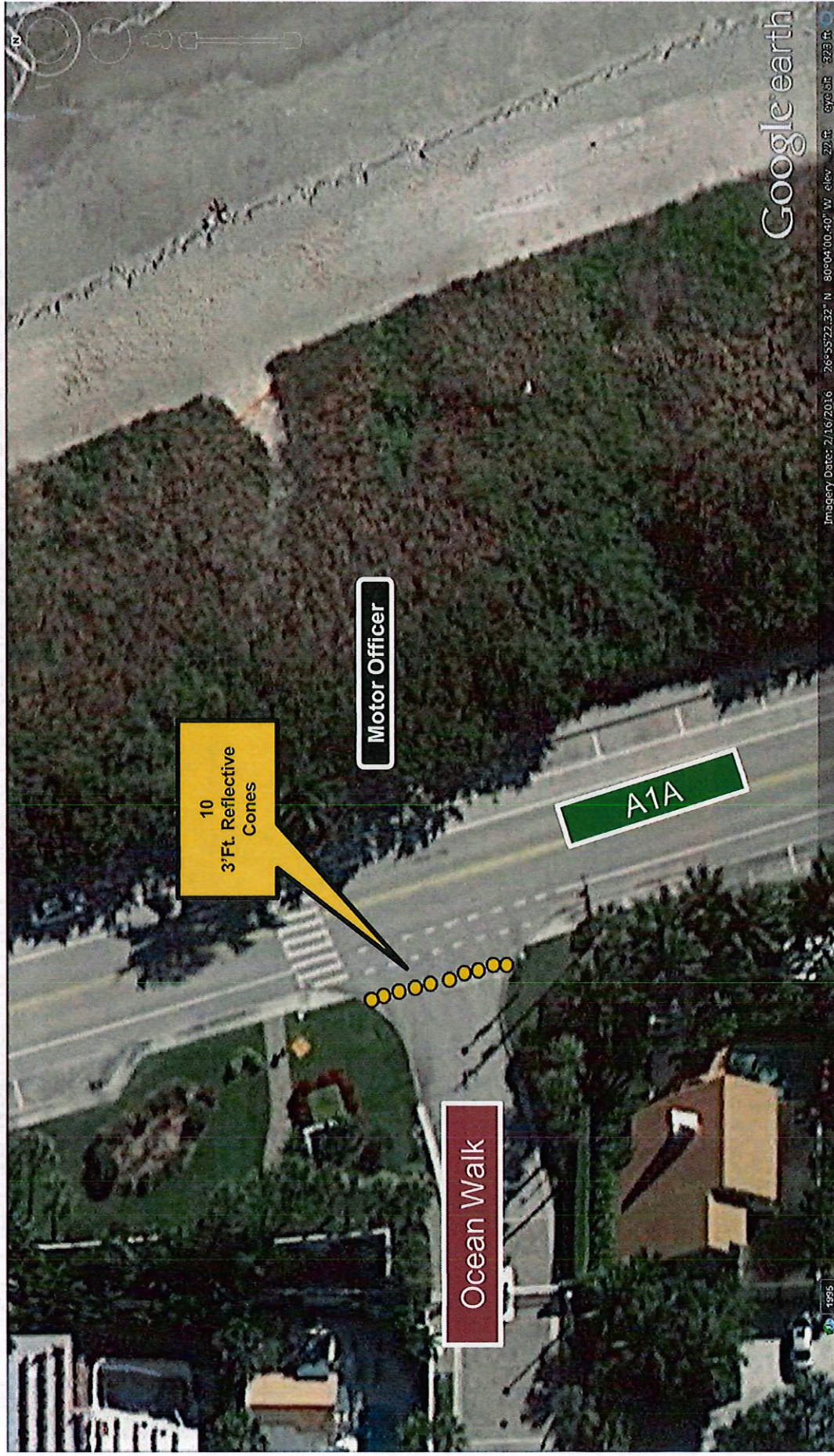
Diagram #4 – Xanadu Place & A1A  
Jupiter Police Department (Post #3)



- 20 - 3FT. Orange Reflective DOT Traffic Cones
- 1 – Uniformed Police Officer
- 1 – Marked Police Vehicle



Diagram #5 – Ocean Walk & A1A  
Jupiter Police Department (Motor Officer)



