



TOWN OF JUNO BEACH
 PLANNING AND ZONING DEPARTMENT
 340 OCEAN DRIVE
 JUNO BEACH, FL 33048
 PHONE 561.626.1122 • FAX 561.775.0812

For Official Use Only
 Date Stamp
**TOWN OF JUNO
 BEACH RECEIVED
 FEB 4 2025**

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:

- 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.
- 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 cancellation 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.

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".

 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: Town of Jupiter Re Phone: 561-741-2400

Relationship to Organization Represented: _____

Address of Applicant/Sponsor: 200 Military Trail
Jupiter FL 33458

Name, Address, Phone of Organization Represented: _____

Principal contact person on Event Day/Phone: Michael Frassetta
561-313-6783

Alternate contact person on Event Day/Phone: Julie Wolnawitz
561-301-0321

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

Address/Location: Ocean Cay Park

Name of Subdivision: N/A

▪ **Regarding the Special Event Specifics:**

Please describe the special event being requested: 5K Run/Walk

Indicate roadway(s) to be closed: A1A (Beach Road)
closed @ Donal Ross Rd

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: All Event Equipment will be placed in Ocean Cay Park

Number of employees/volunteers working the event: 50-75

Number of anticipated attendees for the event: 650

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): Road will be closed approximately 6AM - 10AM

▪ **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):*

Police Detail at Donald Ross/Al2
to divert Traffic

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

- NI Application Fee, and Late Fee, if applicable. (Payable to Town of Juno Beach)
- NI Plot/Site Plan
- NI Outside agency letter(s) of approval
- NI Insurance Certificate
- NI Notarized Letter from property owner
- NI 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.


Applicant/Sponsor Signature

2/4/25
Date

Michael Fradette
Print Name

Office Use Only:	TOWN OF JUNO BEACH RECEIVED FEB 4 2025
Isabella Hickey	
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 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.**

