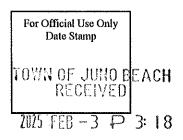
13rd Craft Festival



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:

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

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 (if applicable) 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 Department 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.



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 Π ".



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 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.

Section II Required Information

Regarding the Applicant:	The Rotary Club of Jupiter-Tequesta				
Name of Applicant/Sponsor	::Ellen Stewart	Phone: 561-629-4514			
Relationship to Organizatio	n Represented; Craft Sho	w Committee Member			
Address of Applicant/Spons	sor: 118 Bonaire Lane, Jup	oiter, FL 33458			

Principal contac	et person on Event Day/Phone: Jim Hurlburt	772-530-8955
Alternate conta	ct person on Event Day/Phone: Ellen Stewa	rt 561-629-4514
Regarding the	Subject Location (where the proposed special	event is being requested):
Address/Locati	on: Ocean Drive, A1A, Adjacent to Logg	erhead Park
Name of Subdi	vision; n/a	
Regarding the	Special Event Specifics:	
Please describe	the special event being requested:	
23rd Annual Juno	Beach Craft Festival on the Ocean, craft show with sale	s of merchandise, food and beverages
	ld Ross Road and Marcinski Road sement rides (type/quantity) are part of the eve	nt: NO
Indicate if alco Revarian	hol will be served at the event and who will ser ら ぬい い いっといと	
· ·	of equipment, tents, trailers or other temporary 10 Tents = Approx 100 tents	structures that will be part of
Number of em	ployees/volunteers working the event: approx 12	2 at a time - Rotarians and Friends
Number of ant	cipated attendees for the event: 4900	
Length of time (dates/times):	proposed for the event to take place, including Friday November 7, 2025 Noon to 7pm Set Up Saturday November 8, 2025 10am to 5pm SHOW OPP	
	Sunday, November 9, 2025 10am to 5pm SHOW OPE	N
	Sunday, November 9, 2025 5pm to 8pm TEAR DOWN	l/clean up

Police will be needed for the event.	
Please initial each line to confirm attach	ments:
Application Fee, and Late Fee, if applic	cable. (Payable to Town of Juno Beach)
Outside agency letter(s) of approval	
Insurance Certificate	
Notarized Letter from property owner Cys Copy of Driver License	
Indicate items not submitted and reasons for n	on-submittal: Road Closure and Fire Rescue ach Intake
Will be made alter build be	acii intake
Hold Harmless Agreement:	
In accordance with the Town of Juno Beach Code	e of Ordinances, in permitting any special event, the
applicant shall meet all requirements set forth in Gaddition, Town Staff shall prescribe appropriate crequired.	conditions and safeguards and obligations and fees as
addition, Town Staff shall prescribe appropriate crequired. By submittal of this application, the sponsor agree Beach, its officers, employees and agents from an fees, claims, suits and judgments, whatsoever in companions.	conditions and safeguards and obligations and fees as es to indemnify and hold harmless the Town of Juno and against all loss, costs, expenses, including attorney's connection with injury to or death of any person or g from any and all operations performed by sponsor, its
addition, Town Staff shall prescribe appropriate or required. By submittal of this application, the sponsor agree Beach, its officers, employees and agents from an fees, claims, suits and judgments, whatsoever in opersons or loss of or damage to property resulting officers, employees, and agents under any of the all fany unforeseen circumstance(s) occur and/or the	es to indemnify and hold harmless the Town of Juno and against all loss, costs, expenses, including attorney's connection with injury to or death of any person or from any and all operations performed by sponsor, its terms of this Special Event Application. The sponsor fails to meet the requirements the Town has all have the right to cancel or stop the event either before
addition, Town Staff shall prescribe appropriate or required. By submittal of this application, the sponsor agree Beach, its officers, employees and agents from an fees, claims, suits and judgments, whatsoever in opersons or loss of or damage to property resulting officers, employees, and agents under any of the fary unforeseen circumstance(s) occur and/or the set forth, the Town Manager or Police Chief shall commencement of the event and/or during the event	es to indemnify and hold harmless the Town of Juno and against all loss, costs, expenses, including attorney's connection with injury to or death of any person or a from any and all operations performed by sponsor, its terms of this Special Event Application. The sponsor fails to meet the requirements the Town has all have the right to cancel or stop the event either before tent. d, until applicant has received a "Letter of Approval"
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By submittal of this application, the sponsor agreed Beach, its officers, employees and agents from an fees, claims, suits and judgments, whatsoever in opersons or loss of or damage to property resulting officers, employees, and agents under any of the test forth, the Town Manager or Police Chief shall commencement of the event and/or during the event and/or during the event the Planning and Zoning Director outlining	es to indemnify and hold harmless the Town of Juno and against all loss, costs, expenses, including attorney's connection with injury to or death of any person or a from any and all operations performed by sponsor, its terms of this Special Event Application. The sponsor fails to meet the requirements the Town has all have the right to cancel or stop the event either before tent. In the sponsor fails to meet the requirements the Town has all have the right to cancel or stop the event either before tent. In the sponsor fails and fees. January 31, 2025