10 - 3FT. Orange Reflective DOT Traffic Cones



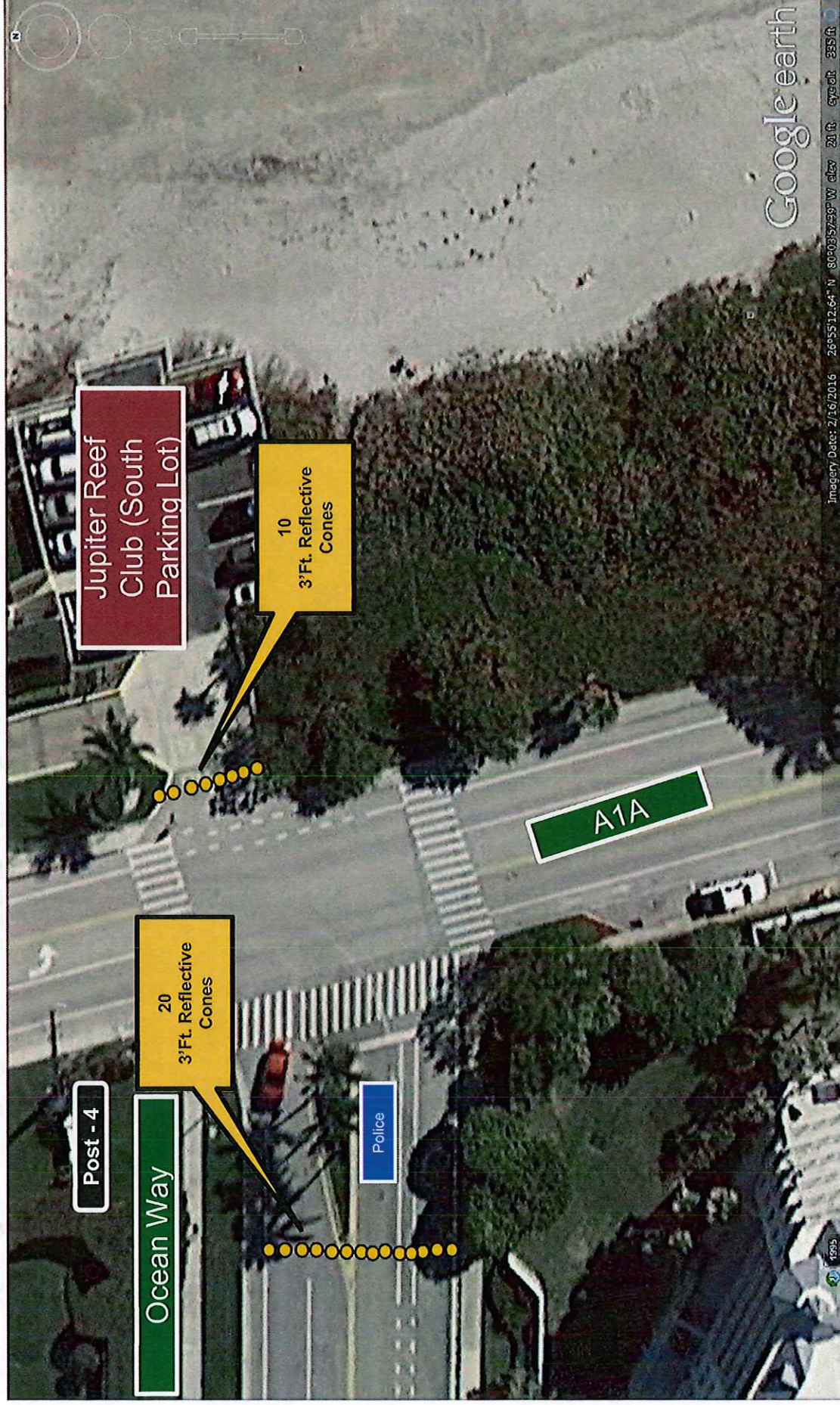
Diagram #6 – Jupiter Reef Club (North Parking Lot) & Tim Mara Drive  
Jupiter Police Department (Post #4)



20 – 3FT. Orange Reflective DOT Traffic Cones (At two (2) noted locations)



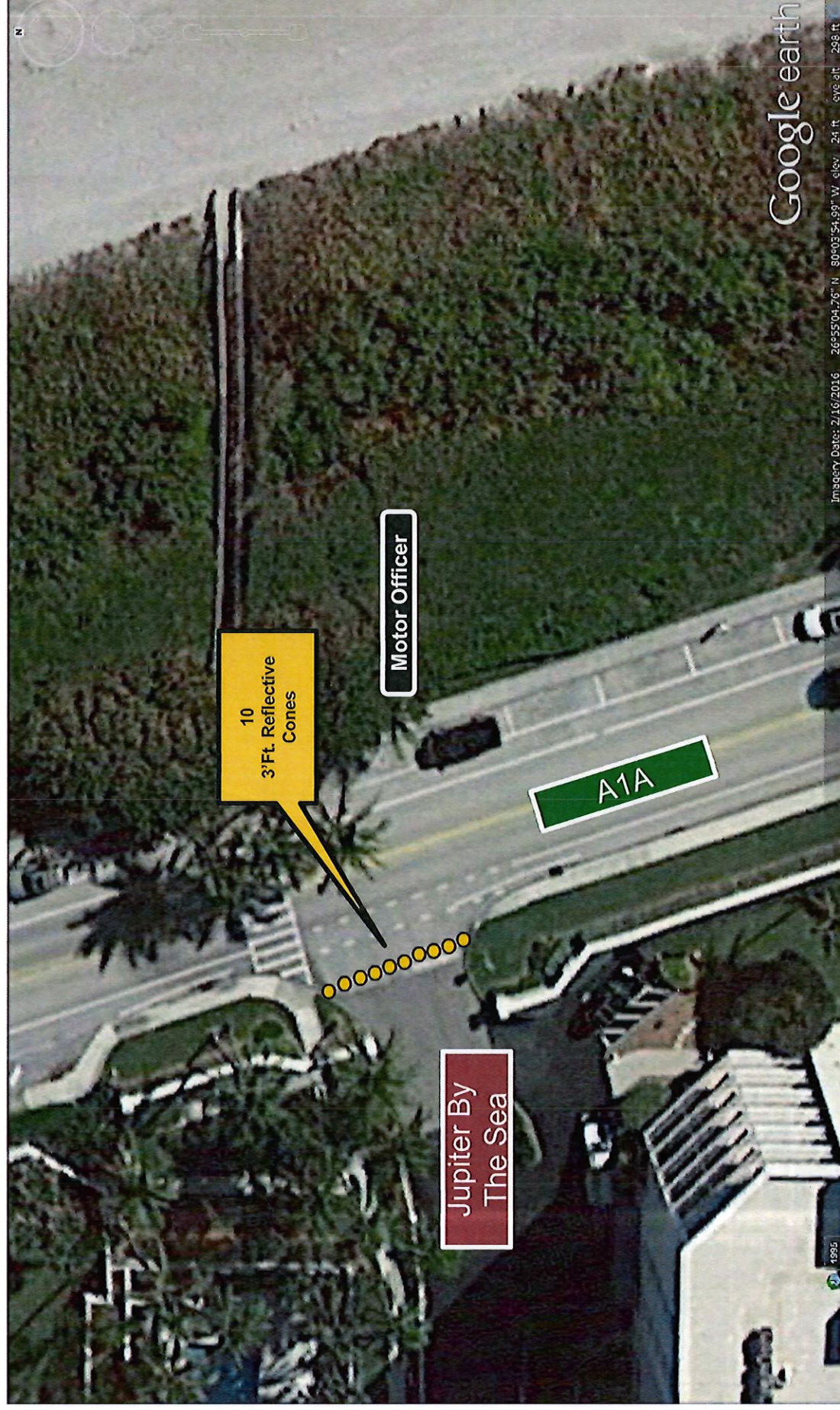
Diagram #7 – Ocean Way & A1A  
Jupiter Police Department (Post #4)