Director of Planning & Zoning Date

Police Chief Date

Public Works Director Date

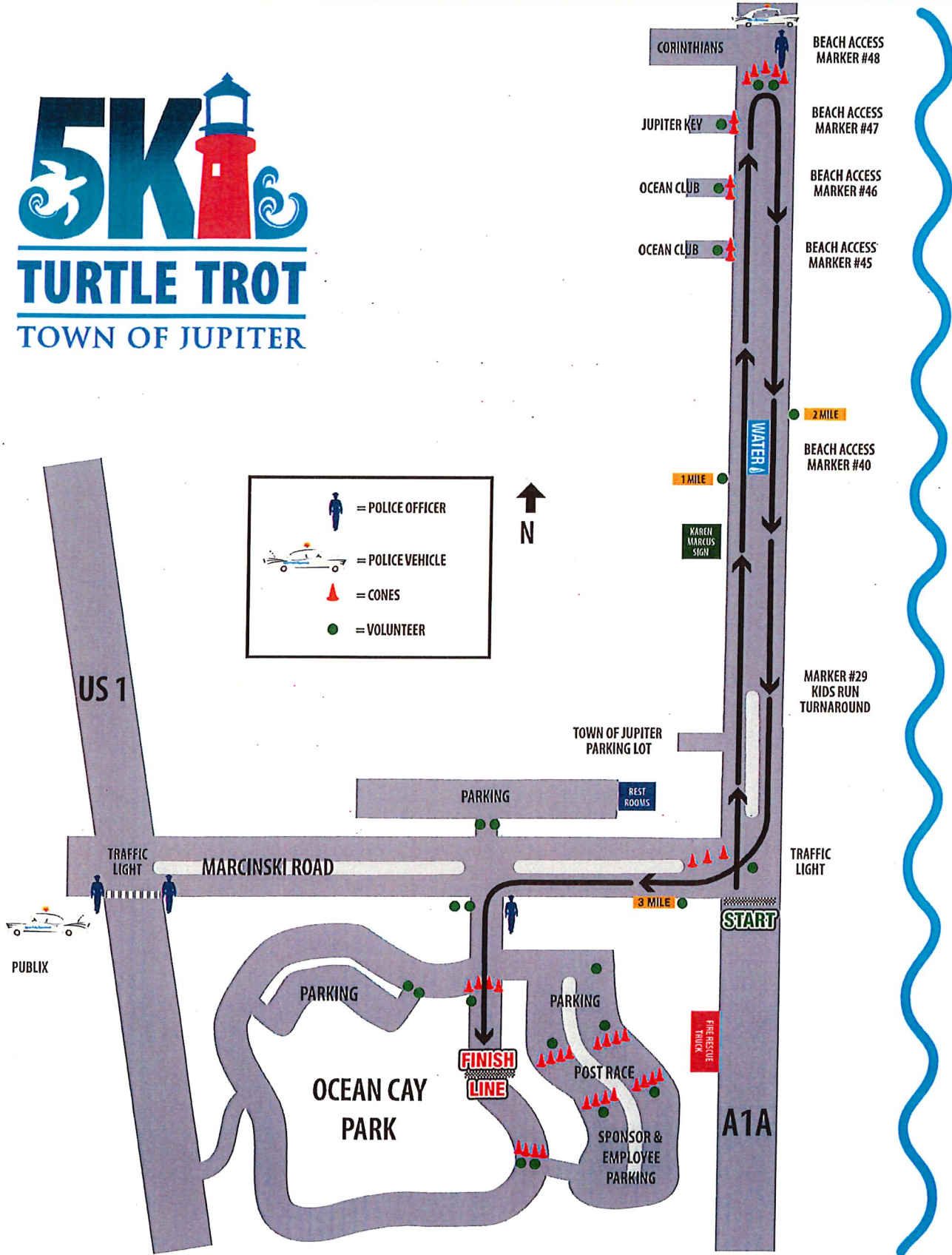
Finance Director Date

Town Manager Date



TOWN OF
JUPITER

5K
TURTLE TROT
TOWN OF JUPITER





January 23, 2025

Michael Frabotta
200 Military Trail
Jupiter, FL 33458

SUBJECT: 33rd ANNUAL TURTLE TROT 5K RUN

Dear Mr. Frabotta

The Palm Beach County Traffic Engineering Division has reviewed your request to close S. A1A from south of Marcinski Road to south of Ocean Way on Saturday, May 3, 2025 from approximately 6:00 am to 10:30am.

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:ep

Attachment: Special Event Application, Route Map,
ec: 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
Shoshoni Deeley, Office Manager – Traffic Division
Adam Faustini, Director – Road & Bridge
Thomas A. Coppini, Public Works Superintendent – Road & Bridge
Chase Miller, Construction Project Manager – Road & Bridge
Zachary King, Chief Construction Coordinator – Construction Coordination
Albert W. Hoffman, Division Director III – Construction Coordination
William Tanto, Chief Construction Coordinator – Construction Coordination
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
Captain Marc Bujnowski – Jupiter Police Department – 1104@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\2025 Special events approved\Turtle Trot 5k\Special Event Form Letter-Graciela M'Causland (north of Southern Blvd).docx

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



**Palm Beach County
Board of County
Commissioners**

Maria G. Marino, Mayor

Sara Baxter, Vice Mayor

Gregg K. Weiss

Joel Flores

Marci Woodward

Maria Sachs

Bobby Powell, Jr.

County Administrator

Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"



CERTIFICATE OF COVERAGE

ISSUED ON: 01/28/2025

COVERAGE PROVIDED BY: PREFERRED GOVERNMENTAL INSURANCE TRUST

PACKAGE AGREEMENT NUMBER: PK FL1 0502011 24-22

COVERAGE PERIOD: 10/01/2024 TO 10/01/2025 12:01 AM

COVERAGES: This is to certify that the agreement below has been issued to the designated member for the coverage period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded by the agreement described herein subject to all the terms, exclusions and conditions of such agreement.

Mail to: Certificate Holder
Town of Juno Beach
340 Ocean Drive
Juno Beach, FL 33408

Designated Member
Town of Jupiter
210 Military Trail
Jupiter, FL 334585784

LIABILITY COVERAGE

- X **Comprehensive General Liability, Bodily Injury, Property Damage and Personal Injury:**
Limit \$2,000,000 \$25,000 Deductible
- X **Employee Benefits Liability**
Limit \$2,000,000 \$25,000 Deductible
- X **Employment Practices Liability**
Limit \$1,000,000 \$50,000 Deductible
- X **Public Officials Liability**
Limit \$1,000,000 \$50,000 Deductible
- X **Law Enforcement Liability**
Limit \$1,000,000 \$25,000 Deductible

WORKERS' COMPENSATION COVERAGE

- WC AGREEMENT NUMBER:**
- Self Insured Workers' Compensation**
 - Statutory Workers' Compensation**
 - Employers Liability**
 - \$ Each Accident
 - \$ By Disease
 - \$ Aggregate Disease

PROPERTY COVERAGE

- X **Buildings & Personal Property**
Limit: Per schedule on file with Trust \$25,000 Deductible
Note: See coverage agreement for wind, flood, and other deductibles.
- X **Rented, Borrowed and Leased Equipment**
Limit: \$ 250,000 TIV See Schedule for Deductible
- X **Total All other Inland Marine**
Limit: \$ 3,848,845 TIV See Schedule for Deductible

AUTOMOBILE COVERAGE

- X **Automobile Liability**
Limit \$1,000,000 \$25,000 Deductible
 - X All Owned
 - X Specifically Described Autos
 - X Hired Autos
 - X Non-Owned Autos
- X **Automobile Physical Damage**
 - X Comprehensive See Schedule for Deductible
 - X Collision See Schedule for Deductible
 - X Hired Auto with limit of \$35,000
- Garage Keepers**
 - Liability Limit
 - Liability Deductible
 - Comprehensive Deductible
 - Collision Deductible

CRIME COVERAGE

- X **Employee Dishonesty**
Limit \$250,000 \$1,000 Deductible
- X **Forgery or Alteration**
Limit \$250,000 \$1,000 Deductible
- X **Theft Disappearance & Destruction**
Limit \$250,000 \$1,000 Deductible
- X **Computer Fraud**
Limit \$250,000 \$1,000 Deductible

NOTE: Additional Covered Party status is excluded for non-governmental entities. The most we will pay is further limited by the limitations set forth in Section 768.28(5), Florida Statutes (2010) or the equivalent limitations of successor law which are applicable at the time of loss.

Description of Operations/ Locations/ Vehicles/Special items-*(This section completed by member's agent, who bears complete responsibility and liability for its accuracy):*
Certificate Holder included as an Additional Covered Party with respect to the Turtle Trot at Ocean Cay Park, held on May 3rd, 2025 from 6am to 10am.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the agreement above.

Administrator
Public Risk Underwriters®
P.O. Box 958455
Lake Mary, FL 32795-8455

CANCELLATIONS
SHOULD ANY OF THE ABOVE DESCRIBED AGREEMENT BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE COVERAGE AGREEMENT PROVISIONS.