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 https://www.nuoneseachFl@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.
- <u>ALL CANCELLATIONS OF POLICE SERVICES MUST BE MADE 48-HOURS IN ADVANCE</u> OR A THREE (3)-HOUR, PER OFFICER CHARGE WILL BE FORFEITED.

Office Use Only: Officers Supervisors Additional Fee(s):	@ \$68,94/hour: total of @ \$80,43/hour: total of	hours = \$hours = \$
Payment Due Date: * Payment shall be received n Reviewed By:	Total Amount Due: \$ to later than 14/45 days prior to	Payment Received: Y / N o event date, as indicated in Fee Schedule.
Approved by Police Chief/Des	signee:	

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.

<u>Rates</u>

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 SHALLOCK@JUNO-BEACH.FL.US.

Office Use Only:		
	@ \$35.00/hour: total of @ \$45.00/hour: total of	hours = \$ hours = \$
Payment Due Date:	Total Amount Due: \$	Payment Received: Y / N
* Payment shall be received Schedule.	no later than 14/45 days prio	r to event date, as indicated in Fee
Reviewed By:		
Approved by Director of Pul	olic Works/Designee:	

Section V Application Review	
	8/5/25
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>us</u>
Post event Comments, Issues List and recommended Security Dep	osit withheld:
*Amount and Date Returned of the Amount Date	e Security Deposit.
Amount Date	
Director of Planning & Zoning	Date
Police Chief	Date
Public Works Director	Date
Finance Director	Date
Town Manager	Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 07/01/2025

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 rights to the certificate holder in lieu of such and recompant(s).

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FOR OVERVIEW PURPOSE ONLY DRAWING NOT TO SCALE

23rd Annual Juno Beach Craft Festival on the Ocean November 8th & 9th, 2025

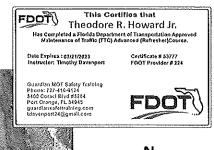
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Legend