- 30 – 3FT. Orange Reflective DOT Traffic Cones (At two (2) noted locations)
- 1 – Marked Police Vehicle & 1 – Uniformed Police Officer  
(1 Week Prior – VMB on Ocean Way west of A1A)



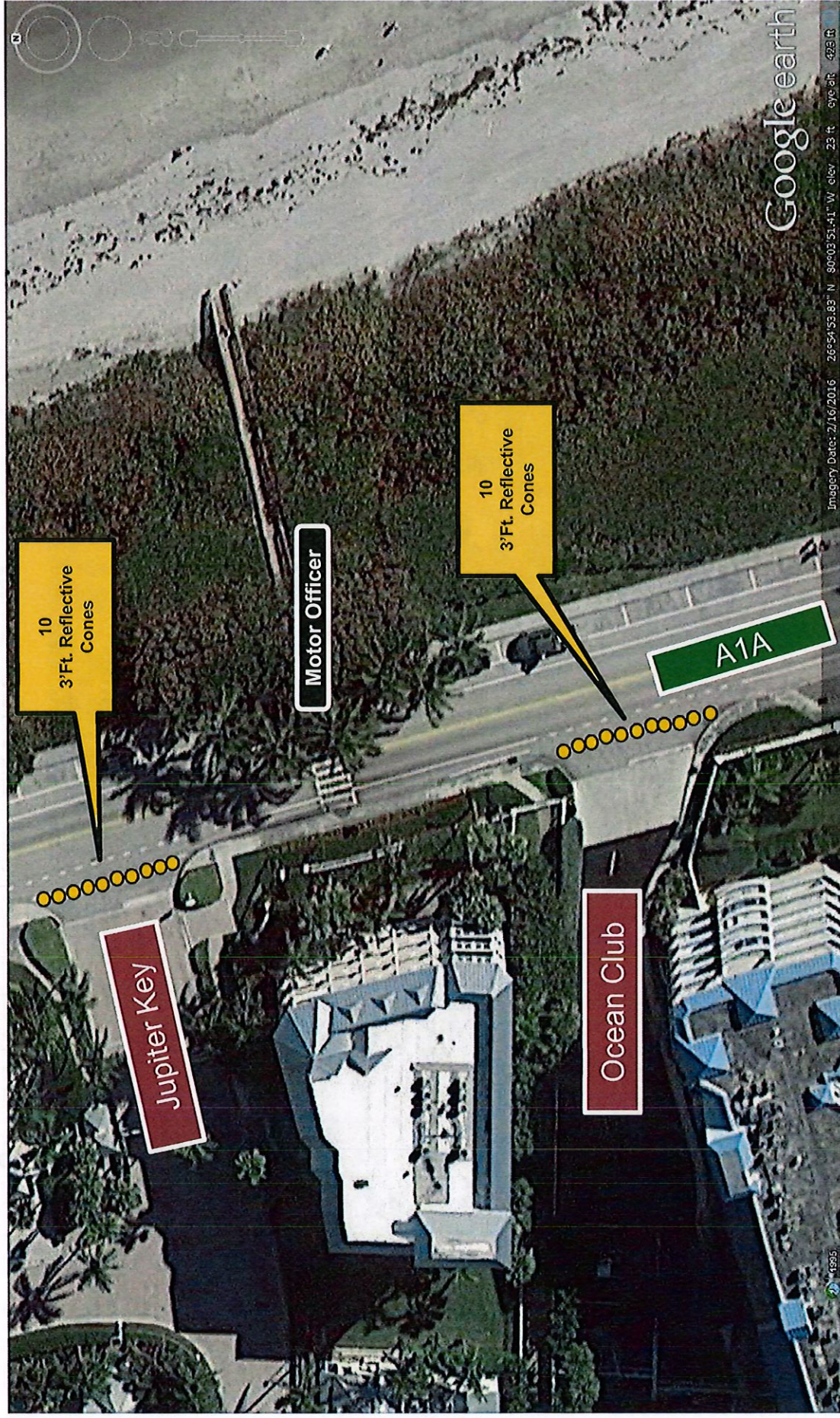
Diagram #8 – Jupiter By The Sea  
Jupiter Police Department (Motor Officer)