Producer
Risk Management Associates, Inc.

300 North Beach Street,

Daytona Beach, FL 32114

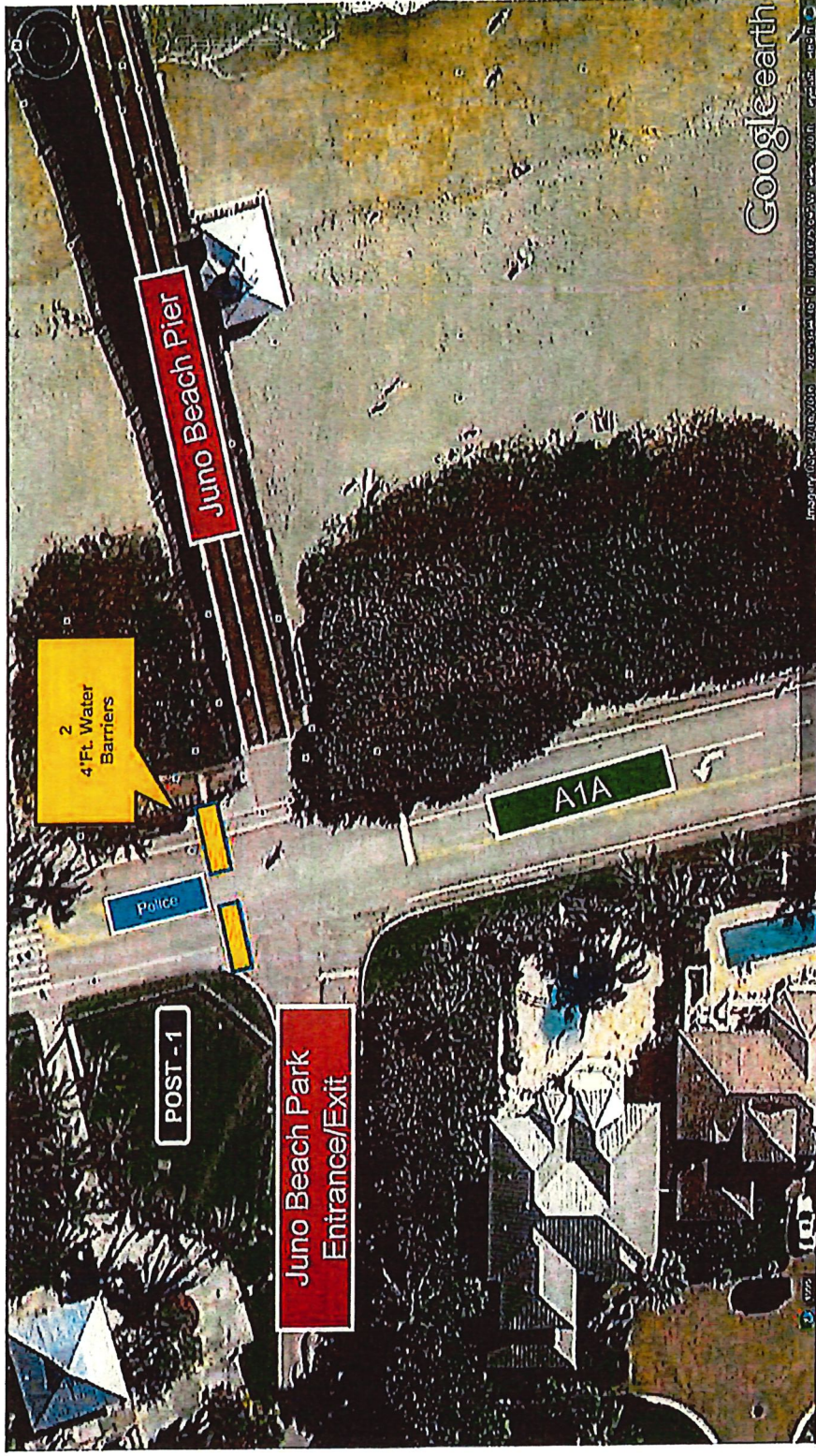


AUTHORIZED REPRESENTATIVE

PGIT-CERT (1/19) PRINT FORM

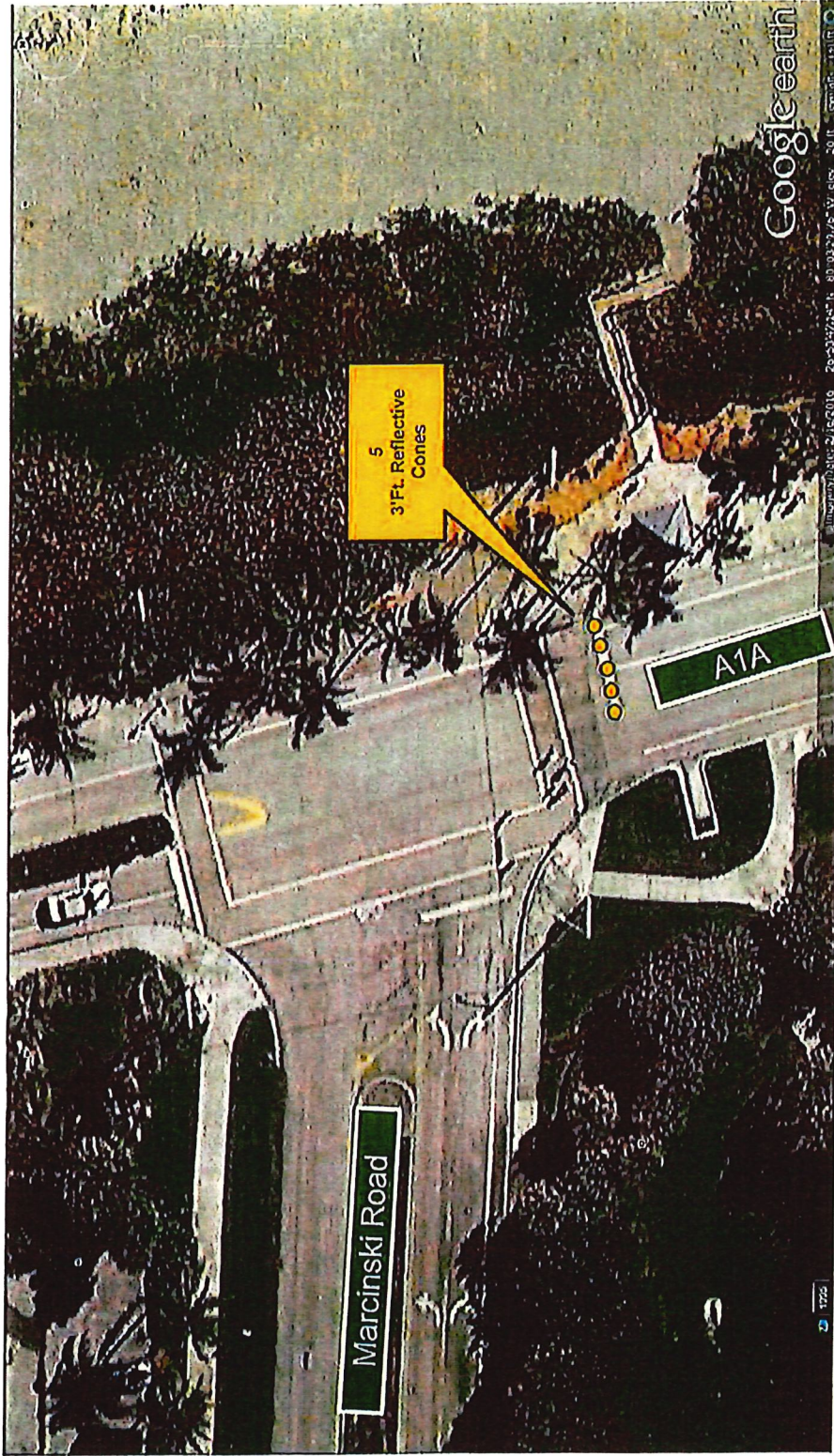
01/28/2025

