



TOWN OF JUNO BEACH
PLANNING AND ZONING DEPARTMENT
340 OCEAN DRIVE
JUNO BEACH, FL 33408
PHONE 561.626.1122 • FAX 561.775.0812

For Official Use Only
Date Stamp
RECEIVED

2025 DEC 31 P 2:08

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	Permit Fee*	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.

**Low-Impact events consisting of 25 attendees or less will be approved administratively.

Notes: Please initial each item below to confirm your understanding:

P.V. 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.

P.V. 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.

P.V. 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.

P.V. 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.

P.V. Failure to comply with restrictions imposed automatically forfeits the Security Deposit.

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

P.V. 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.

P.V. 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.

P.V.

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".

P.V.

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:*

Name of Applicant/Sponsor: PAUL VARGAS Phone: 561.543-7873

Relationship to Organization Represented: OWNER

Address of Applicant/Sponsor: 11911 US Hwy 1 Suite 201 - #33
N.P.B. FL 33408

Name, Address, Phone of Organization Represented: PAUL VARGAS
149 Beach Summit ct 33477

Ema. I. Paulvargas7@msn.com

Principal contact person on Event Day/Phone: PAUL VARGAS

Alternate contact person on Event Day/Phone: Yvonne Vargas
561-371-0418

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

Address/Location: Loggerhead Park, Juno Beach
14200 US Hwy 1 33408

Name of Subdivision: Loggerhead Park

▪ **Regarding the Special Event Specifics:**

Please describe the special event being requested: Surf Camp.
We teach students how to surf and how
to navigate ocean safety. We teach
riptide awareness & how to prevent &
existing dangerous currents.

Indicate roadway(s) to be closed: Ø

Indicate if amusement rides (type/quantity) are part of the event: Ø

Indicate if alcohol will be served at the event and who will serve: Ø

Indicate types of equipment, tents/trailers or other temporary structures that will be part of the event: surfboards, body boards &
occasional sun shade

Number of employees/volunteers working the event: 4-6

Number of anticipated attendees for the event: 35

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): Summer time : MAY 21 - 25th AUG 14

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

Please initial each line to confirm attachments:

P.V. Application Fee, and Late Fee, if applicable. (Payable to Town of Juno Beach)

P.V. Plot/Site Plan

P.V. Outside agency letter(s) of approval

P.V. Insurance Certificate

N/A Notarized Letter from property owner

P.V. Copy of Driver License

Indicate items not submitted and reasons for non-submittal: N/A

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.

Paul Vargas
Applicant/Sponsor Signature

12.31.25
Date

Paul Vargas
Print Name

Office Use Only:

Duncan Clark
Received By

12/31/25

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

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:

_____ 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 Application Review

Director of Planning & Zoning

1/12/26

Date

Police Chief

1/12/26

Date

Public Works Director

1/12/26

Date

Project/Risk Manager

1-12-26

Date

Finance Director

1-14-26

Date

Town Manager

Date

Section VI Post Event Inspection and Security Deposit Status

Post event Comments, Issues List and recommended Security Deposit withheld:

* *Amount and Date Returned of the Security Deposit.*

Director of Planning & Zoning

Date

Police Chief

Date

Public Works Director

Date

Project/Risk Manager

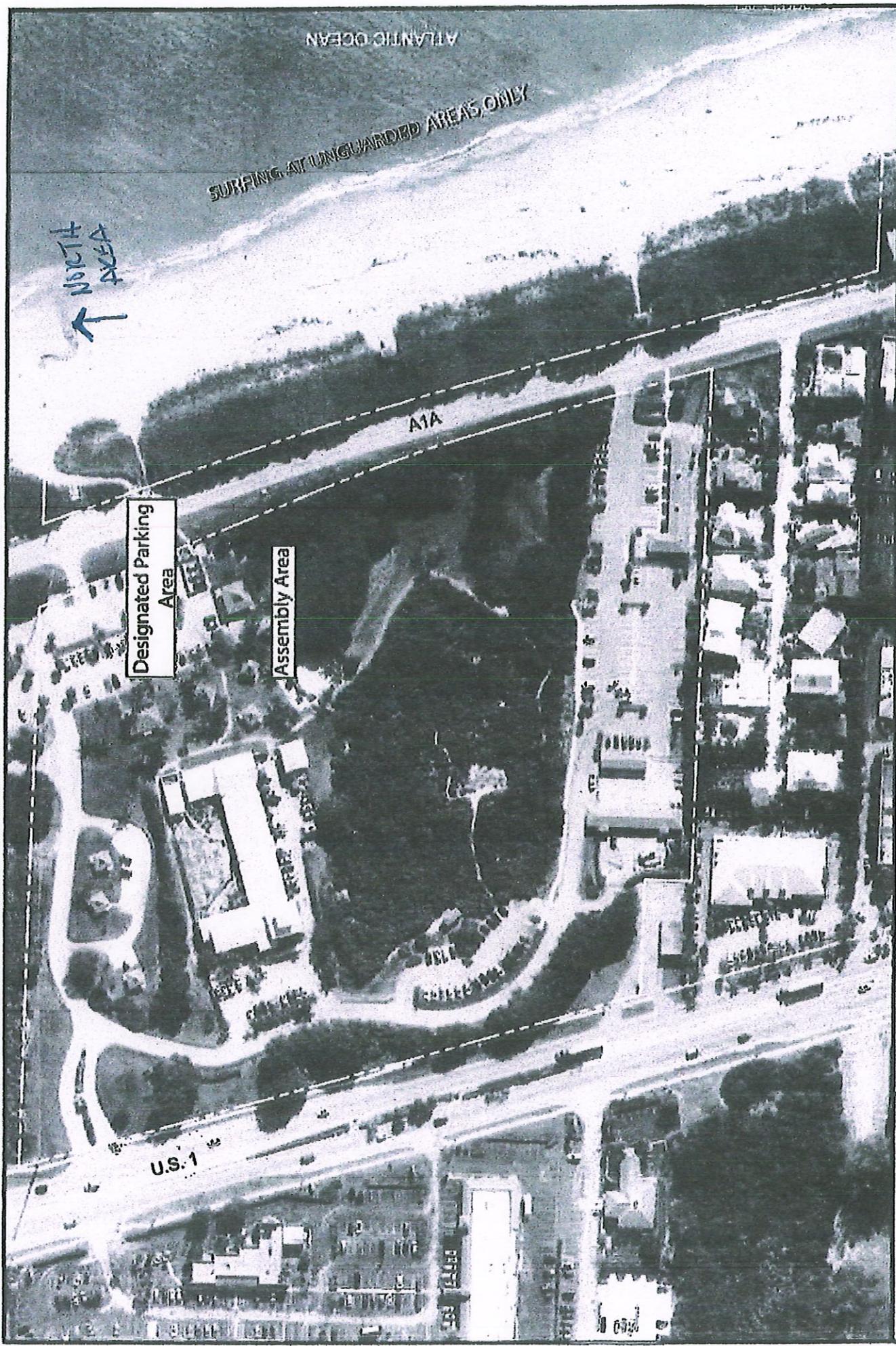
Date

Finance Director

Date

Town Manager

Date



**B: LOGGERHEAD PARK
SPECIAL USE PERMIT**
Aloha Surf School

PALM BEACH
COUNTY
PARKS &
RECREATION
DEPARTMENT



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PALM BEACH COUNTY PARKS AND RECREATION DEPARTMENT

AQUATICS DIVISION PERMIT

John Prince Park Administration Building
2700 6th Avenue South, Lake Worth, FL 33461
Phone: (561) 963-6761

PERMIT

Permittee: Aloha Surf School

Contact Name: Paul Vargas

Phone: 561-543-7873

Park: Loggerhead/ Carlin/ Jupiter Beach Park

Specific Location: Beach

Activity: Permittee is using Loggerhead Park as base for private surfing lessons

Permit is valid: Summer Camp Operations: May 25, 2026 to August 14, 2026 Time: 9:00 am – 3:00 pm

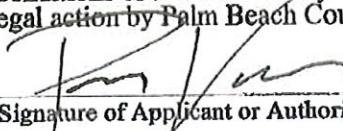
Private Surfing Lessons: Monday- Sunday, January 1, 2026 to December 31, 2026

- Copy of Town of Juno Beach approved permit must be submitted as condition of PB County permit.
- Maximum number of participants: 35
- Trailers (4spaces) will be parked overnight at (2) Loggerhead Park (2) Carlin Park for 5 months.
- Jupiter Beach Park is requested as an additional location on alternate Fridays for surfing activities. Days will vary at Jupiter Beach Park based upon the tides. Please see attached map of Jupiter Beach Park.
- Always swim near a lifeguard: Swimming and snorkeling activities should take place in the guarded area. Kayaking, skim boarding, paddle boarding and surfing must take place outside the guarded area
- Follow the direction of the lifeguards.
- Shelters can only be secured with the use of sandbags or buckets, not stakes. Check with lifeguards prior to setting up shelter.
- ATV USEAGE is granted at Loggerhead Park and Carlin Park to move equipment from trailer to beach only. Only one (1) operator is allowed on the ATV when in use. Must operate ATV in compliance with Turtle Monitors, Ocean Rescue and Law Enforcement protocols. Must keep ATV on Ease Side of Carlin Park at all times. Failure to comply with these terms will result in termination of this permission.

The signature below acknowledges the Applicant's understanding of and agreement with the conditions of this Permit, and certifies that the information provided by the Applicant is complete and accurate. Applicant understands that failure to abide by the terms and conditions of this Permit may lead to the cancellation of this Permit, the denial of future permits, and/or other legal action by Palm Beach County.

Paul Vargas

(Print) Name of Applicant or Authorized Representative



Signature of Applicant or Authorized Representative

12.3.25

Date

Return signed permit to: Parks and Recreation Department

Attn: Aquatics Division

2700 6th Avenue South; Lake Worth, FL 33461

THE FOLLOWING SECTION IS FOR PARK OFFICE USE ONLY;

Permit Valid From: January 1, 2026

To: December 31, 2026

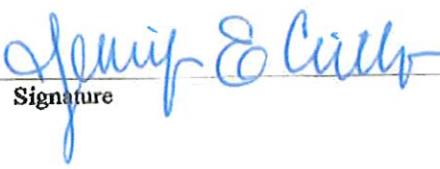
Permit Number: Aqua_2026_Aloha

Processed by: James Davis

Jennifer Cirillo

Director, Parks and Recreation Department

Signature



12/15/25

Date