10 - 3FT. Orange Reflective DOT Traffic Cones



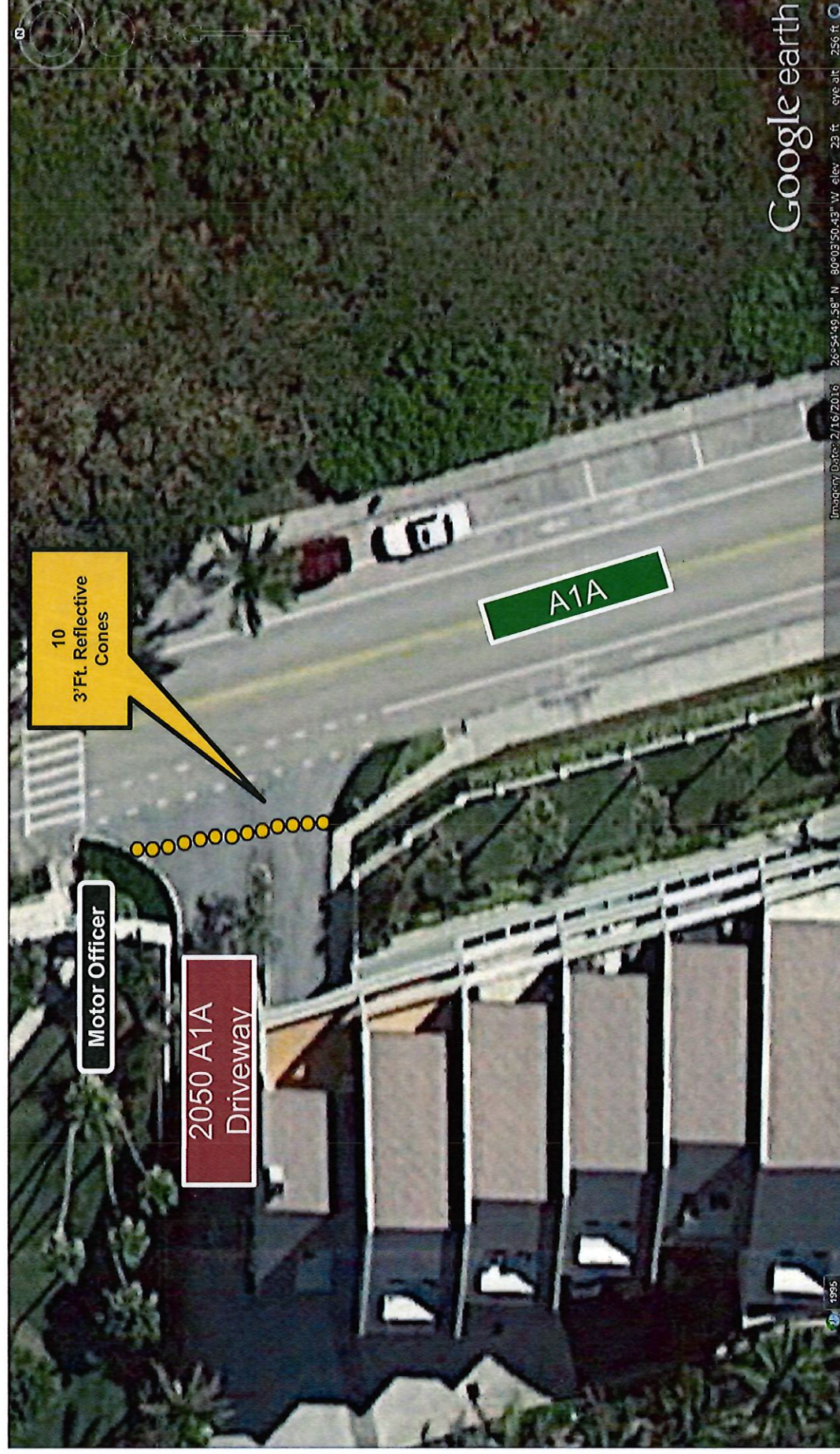
Diagram #9 – Jupiter Key & Ocean Club Entrance/Exit  
Jupiter Police Department (Motor Officer)



20 – 3FT. Orange Reflective DOT Traffic Cones (At two (2) noted locations)



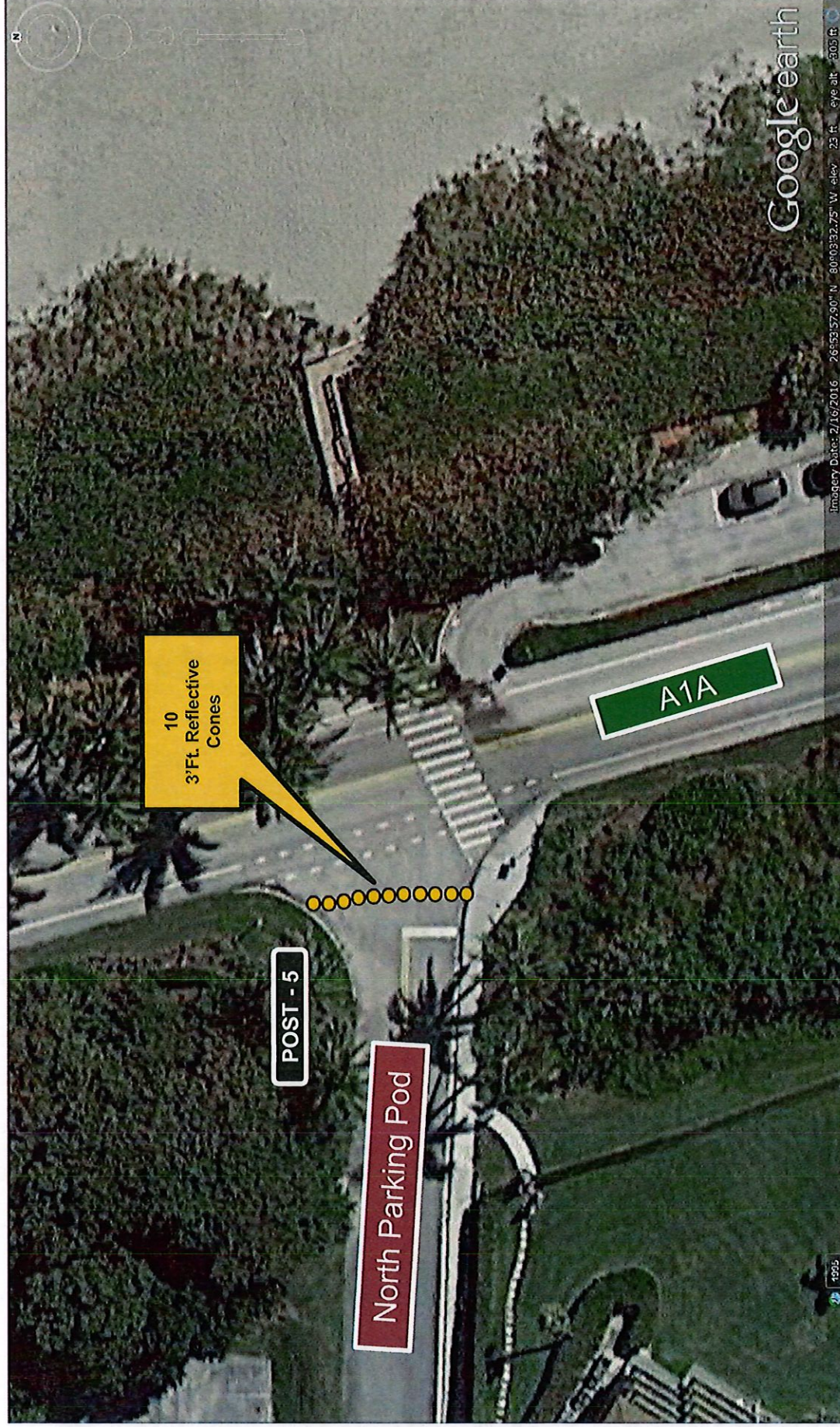
Diagram #10 – 2050 Driveway & A1A  
Jupiter Police Department (Motor Officer)