Diagram #1 – Juno Beach Park & A1A
Juno Beach Police Department (Post #1)



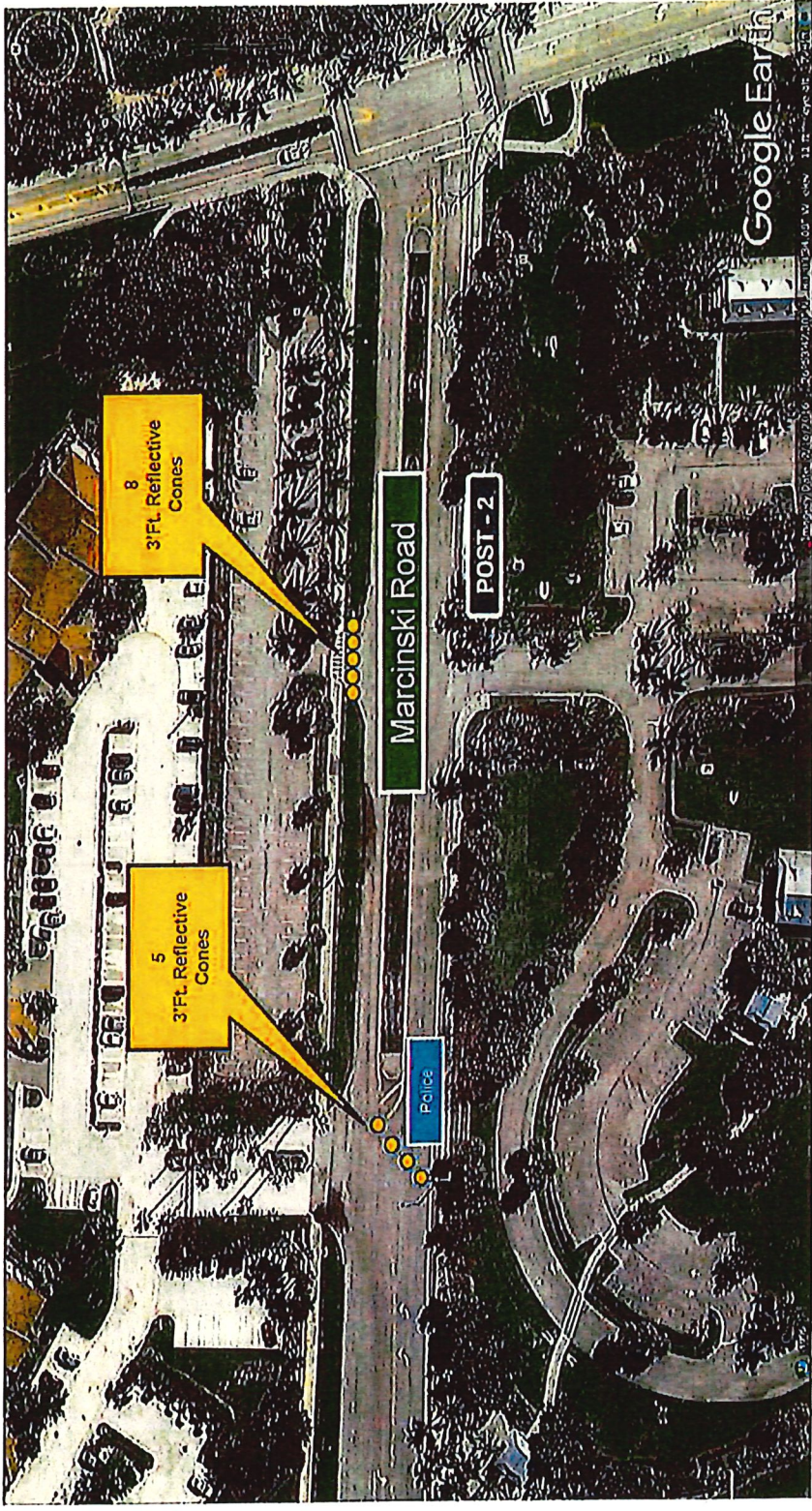
- 2 – 4FT. Water Barriers – Juno Beach Police Department
- 1 – Marked Police Vehicle
- 1 – Uniformed Police Officer (Juno Beach Police Officer)