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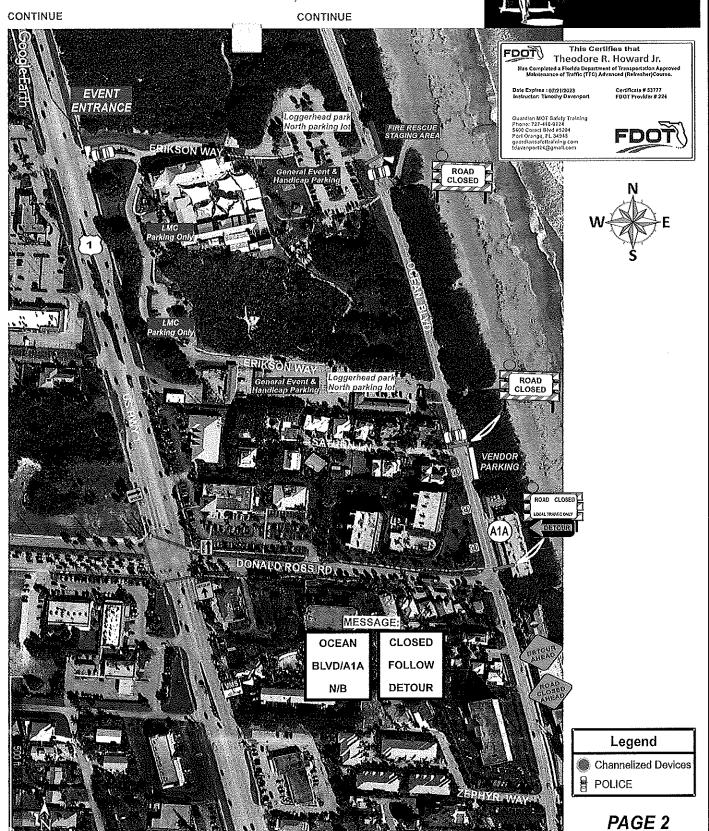
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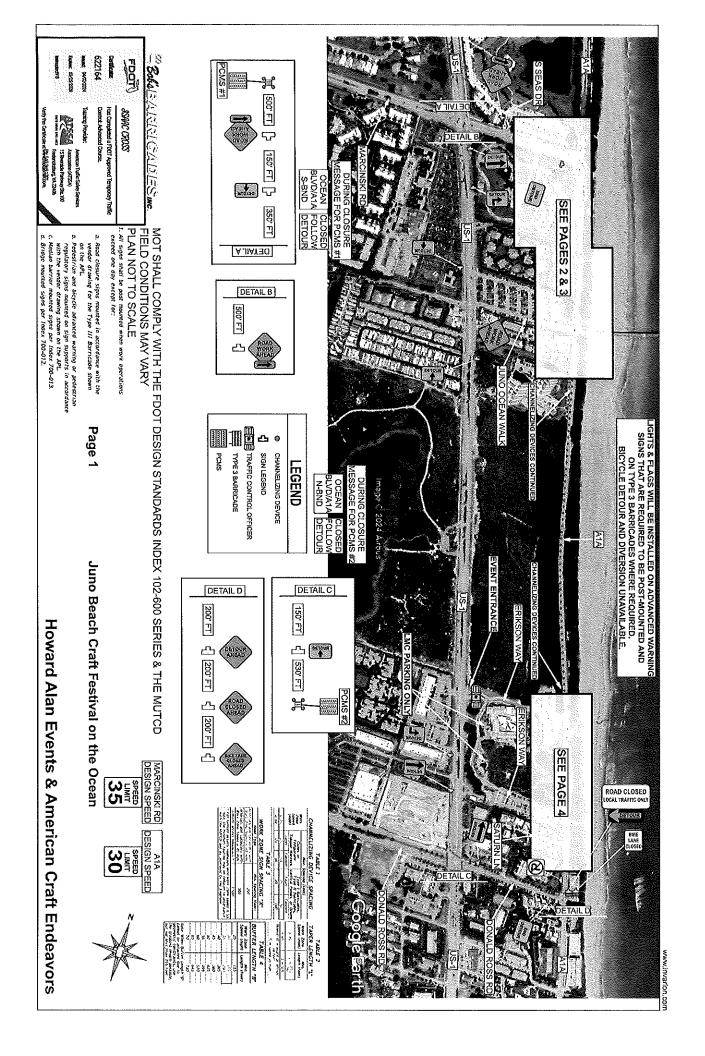
Howard Alan Events / Town of Juno Beach / Megan McMahan Operations Manager for ArtFestival.com Cell Phone: (609) 330-6504