10 – 3FT. Orange Reflective DOT Traffic Cones



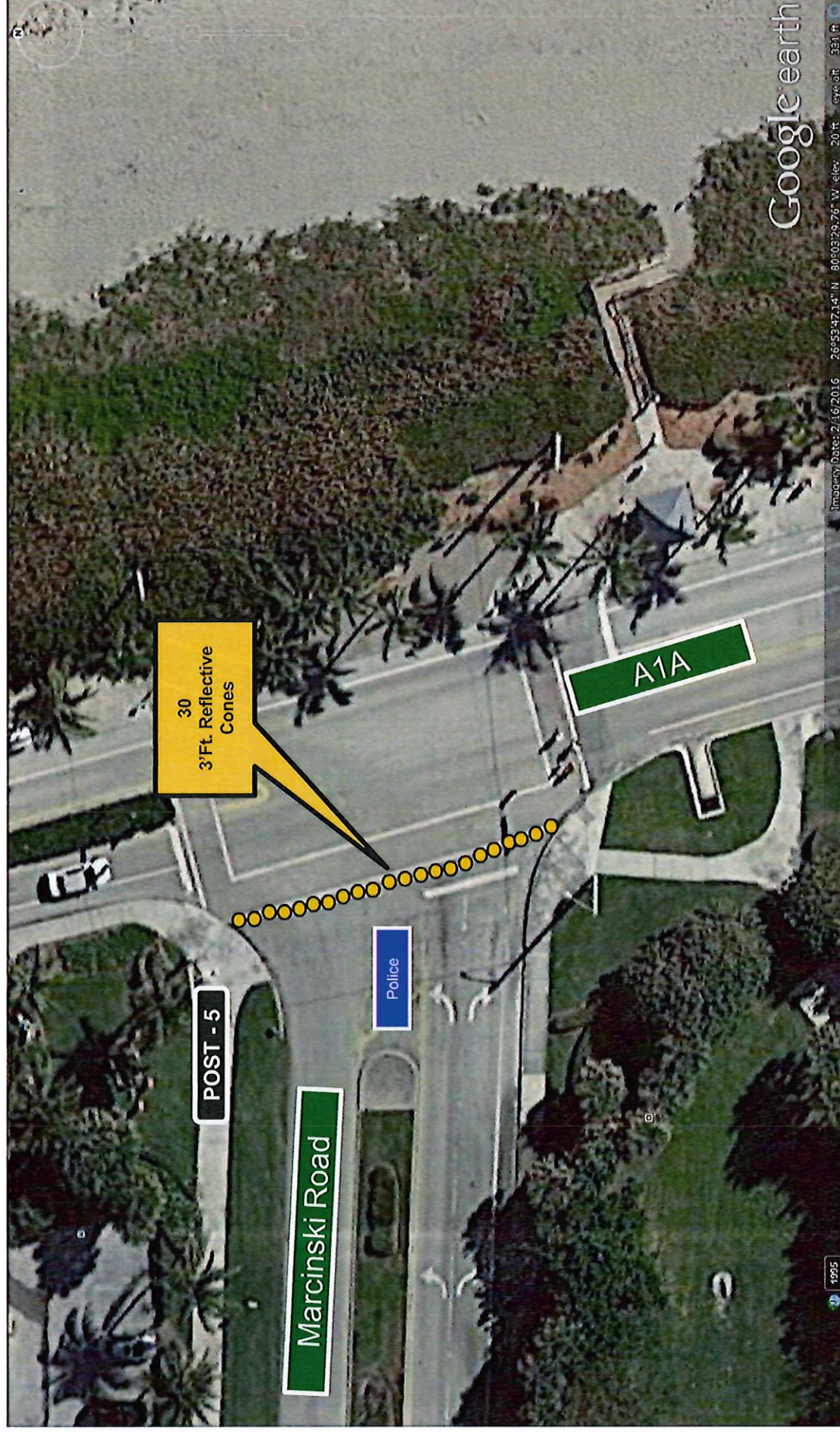
Diagram #11 – North Parking Pod & A1A  
Jupiter Police Department (Post #5)