Diagram #2 – Marcinski Road & A1A
Jupiter Police Department



5 – 3FT. Orange Reflective DOT Traffic Cones
(1 Week Prior – VMB south of Marcinski Road on A1A for northbound traffic)

Diagram #3 – Marcinski Road
Jupiter Police Department (Post #2)



- 13 – 3FT. Orange Reflective DOT Traffic Cones (At two (2) noted locations)
- 1 – Marked Police Vehicle
- 2 – Uniformed Police Officers
- (1 Week Prior – VMB east of US Highway 1 on Marcinski Road for eastbound traffic)

Diagram #4 – Ocean Cay Park
Jupiter Police Department

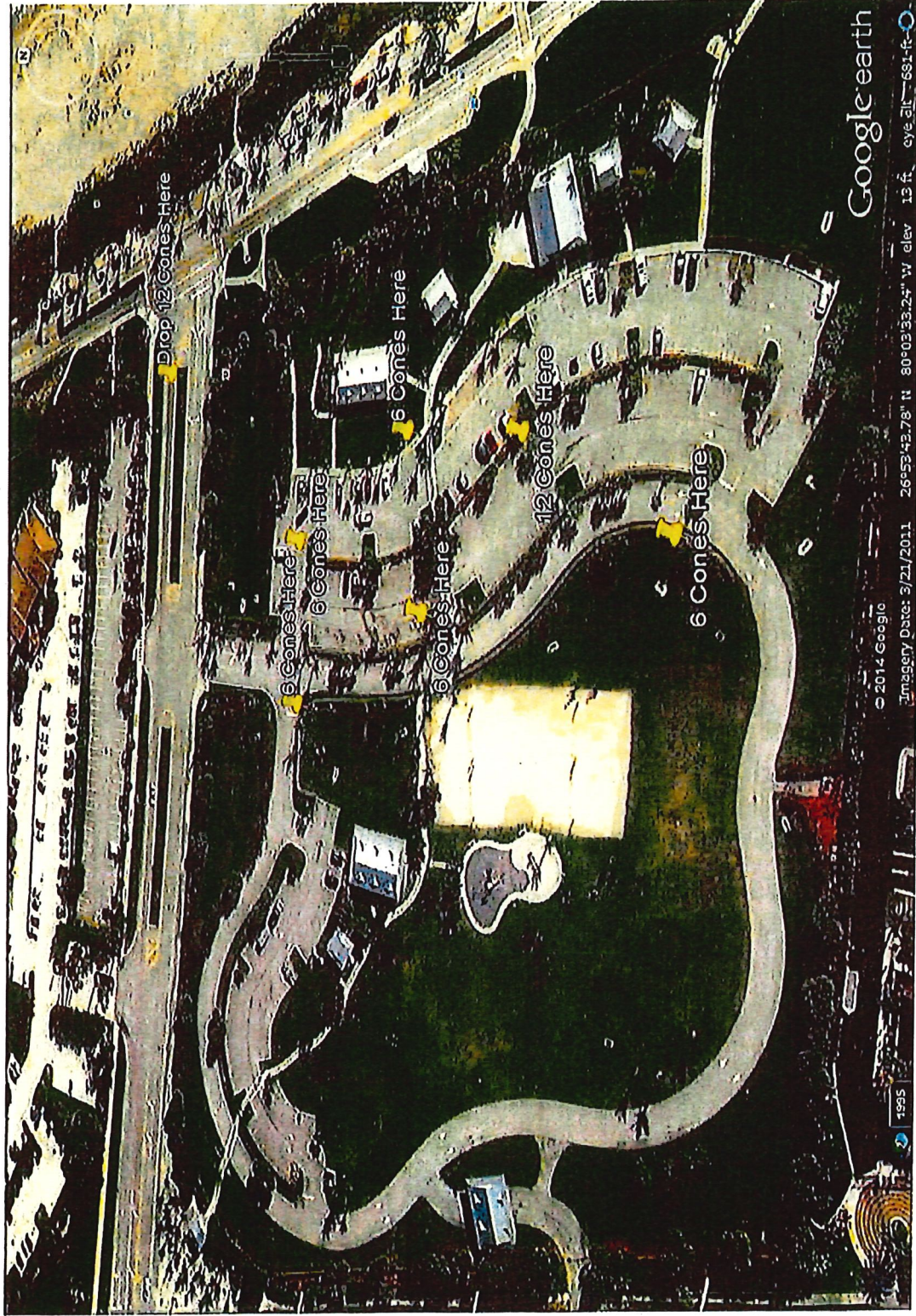
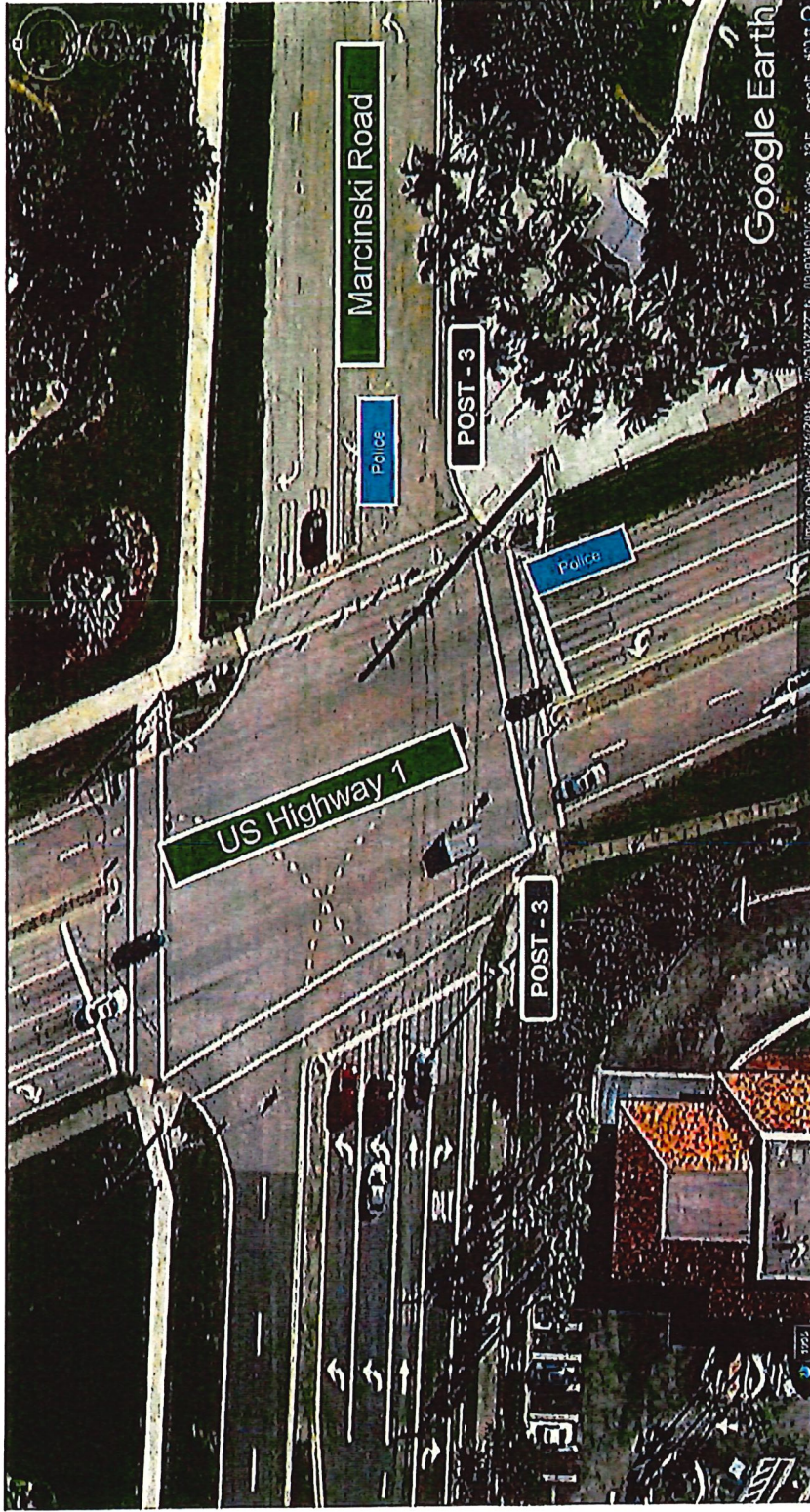
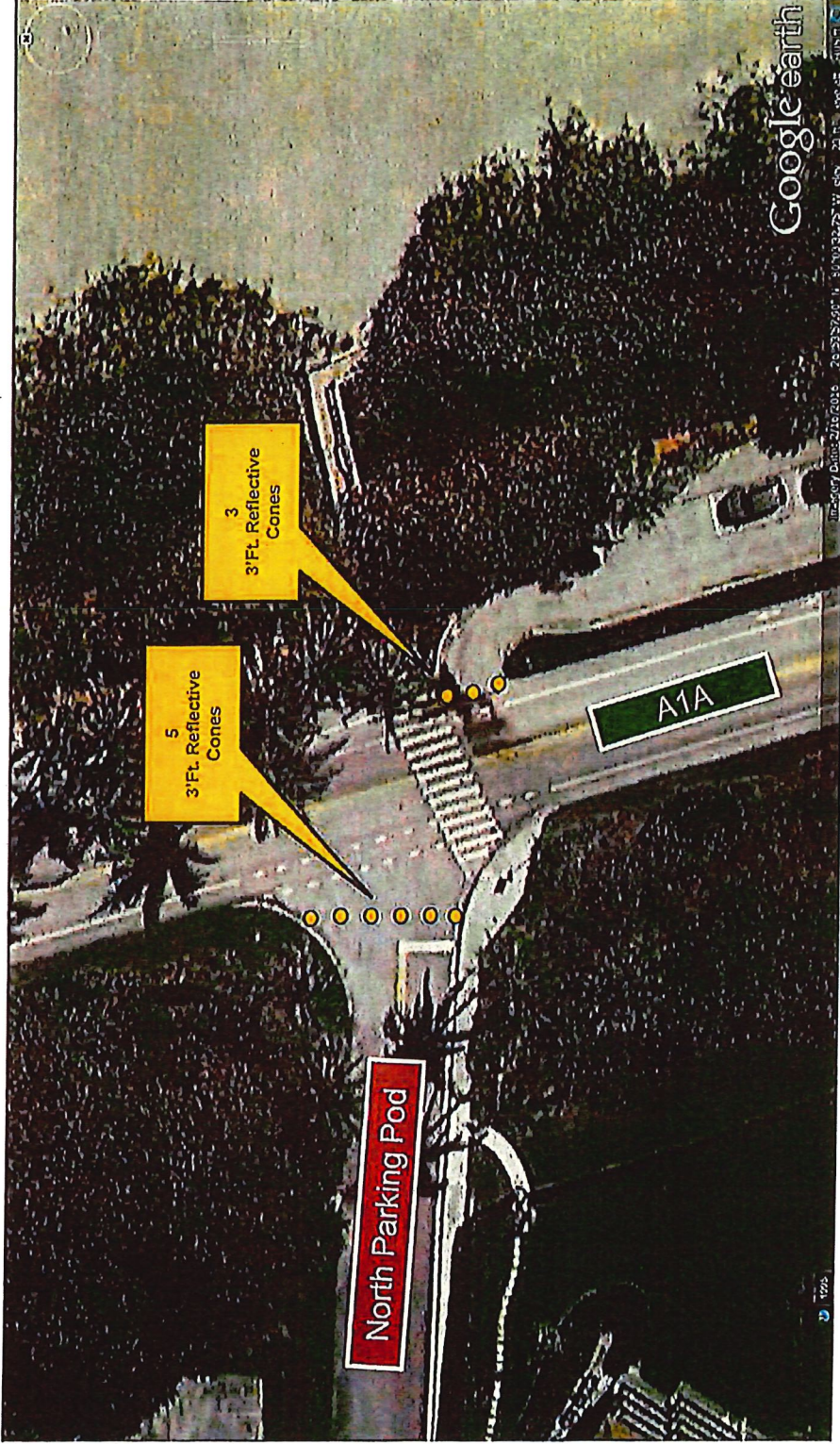


