

# 2024 Loggerhead Triathlon



TOWN OF JUNO BEACH  
RECEIVED  
OCT 18 AM 8:21

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:

<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:

nm

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

nm

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

nm

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.

nm

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.

nm

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.

nm

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

nm

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

nm

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.

nm

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.

no/stant hospital NSOS

**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: PBN CHAMBER Phone: 561-746-7111

Relationship to Organization Represented: \_\_\_\_\_

Address of Applicant/Sponsor: 5520 PGA BLVD. #200  
PALM BEACH GARDENS FL 33418

Name, Address, Phone of Organization Represented: \_\_\_\_\_  
\_\_\_\_\_

Principal contact person on Event Day/Phone: STEWART AUVILLE  
561-951-4443

Alternate contact person on Event Day/Phone: \_\_\_\_\_  
\_\_\_\_\_

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

Address/Location: CARLIN PARK & A1A

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

▪ **Regarding the Special Event Specifics:**

Please describe the special event being requested: \_\_\_\_\_

TRIATHLON

Indicate roadway(s) to be closed: A1A BETWEEN DONALD  
RUSSELL RD & THE JUPITER INLET

Indicate if amusement rides (type/quantity) are part of the event: NO

Indicate if alcohol will be served at the event and who will serve: YES - CHAMPION

Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: TOWNSHIP

Number of employees/volunteers working the event: 8/100

Number of anticipated attendees for the event: 600

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): 8-23-24 8AM TO 8-24-24  
12 NOON FRONT 7AM - 11AM

▪ **Regarding other Town Services:**

TRAPPIA THICKET

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):

2 POLICE ; ROAD CLOSURES

▪ **Please initial 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:**

OUTSIDE LETTER - WE WILL ISSUE ONCE RECEIVED  
COI - UPON RENEWAL

**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.

*N. Martine Z*  
 Applicant/Sponsor Signature

10/3/23  
 Date

Noe / Martine Z  
 Print Name

TOWN OF JUNO BEACH  
 RECEIVED

2023 OCT 18 AM 8:22

**Office Use Only:**

Isabella Hickey  
 Received By

Oct 18 2023  
 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:**

2 Officers @ \$55.00/hour: total of 10 hours = \$ 550  
NA Supervisors @ \$65.00/hour: total of NA hours = \$ NA  
 Additional Fee(s): N/A \$ N/A

Payment Due Date: 8/9/24 Total Amount Due: \$ 550 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: Isabella Hickey / Major Saloio

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>	<b>\$35.00</b>
<i>Supervisor (if required)</i>	<b>\$45.00</b>

- ***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:** NO public works services are needed for this event

N/A Regular Staff @ \$35.00/hour: total of N/A hours = \$ N/A  
N/A Supervisors @ \$45.00/hour: total of N/A hours = \$ N/A

Payment Due Date: N/A Total Amount Due: \$ N/A 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: Isabella Hickey / Steve Hallock

Approved by Director of Public Works/Designee: \_\_\_\_\_





**PALM BEACH NORTH  
CHAMBER OF COMMERCE**



**TRIATHLON COURSE MAP**



# 2024 Loggerhead Triathlon Statement of Use/Road Closures

The PBN Chamber of Commerce will host its Annual Loggerhead Triathlon on Saturday, August 24, 2024 in Jupiter and Juno Beach, FL. The ever popular sporting competition will attract athletes from all over Florida and the southeast and will showcase our beautiful community.

The event will be staged in Carlin Park. We will have one USAT sanctioned competition consisting of the following: The first portion on the event is the swim – 3/8 mile. The second portion is the 13 mile bike ride which extends from Carlin Park south on A1A to Loggerhead Park and back for two loops. The final portion is the 3.1 mile run which extends from Carlin Park north on A1A to Jupiter Beach Park and back to Carlin Park. The following road closures will be needed:

- County Road A1A closed from the main entrance to Carlin (Van Kessel Parkway) south to Donald Ross Road from 6:30 AM – 10:00 AM
- County Road A1A and the road to the Inlet Park from Van Kessel Parkway to the inlet including Dubois Road will be closed from 6:30 AM – 11:00 AM