10 – 3FT. Orange Reflective DOT Traffic Cones



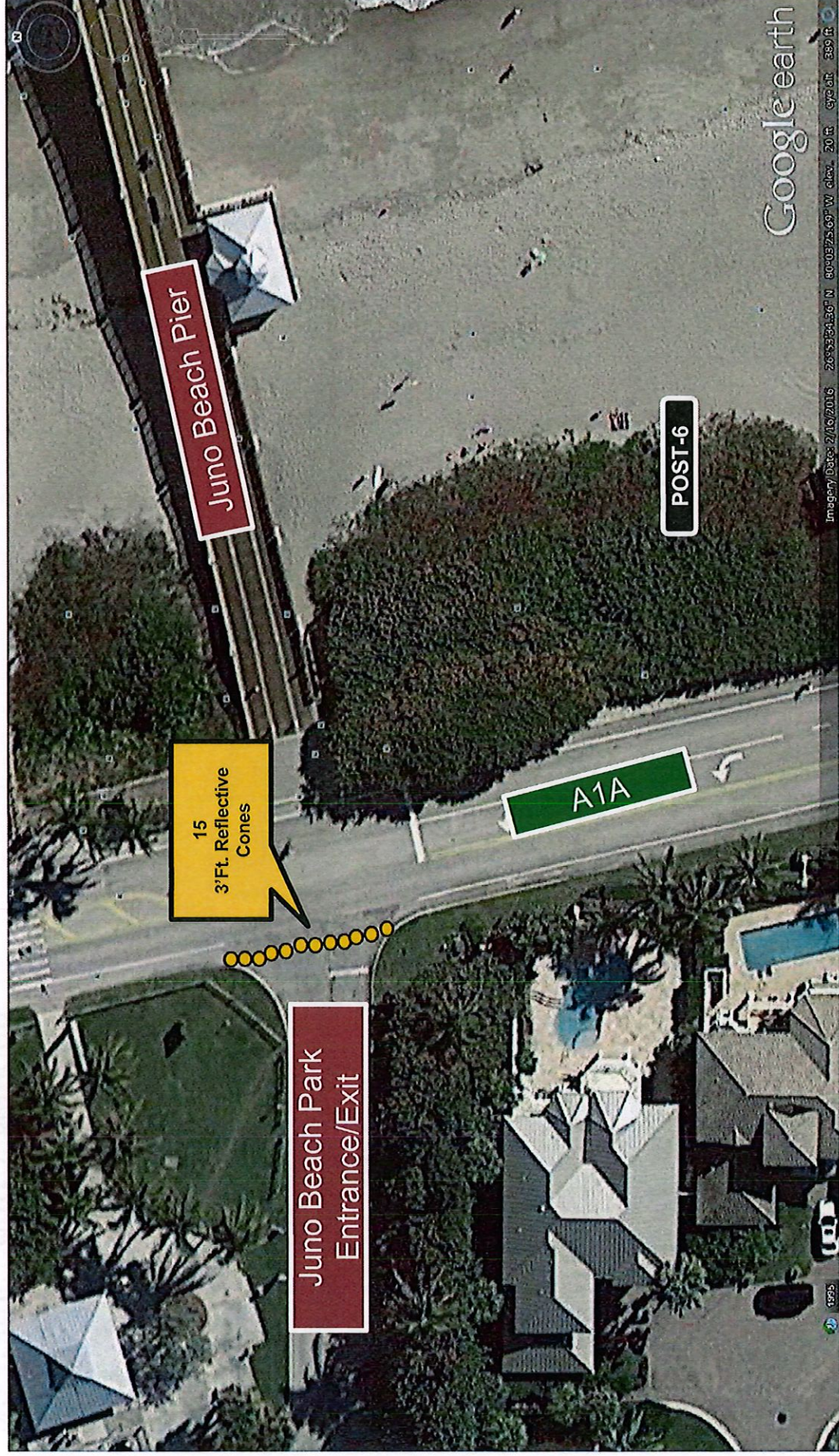
Diagram #12 – Marcinski Road & A1A  
Jupiter Police Department (Post #5)



- 30 – 3FT. Orange Reflective DOT Traffic Cones
- 1 – Marked Police Vehicle & 1 – Uniformed Police Officer  
(1 Week Prior – VMB on Marcinski Road west of A1A)