Diagram #5 – Intersection of US Highway 1 and Marcinski Road
Jupiter Police Department (Post #3 – 2 Police Officers)



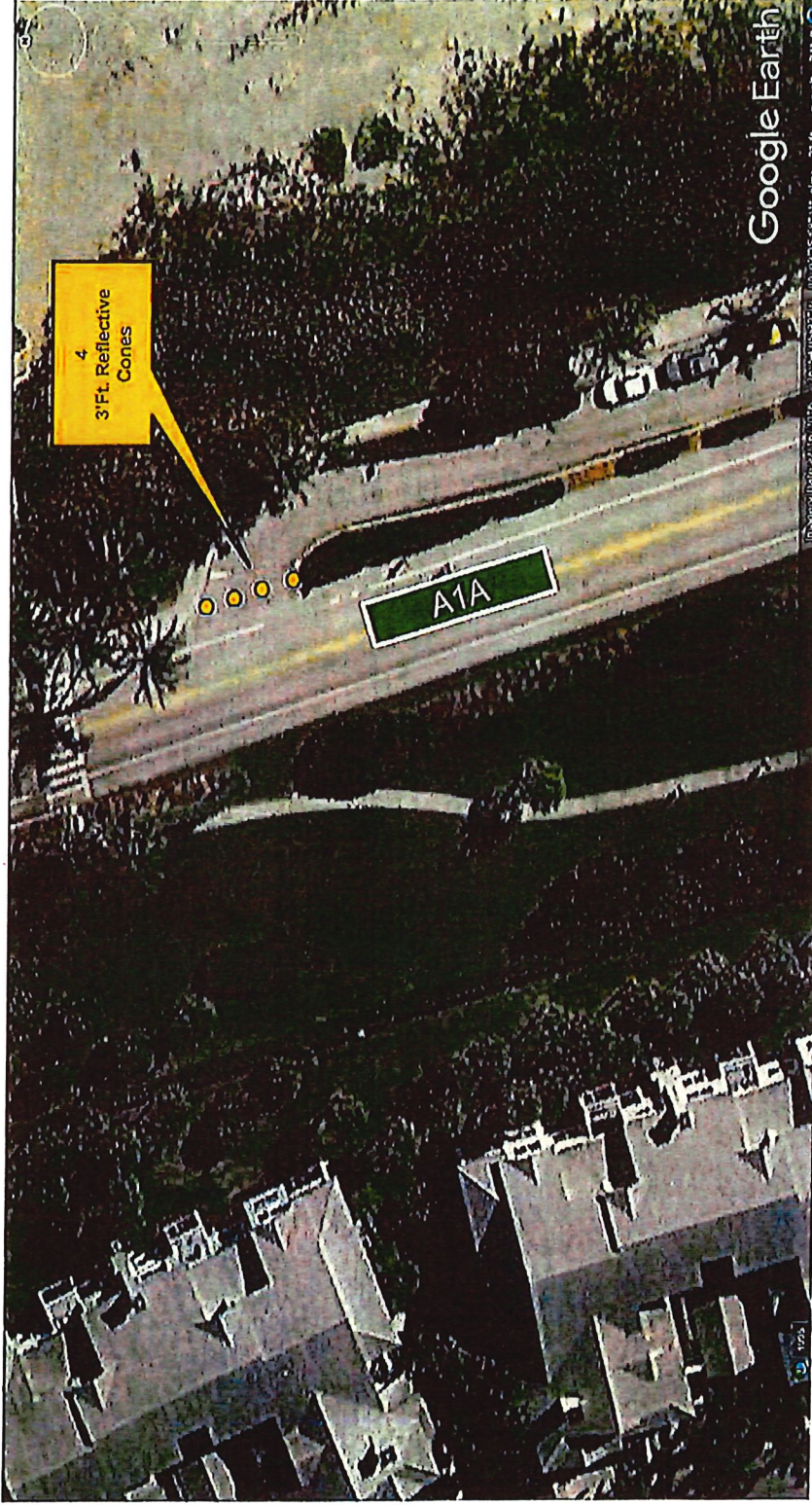
- 2 – Marked Police Vehicles
- 2 – Uniformed Police Officers