VMS BOARDS TO BE PLACED AT THE FOLLOWING LOCATIONS ON SEPTEMBER 1<sup>ST</sup> UNTIL SEPTEMBER 9<sup>TH</sup>

- A1A south of US#1 for s/b A1A traffic
- Indiantown Road facing e/b traffic on the south side west of A1A
- Ocean Way facing e/b traffic just west of A1A
- Marcinski facing e/b traffic west of A1A.
- Donald Ross Road facing e/b traffic west of A1A

THE VMS BOARDS WILL BE PLACED CLOSE TO US1 TO BETTER ENSURE THAT MOTORIST HAVE THE OPTIMUM OPPORTUNITY TO DIVERT/RE-ROUTE PRIOR TO APPROACH TO A-1-A



April 18, 2024

Stewart Auville  
Palm Beach North Chamber of Commerce  
5520 Palm Beach Gardens Blvd, Suite 200  
Palm Beach Gardens, FL 33418

**SUBJECT: LOGGERHEAD TRIATHLON**

Dear Mr. Auville

Palm Beach County has reviewed your request to close A1A/Ocean Drive from Jupiter Beach Road to Donald Ross Road beginning at approximately 6:30 am until 11:00 am on Saturday, August 24, 2024

This request has been approved.

It is our understanding that Jupiter Police Department will assume responsibility for traffic control and will coordinate with other emergency departments.

This permit is only valid with the presence of the Jupiter Police Department to oversee the traffic control.

If you have any further questions, please contact Graciela M'Causland at 684-4030.

Sincerely,

Graciela M'Causland  
Chief Traffic Inspector  
Traffic Division

GM:

Attachment: Special Event Application, Route Map,  
cc: Motasem Al-Turk, Ph.D., P.E., Director – Traffic Division  
Melissa Ackert, P.E., Assistant Director – Traffic Division  
Hossam Eldeen Abdel All, P.E., Traffic Signal Systems Manager – Traffic Division  
Lee Gao, P.E., Senior Professional Engineer -- Traffic Division  
Fattoush Jafar, Ph.D., P.E., Traffic Engineer Ops Manager – Traffic Division  
Sean Reilly, Chief Traffic Inspector – Traffic Division  
Vacant, Office Manager – Traffic Division  
Adam Faustini, Director – Road & Bridge  
Thomas A. Coppini, Public Works Superintendent – Road & Bridge  
Chase Miller, Construction Project Manager – Road & Bridge  
Kathleen Farrell, Division Director III – Roadway Production  
Kristine Frazell-Smith, Senior Professional Engineer – Roadway Production  
Lisa De La Rionda, Director – Department of Public Affairs  
Heather C. Shirm, Manager Digital Marketing and Communications – Public Affairs  
Javier H. Lopez, Digital Marketing Coordinator – Public Affairs  
Kara Dery, Supervisor Special Facilities – Parks & Recreation Division  
Yash Nagal, Director of Transit Planning – Palm Tran  
Marc Bujnowski – Captain – Jupiter Police Department – marcb@jupiter.fl.us  
Jose M. Gonzalez – PBC Fire Rescue - FIRE-FOO@pbcgov.org and JMgonzal@pbcgov.org

File: General - Special Events  
Roads –

N:\TRAFFIC\SPECIAL EVENTS\2024 Special events approved\Loggerhead\Special Event Form Letter-Graciela M'Causland (north of Southern Blvd).docx

Department of Engineering  
and Public Works  
P.O. Box 21229  
West Palm Beach, FL 33416-1229  
(561) 684-4000  
FAX: (561) 684-4050  
www.pbcgov.com



**Palm Beach County  
Board of County  
Commissioners**

Maria Sachs, Mayor

Maria G. Marino, Vice Mayor

Gregg K. Weiss

Michael A. Barnett

Marci Woodward

Sara Baxter

Mack Bernard

**County Administrator**

Verdenia C. Baker

"An Equal Opportunity  
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**PALM BEACH COUNTY ENGINEERING AND PUBLIC WORKS DEPARTMENT**  
**TRAFFIC DIVISION**  
 2300 North Jog Road  
 West Palm Beach, Florida 33411  
 (561) 684-4030