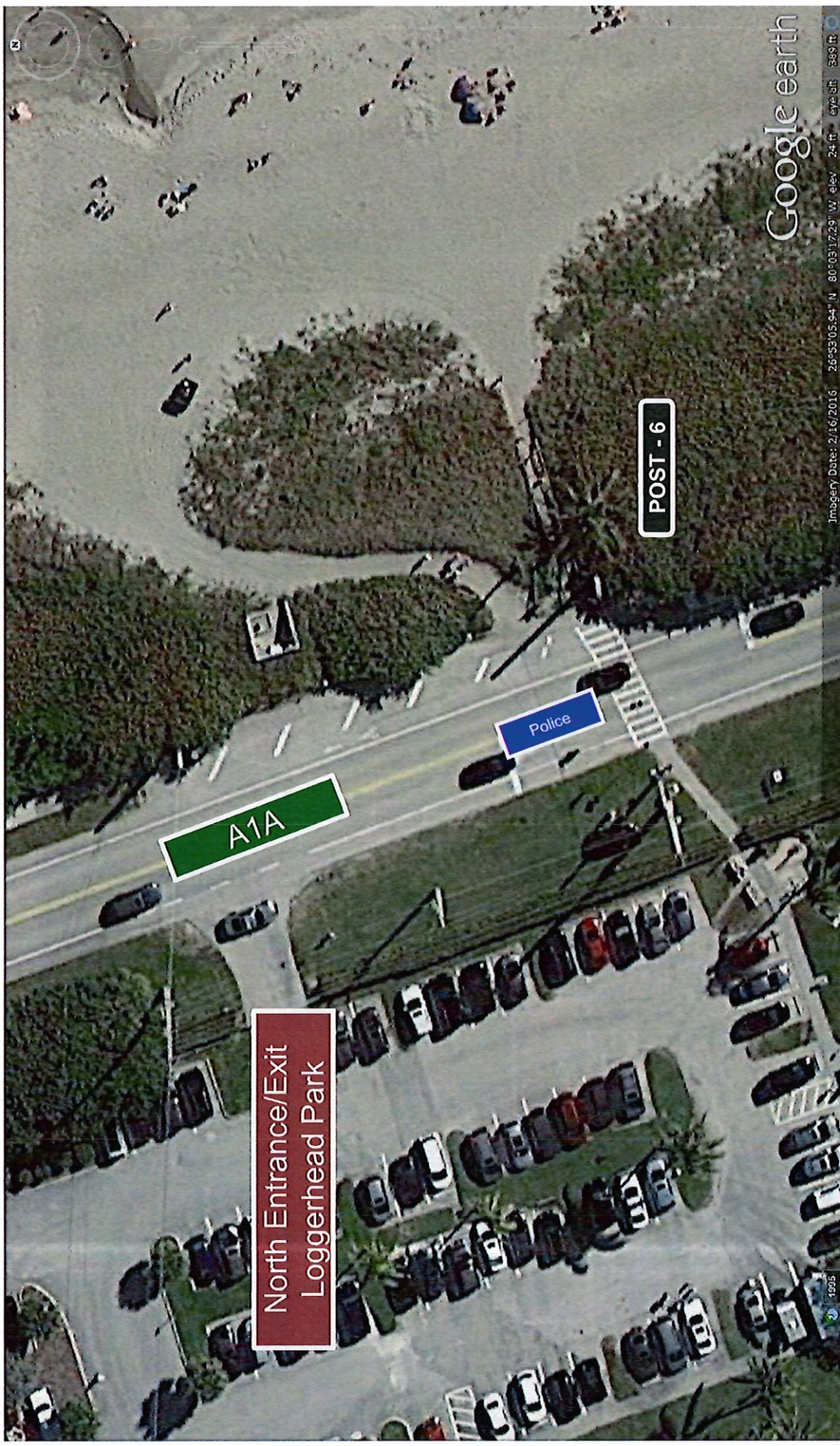
Diagram #13 – Juno Beach Park & A1A  
Juno Beach Police Department (Post #6)



15 – 3FT. Orange Reflective DOT Traffic Cones



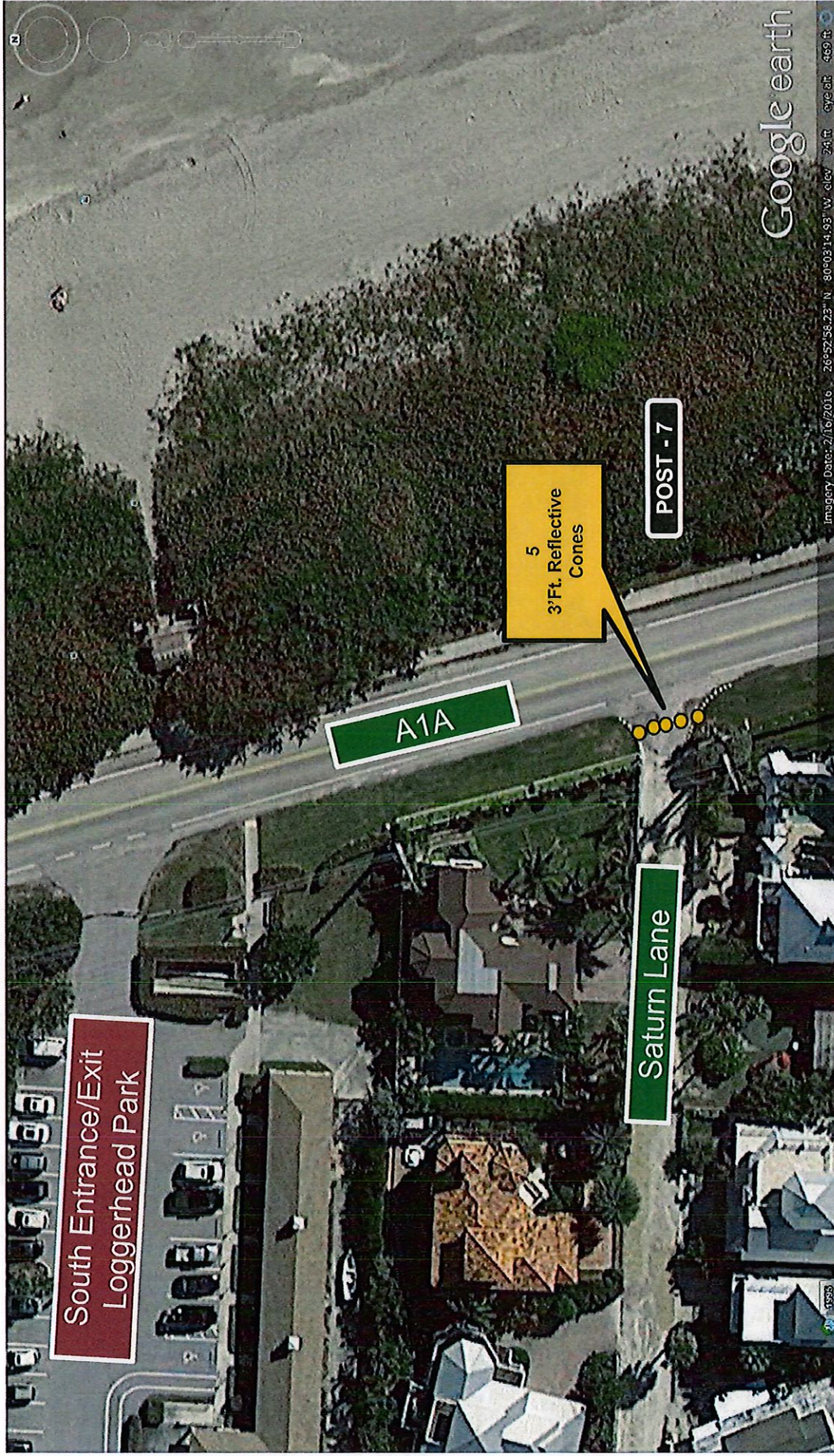
Diagram #14 – North Entrance of Loggerhead Park & A1A  
Juno Beach Police Department (Post #6)



