



TOWN OF JUNO BEACH
 PLANNING AND ZONING DEPARTMENT
 340 OCEAN DRIVE
 JUNO BEACH, FL 33048
 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:

- ukj Application Fee is due at time of Application submittal and is not refundable. Deadline Late Fee (if applicable) is an additional charge and is not refundable.
- ukj Applications are not approved, nor Permit granted, until applicant has received a "Letter of Approval" from the Planning and Zoning Department outlining obligations and fees.
- ukj 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.
- ukj 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.
- ukj Failure to comply with restrictions imposed automatically forfeits the Security Deposit.
- ukj Town Staff will determine if application will require additional conditions to be added or existing conditions modified, dependent upon each individual event.
- ukj 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.
- ukj 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.

WJ If it is determined that your event will require Police staff to be present, you must contact Extra Duty solutions in order to schedule the required Officers prior to your application being approved. Please note that the Extra Duty Solutions obligations shall be submitted 30 days prior to the event. Additional information on Extra Duty Solutions is provided in "Section III".

WJ If any road closures are proposed, attach maintenance of traffic (MOT) plan. The individual preparing the MOT must be certified by the Florida Department of Transportation (FDOT) or equivalent to prepare a MOT. The MOT plan is required 45 days prior to the event. Police Officers may be required to direct traffic, and if so, a fee will be assessed.

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

Section II	<u>Required Information</u>
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▪ ***Regarding the Applicant:***

Name of Applicant/Sponsor: Erin Zapcic Phone: 732-539-3282

Relationship to Organization Represented: Administrator

Address of Applicant/Sponsor: 6309 3/4 Cahuenga Blvd, North Hollywood CA 91606

Name, Address, Phone of Organization Represented: The MindTravel Foundation
303 South Broadway, Suite 105, Tarrytown, NY 10591 // 646-637-2442

Principal contact person on Event Day/Phone: Murray Hildary 646-637-2442

Alternate contact person on Event Day/Phone: Michelle Faylona 425-918-2405

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

Address/Location: Juno Beach - 14775 U.S. Highway 1, on the sand, north of the pier

Name of Subdivision: _____

▪ ***Regarding the Special Event Specifics:***

Please describe the special event being requested: Live piano concert broadcast to wireless headphones (NO amplified sound, NO generators). This is a meditative event that draws a mindfulness-focused crowd.

Indicate roadway(s) to be closed: n/a

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: n/a

Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: two 10x10 pop-up canpoies for shade, one electronic piano keyboard, one sculpture of a grand piano shell

all equipment is placed directly on the sand (no lighting trusses, no scaffolding, no stage or temporary floor)

all equipment is loaded on/off the sand by hand, no driving on the beach

Number of employees/volunteers working the event: approximately 6

Number of anticipated attendees for the event: 350

Length of time proposed for the event to take place, including set-up and tear down,
(dates/times): January 2, 2026 // February 6, 2026

set up 1:00pm - 5:00pm // open check-in 5:30pm // concert 6:00pm-8:00pm // breakdown 8:00pm-10:00pm

▪ **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):*

n/a - if the town requires police for additional security we are happy to comply but we do not anticipate needing based on previous events

▪ **Please initial each line to confirm attachments:**

_____ Application Fee, and Late Fee, if applicable. (Payable to Town of Juno Beach)
 _____ Plot/Site Plan
 _____ 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-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.

Michelle Faylona
 Applicant/Sponsor Signature

11/12/2025

Date

Michelle Faylona
 Print Name

Office Use Only:

Received By

Date (Please Date Stamp)

Section III Police Department-Special Event Requirements



The following are additional obligations your organization may have to meet.

To schedule the required Police Officers for your event please visit Extra Duty Solutions at <https://portal.extradutysolutions.com> to submit your request, if this is your first time using the Extra Duty Solutions customer portal please register as a new customer. You can also reach our Extra Duty Solutions account team at 561-437-4499 or JunoBeachFL@extradutysolutions.com. 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 - \$68.94

Supervisor (if required) - \$80.43

(Rates are subject to a \$15.00 an hour premium on Town designated Holidays.)

**An additional 10% scheduling fee will apply to all police department pay rates*

- ***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.***

Office Use Only:

_____ Officers @ \$68.94/hour: total of _____ hours = \$ _____
_____ Supervisors @ \$80.43/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 SHALLOCK@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 <u>Application Review</u>
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Director of Planning & Zoning

Date

Police Chief

Date

Public Works Director

Date

Project Coordinator/Risk Manager

Date

Finance Director

Date

Town Manager

Date

Section VI <u>Post Event Inspection and Security Deposit Status</u>
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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>
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Director of Planning & Zoning