**Special Event Application for Temporary Minor Road Closure – Less Than 24 Hours**  
 (Submit 30 days prior to event)

**APPLICANT INFORMATION**

Contact Name: PBC Chamber of Commerce Email: SWWAA@PBC  
 Applicant Address: 5520 PGA Blvd #200 PBE Telephone: CITAMBAU.com  
 Anticipated Number of Attendance: 1,000 561 951 4443

**DESCRIPTION OF SPECIAL EVENT**

Event Title: The Tampa Bay Health & Hospital Event Location: W. B. RAYBURN JR. CARLIN PARK  
 Date of Event: AUG 24, 2024 Event Hours: 5AM - 11AM

**LAW ENFORCEMENT AGENCY RESPONSIBLE FOR TRAFFIC CONTROL**

Name of Agency: TOWN OF JUPITER Telephone: 561-741-2417  
 Contact Name: CAPT. MARC BUJNOWSKI Email: marcbe@jupiter.fl.us

Provide/Confirm the following:

- Event Location/Detour Route (attach map)
- Maintenance of Traffic Plan (attach map)
- Consent of the applicable police department having jurisdiction over the subject roadway(s)
- Certificate of Insurance TO BE PROVIDED

The Applicant shall protect, defend, reimburse, indemnify and hold the Palm Beach County Board of County Commissioners, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, costs, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance due to the acts or omissions of the Applicant.

The Applicant will assume all risk of and indemnify, defend and save harmless the Palm Beach County Board of County Commissioners from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Applicant shall be responsible for maintaining the portion of the County road it occupies for the duration of this event and providing a safe environment to the public.

The Applicant shall provide general insurance in an amount of not less than \$1,000,000 and shall name Palm Beach County as both certificate holder and additional insured.

Signature of Applicant: [Signature] Date: 4/8/24  
 Approved by Traffic Division: [Signature] Date: 4/12/24



PALM BEACH NORTH  
CHAMBER OF COMMERCE

April 8, 2024

Graciela M'Causland,  
Palm Beach County Traffic Division  
2300 North Job Road  
West Palm Beach, FL 33411

Dear Ms. M'Causland:

The Palm Beach North Chamber of Commerce is requesting for temporary road closures concerning the Loggerhead Triathlon on August 24, 2024 as follows:

- County Road A-1-A Closed from main entrance to Carlin Park (Van Kessel Parkway) South to Donald Ross Road from 6:30am to 10:00am.
- County Road A-1-A and the road to the Inlet Park from Van Kessel Parkway to the Inlet closed 6:30am to 11:00am.

The Town of Jupiter will assume responsibility for traffic control and will coordinate with other emergency departments as needed.

The required application has been submitted and if you have any questions or concerns, please feel free to contact our Race Director, Stewart Auville at 561-951-4443.

Sincerely,

Noel Martinez,  
President and CEO  
Palm Beach North Chamber of Commerce

Jupiter Police Department



David E. England, Chief of Police

March 28<sup>th</sup>, 2024

Chief Traffic Inspector  
Palm Beach County  
Engineering and Public Works Department  
Traffic Division  
2300 N. Jog Road 3<sup>rd</sup> Floor  
West Palm Beach, FL 33411

This letter is to inform you that on Saturday August 24<sup>th</sup>, 2024 from approximately 6:30 AM to 11:00 AM, the 2024 Loggerhead Triathlon will be held in Jupiter. The race will take place along A1A between Jupiter Beach Road and Donald Ross Road. During the event, A1A, Jupiter Beach Road, Ocean Trail Way, and Dubois Road will be closed to limited vehicular traffic, and the Jupiter Police Department will have traffic jurisdiction for this event.

Sincerely,

Captain Marc Bujnowski  
Jupiter Police Department  
District 3 Commander  
[mareb@jupiter.fl.us](mailto:mareb@jupiter.fl.us)  
561-741-2417

For  
Chief David England  
Chief of Police