- No Traffic Control Needed
- 1 – Uniformed Police Officer
- 1 – Marked Police Vehicle



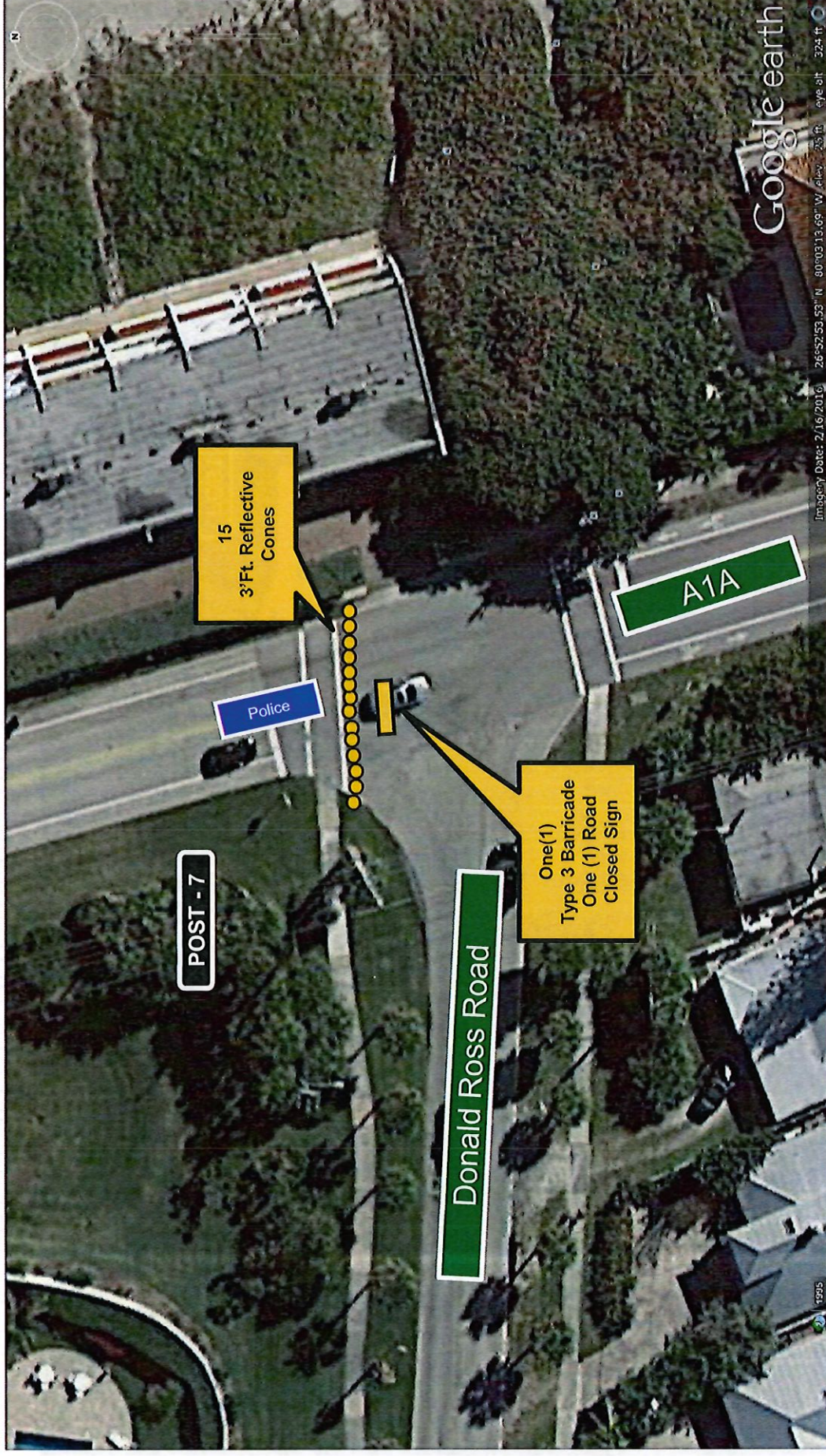
Diagram #15 – Saturn Lane & A1A  
Juno Beach Police Department (Post #7)



5 – 3FT. Orange Reflective DOT Traffic Cones



Diagram #16 – Donald Ross Road & A1A  
Juno Beach Police Department (Post #7)



- 15 – 3FT. Orange Reflective DOT Traffic Cones
- 1 – Road Closed Sign on Barricade
- 1 – Marked Police Vehicle & 1 – Uniformed Police Officer  
(1 Week Prior – VMB on Donald Ross Road west of A1A)