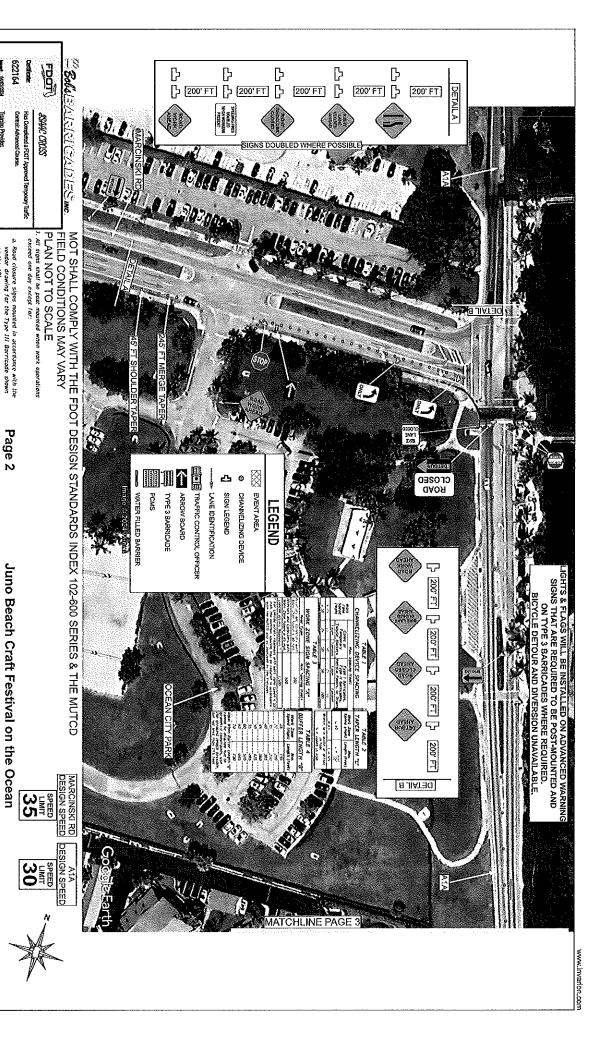
FOR OVERVIEW PURPOSE ONLY

23rd Annual Juno Beach Craft Festival on the Ocean November 8th & 9th, 2025



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

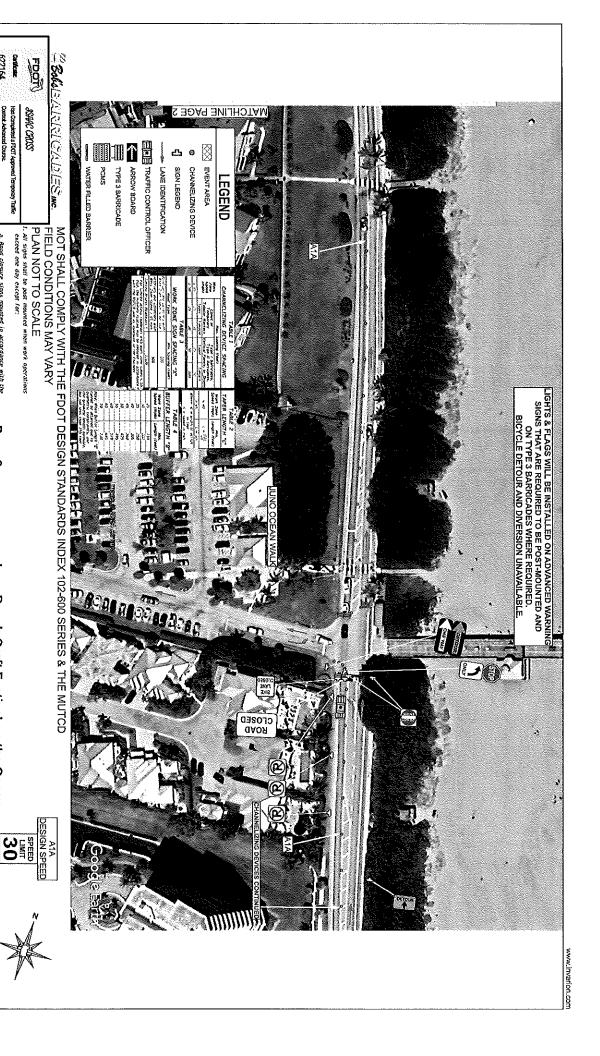




on the APL

b. Pedestrian and bicycle odvanced warning or pedestrian
repulatory 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.

Howard Alan Events & American Craft Endeavors



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a. Road closure signs mounted in accordance with the vendor drawing for the Type III Barricade Shawn on the APL.