Date

Police Chief

Date

Public Works Director

Date

Finance Director

Date

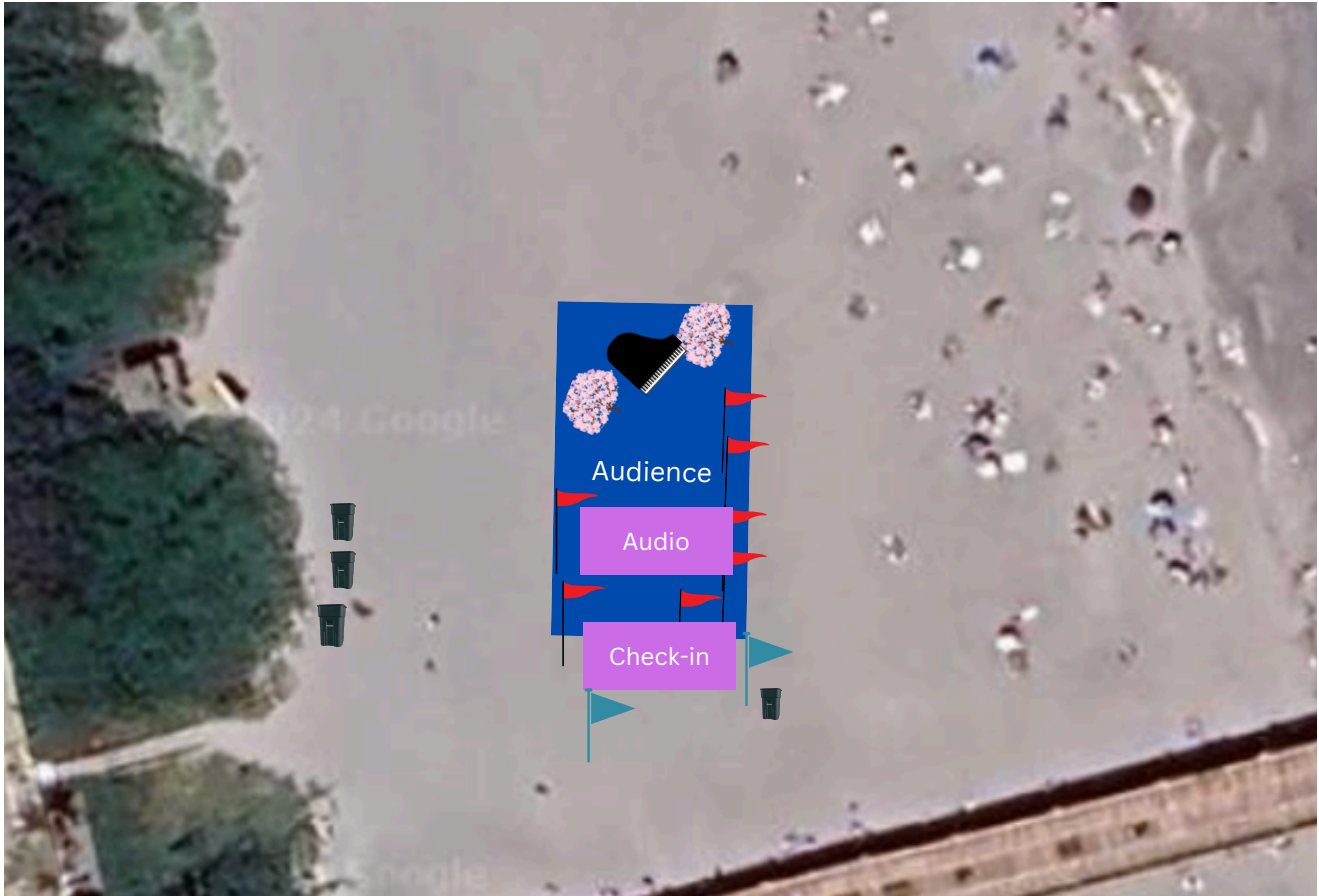
Town Manager

Date

SITE PLAN: JUNO BEACH MINDTRAVEL EXPERIENCE

Juno Beach Park (north of the pier)

<https://maps.app.goo.gl/vXE6t1Xh9nTKzW868>



Key (not to scale)



decorative flags (x7, 30' tall)



piano (shell w/keyboard 4'W x 6' L x 3'H)



decorative 'cherry tree (x2, 9' tall))



MindTravel flag Welcome Sign x 2, 10' tall



beach trash bins

audio & check-in = 2 - 10x10 pop-up canopies

attendees will utilize adjacent parking lot

no parking spaces to be reserved or blocked in any way

no right-of-ways blocked; no traffic impact

MindTravel Live-to-Headphones 'Silent' Piano Concert at Juno Beach

We are proposing to perform a live-piano concert on the beach (on the actual sand) broadcast to silent disco headphones (no amplified sound). There will be decorations in the way of 2 artificial cherry blossom trees, 7 - 30' flag poles with sheer banners attached, and two street-style signs. We will also provide ambient lighting with LED can lights and flameless LED candle lanterns (no glass). The piano is an electronic keyboard placed in a sculpture of a grand piano. This is intended to be assembled and disassembled on-site and does not require driving vehicles on the beach to load/unload.

