



Stoked on Life Non-Profit

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

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 TOWN OF JUNO BEACH RECEIVED

\*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:**

- AB Application Fee is due at time of Application submittal and is not refundable.
- AB Deadline Late Fee is an additional charge and is not refundable.
- AB 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.
- AB 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.
- AB 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.
- AB Failure to comply with restrictions imposed automatically forfeits the Security Deposit.
- AB Town Staff will determine if application will require additional conditions to be added or existing conditions modified, dependent upon each individual event.
- AB 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.
- AB 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.

**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: Allison Bishop Phone: 561.373.7994

Relationship to Organization Represented: Founder/CEO

Address of Applicant/Sponsor: 2640 Lake Shore Dr #312  
Riviera Beach, FL 33404

Name, Address, Phone of Organization Represented: Stoked on Life Palm Beach  
2640 Lake Shore Dr #312  
Riviera Beach, FL 33404

Principal contact person on Event Day/Phone: Allison Bishop  
561.373.7994

Alternate contact person on Event Day/Phone: Dana Berner  
240.893.6101

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

Address/Location: Beach - south of guarded area  
Beach access 20 ft from US Hwy 1

Name of Subdivision: Juno Beaches Pier Park  
(Permit for trailer)

Regarding the Special Event Specifics:

Please describe the special event being requested: clean & surf therapy  
non profit servicing the community  
by offering surf therapy clinics  
to help those struggling with  
mental health & addiction issues.

Indicate roadway(s) to be closed: none

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: 2 10x10 tents  
2 feather flags  
15/20 chairs / 15/20 surfboards

Number of employees/volunteers working the event: 5 employees & volunteers

Number of anticipated attendees for the event: 15 attendees

\* AB  
amended  
dates  
x please  
see sep. sheet

Length of time proposed for the event to take place, including set-up and tear down, (dates/times):  
3/25 MON 8am-12pm  
4/8 MON 8am-12pm  
Thurs 4/4 9am-12pm  
Sat 3/30 4/6 8am-12pm

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):

none

**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: \_\_\_\_\_  
\_\_\_\_\_

**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.

Allison Bishop

Applicant/Sponsor Signature

2/27/24

Date

Allison Bishop

Print Name

TOWN OF JUNO BEACH  
RECEIVED

**Office Use Only:**

2024 FEB 29 A 10:48

Isabella Hickey

Received By

updated on March 4 2024  
Date (Please Date Stamp) see front page 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>	<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:**

\_\_\_\_\_ 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 Date \_\_\_\_\_

\_\_\_\_\_  
Police Chief Date \_\_\_\_\_

\_\_\_\_\_  
Public Works Director Date \_\_\_\_\_

\_\_\_\_\_  
Finance Director 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.*  
*Amount      Date*

\_\_\_\_\_  
Director of Planning & Zoning Date \_\_\_\_\_

\_\_\_\_\_  
Police Chief Date \_\_\_\_\_

\_\_\_\_\_  
Public Works Director Date \_\_\_\_\_

\_\_\_\_\_  
Finance Director Date \_\_\_\_\_

\_\_\_\_\_  
Town Manager Date \_\_\_\_\_

Stoled on Life  
Nonprofit  
Sitemap

Trailer  
(as advised  
by PB County)

https://www.google.com/maps/@26.892219,-80.0598486,465m/data=!3m1!1e3?entry=tm



Imagery ©2024 CNES / Airbus, Maxar Technologies, U.S. Geological Survey, Map data ©2024

200 ft

- VOLUNTEER & staff car  
our gear to & from  
our site on the beach  
our trailer has been  
approved by P.B County  
to park in Juno Beach Pier  
lot.

sol site  
location  
Beach Access  
26  
South of  
guarded area





**PALM BEACH COUNTY PARKS AND RECREATION DEPARTMENT**

**AQUATICS DIVISION PERMIT**

John Prince Park Administration Building  
2700 6<sup>th</sup> Avenue South, Lake Worth, FL 33461  
Phone: (561) 963-6761 Fax: (561) 242-7042

**Revised location change from Ocean Reef Park to Juno Beach Park**  
**PERMIT**

**Permittee:** Stoked on Life

**Contact Name:** Allison Bishop Berner      **Phone:** 561-373-7994      **Email:** allison@stokedonlifepb.com

**Park:** Juno Beach Park      **Specific Location:** Beach

**Activity:** Permittee is using Juno Beach Park for Surf Therapy Program

**Operating Permit is valid:** Monday- Saturday, Jan 4, 2024 to Oct 1, 2024 Time: 8:00 am – 12:00 noon

- Maximum number of participants daily: 15 Adults only.
- Trailer (1 space) will be parked overnight at Juno Beach Park for (8) months January 4 – Sept 30, 2024. Palm Beach County BOCC is not liable for security of trailer. *PARK TRAILER SW SIDE BY US1*
- **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.

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.

Allison Bishop  
(Print) Name of Applicant or Authorized Representative

*Allison Bishop*      *1/24/24*  
Signature of Applicant or Authorized Representative      Date

**Return signed permit to:** Parks and Recreation Department  
Attn: Aquatics Division  
2700 6<sup>th</sup> Avenue South; Lake Worth, FL 33461

**THE FOLLOWING SECTION IS FOR PARK OFFICE USE ONLY:**

<b>Permit Valid From: January 4, 2024</b>	<b>To: October 1, 2024</b>
<b>Permit Number: Aqua_2024_Stoked</b>	<b>Processed by: James Davis</b>

Jennifer Cirillo  
Director, Parks and Recreation Department

*Paul D Connell*  
Signature

*1/10/24*  
Date

Stoked on Life Nonprofit

We run 90 minute surf therapy sessions. (30 min in ocean – 60 min on land in therapy)

We service groups that are coming into our program at different times throughout the year.

Dates of events:

March 30 Sat 8am – 12pm

April 1 Mon 8am – 12pm

April 2 Tues 8am – 12pm

April 4 Thurs 8am - 12pm

April 6 Sat 8am – 12pm

April 9 Tues 8am – 12pm

April 13 Sat 8am - 12pm

April 15 Mon 8am – 12pm

April 16 Tues 8am - 12pm

April 18 Thurs 8am - 12pm

April 20 Sat 8am – 12pm

April 23 Tues 8am - 12pm

April 27 Sat 8am - 12pm

April 29 Mon 8am – 12pm

April 30 Tues 8am - 12pm

May 2 Thurs 8am – 12pm

May 4 Sat 8am – 12pm

May 5 Sun 8am -1pm

May 13 Mon 8am-12pmTue

May 14 Tues 8am-12pm

May 16 Thurs 8am-12pm

May 18 Sat 8am-12pm

May 21 Tues 8am-12pm

May 25 Sat 8am-12pm

Dates continued:

May 27 Mon 8am – 12pm

May 28 Tues 8am – 12pm

May 30 Thurs 8am - 12pm

June 4 Tues 8am - 12pm

June 8 Sat 8am – 12pm

June 10 Mon 8am – 12pm

June 11 Tues 8am - 12pm

June 13 Thurs 8am - 12pm

June 15 Sat 8am – 12pm

June 18 Tues 8am - 12pm

June 22 Sat 8am - 12pm

June 24 Mon 8am – 12pm

June 25 Tues 8am - 12pm

June 27 Thurs 8am - 12pm

June 29 Sat 8am – 12pm