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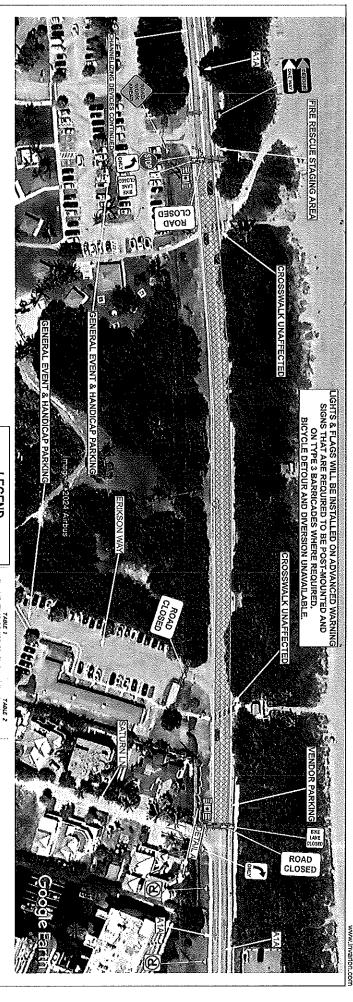
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d. Bridge mounted signs por Index 700-013.

Page 3

Juno Beach Craft Festival on the Ocean

Howard Alan Events & American Craft Endeavors



ARROW BOARD TRAFFIC CONTROL OFFICER EVENT AREA - LANE IDENTIFICATION SIGN LEGEND TYPE 3 BARRICADE CHANNELIZING DEVICE LEGEND

WATER FILLED BARRIER

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MOT SHALL COMPLY WITH THE FDOT DESIGN STANDARDS INDEX 102-600 SERIES & THE MUTCD PLAN NOT TO SCALE All signs shall be post mounted when work operations exceed one day except for:

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A Rood closure signs mounted in accordance with the vendor drawing for the Type III Burricade shown on the APL
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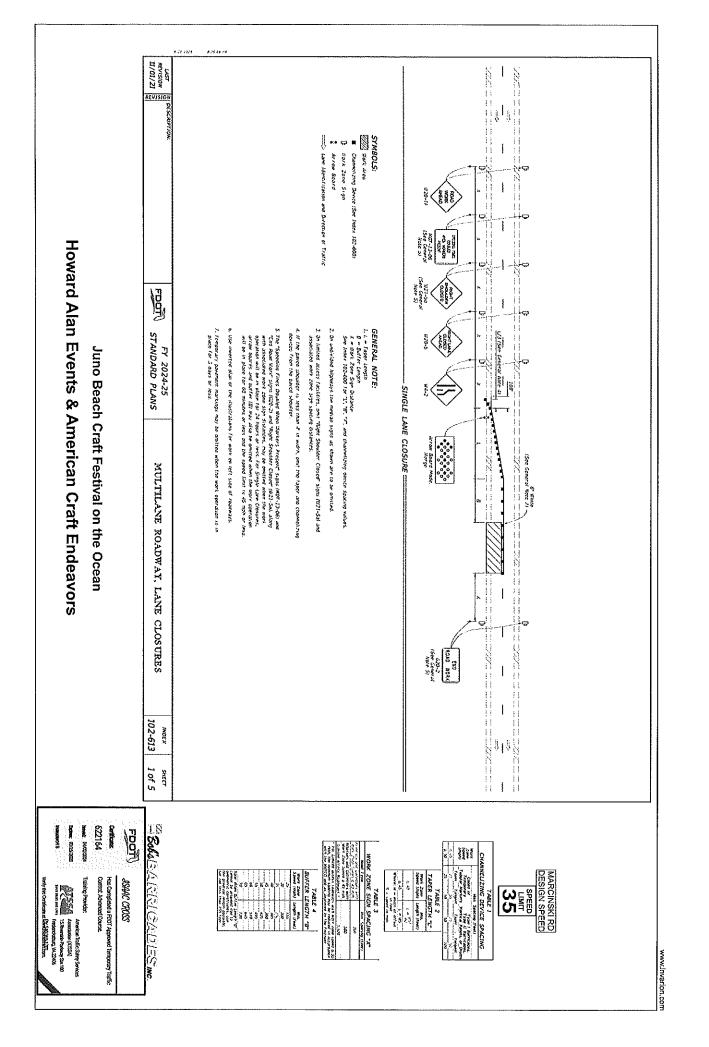
Page 4