We will also bring sound equipment, 2- 10'x10' pop-up canopy, and 2 folding table/chairs.

We advertise no alcohol at all MindTravel events, as we strictly follow local municipality and park guidelines. While we do not serve or permit alcohol onsite, our staff will remind guests of this policy at check-in if needed.

We have done these types of concerts successfully on many beaches (Santa Monica, Huntington State Beach, Asbury Park Beach, Miami Beach, Jacksonville Beach) and New York Parks (Central Park, Battery Park).

This is a meditative, mindfulness-focused event and does not attract a rowdy crowd.

SANITATION PLAN

MindTravel is committed to a 'leave no trace' sustainability ethos that includes complete clean-up following events - leaving spaces we inhabit in the same (or better) condition than we find them.

We do not provide food or beverage at our events, and encourage a carry-in/carry-out policy for all event attendees - so that any waste is minimal. We provide (4) 30-gallon trash bins as well as smaller waste bins onsite at check-in fit with contractor garbage bags. At least one will be designated for recycling (see above labeled in blue). These recycling receptacles will include signage designating that the recycling accepted will be bottles and plastic products.

MindTravel Team members will sweep the site throughout event and following load-out to ensure no waste is left behind. All garbage will be disposed of offsite in a private dumpster and recycling bins.

RUN OF SHOW : JUNO BEACH MINDTRAVEL EXPERIENCE

JUNO BEACH 14775 U.S HIGHWAY 1 (on the sand, N of the pier)

<https://maps.app.goo.gl/UTL2KMyzvtUV2rqU7>

RUN OF SHOW

EVENT DETAILS:

Dates / Event Times:

January 02, 2026 & February 06, 2026

set up 1:30 - 4:30pm event: 6:00 - 8:00pm load out by: 10:00pm

4 hrs pre-show: Team arrival & load out

30 pre-show: Begin Check-In / Attendee arrival

Event Program:

10 min intro

45-60 min piano performance via headphones (non-amplified)

10-15 min Audience Q&A

2 hrs post-show: Break-down & load-out

2 - 10x10 Pop-up tents

7 - Decorative flags (30' tall)

Technical: This Is NOT amplified (silent headphones provided). No power needs, team will supply batteries (NO generator). No food or beverage. Audience will arrive and bring their own beach towels/beach chairs Footprint: Only VBA permitted vehicles on the beach. Our team is committed to a “leave no trace” production footprint, and will return the site to its previous state immediately following event.



**Parks and Recreation
Department**

2700 6th Avenue South

Lake Worth, FL 33461

(561) 966-6600

Email: pbcparks@pbc.gov

www.pbcparks.com



**Palm Beach County
Board of County
Commissioners**

Sara Baxter, Mayor

Marci Woodward, Vice Mayor

Maria G. Marino

Gregg K. Weiss

Joel G. Flores

Maria Sachs

Bobby Powell Jr.

County Administrator

Joseph Abruzzo

November 19, 2025

To Whom It May Concern:

This letter is to confirm that The MindTravel Foundation has been approved to rent the Special Event Area at Juno Beach Park located at 14775 U.S. Hwy 1, FL 33408 for The MindTravel Live to Headphones "Silent" Piano Concert on January 2, 2026.

Please contact me with any questions or concerns at 561-966-7045 or KDery@pbc.gov.

Sincerely,

Kara Dery

Kara Dery
Supervisor, Special Facilities
Palm Beach County Parks and Recreation
2700 6th Ave South | Lake Worth | Florida 33461



**Parks and Recreation
Department**

2700 6th Avenue South

Lake Worth, FL 33461

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November 19, 2025

To Whom It May Concern:

This letter is to confirm that The MindTravel Foundation has been approved to rent the Special Event Area at Juno Beach Park located at 14775 U.S. Hwy 1, FL 33408 for The MindTravel Live to Headphones "Silent" Piano Concert on February 6, 2026.

Please contact me with any questions or concerns at 561-966-7045 or KDery@pbc.gov.

Sincerely,

Kara Dery

Kara Dery
Supervisor, Special Facilities
Palm Beach County Parks and Recreation
2700 6th Ave South | Lake Worth | Florida 33461



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2700 6th Avenue South

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Maria G. Marino

Gregg K. Weiss

Joel G. Flores

Maria Sachs

Bobby Powell Jr.

County Administrator

Joseph Abruzzo

December 18, 2025

To Whom It May Concern:

This letter serves to confirm that The MindTravel Foundation has been approved to rent the Special Event Area and parking lot at Juno Beach Park, located at 14775 U.S. Highway 1, Juno Beach, FL 33408, for the *MindTravel Live-to-Headphones "Silent" Piano Concert* events scheduled for January 2, 2026, and February 6, 2026.

Please contact me with any questions or concerns at 561-966-7045 or KDery@pbc.gov.

Sincerely,

Kara Dery

Kara Dery
Supervisor, Special Facilities
Palm Beach County Parks and Recreation
2700 6th Ave South | Lake Worth | Florida 33461