Juno Beach Craft Festival on the Ocean





Howard Alan Events & American Craft Endeavors



2009 Edition

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

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

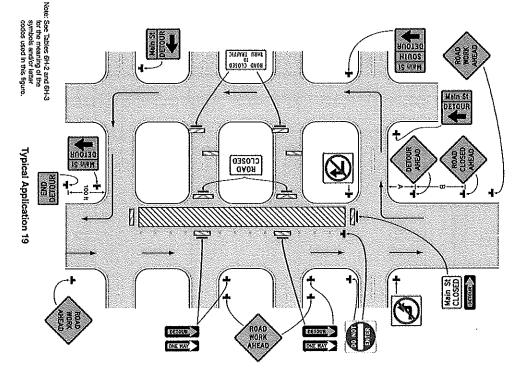
- This plan should be used for streets without posted route numbers.
- On multi-lane streets, Detour signs with an Advance Turn Arrow should be used in advance of a turn-
- The STREET CLOSED legend may be used in place of ROAD CLOSED.

 Additional DO NOT ENTER signs may be used at intersections with intervening streets.
- Warning lights may be used on Type 3 Barricades.
- 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. Detour signs may be located on the far side of intersections.

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

Juno Beach Craft Festival on the Ocean

Howard Alan Events & American Craft Endeavors



" Solo EXECUTA DES me 622164 FDOT JSHAC CROSS Has Completed a FDOT Approved Temporary Traffic ulaing Provider.

Sect. 6H.01

December 2009

December 2009

Seet 6H.01

www.invarion.com

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www.invarion.com

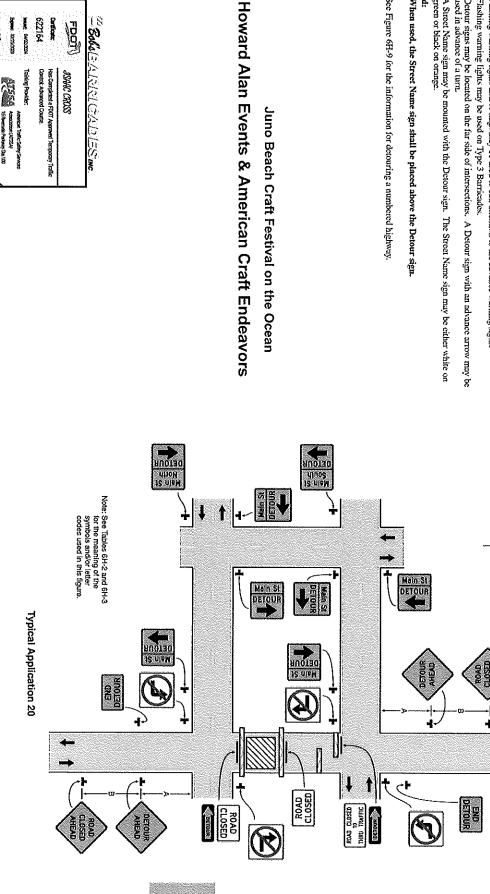
Guidance:

- This plan should be used for streets without posted route numbers.
- On multi-lane streets, Detour signs with an Advance Turn Arrow should be used in advance of a turn.

- Flashing warning lights and/or flags may be used to call attention to the advance warning signs.
- 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. Flashing warning lights may be used on Type 3 Barricades.
- 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.

- 7. When used, the Street Name sign shall be placed above the Detour sign.
- See Figure 6H-9 for the information for detouring a numbered highway.

Juno Beach Craft Festival on the Ocean



622164 Cardicate

Control: Advanced Course.

Has Completed a FDOT Approved Temporary Traffic

CONTRACTOR SAND 14/22/E FDOT!

SSAAC CROSS

"Bola ENTRY CALDES INC

December 2009

Sect. 6H.01

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