Diagram #6 – North Parking Pod & A1A
Jupiter Police Department



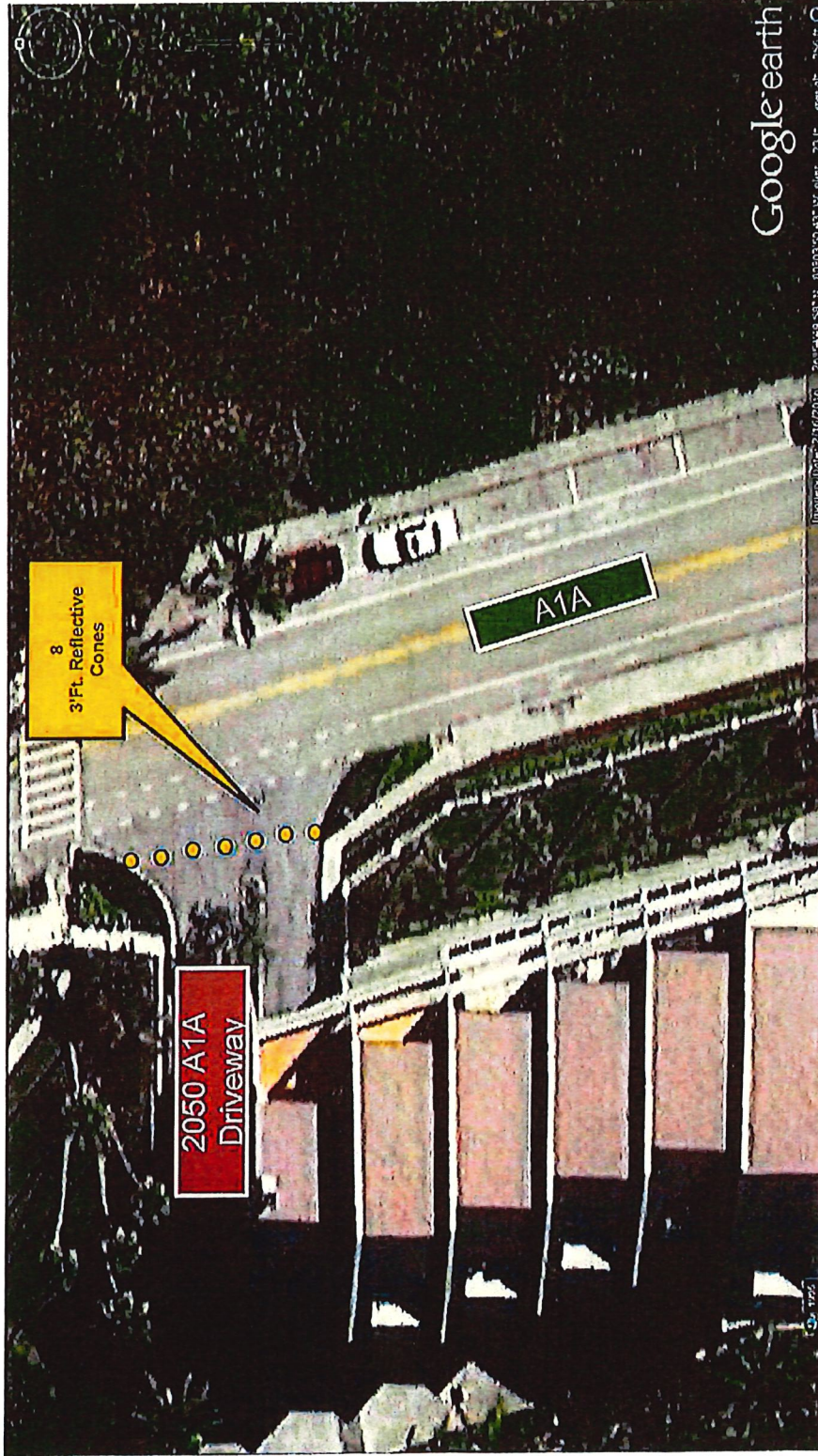
8 – 3FT. Orange Reflective DOT Traffic Cones (At two (2) noted locations)

Diagram #7 – North End of Double Roads & A1A
Jupiter Police Department



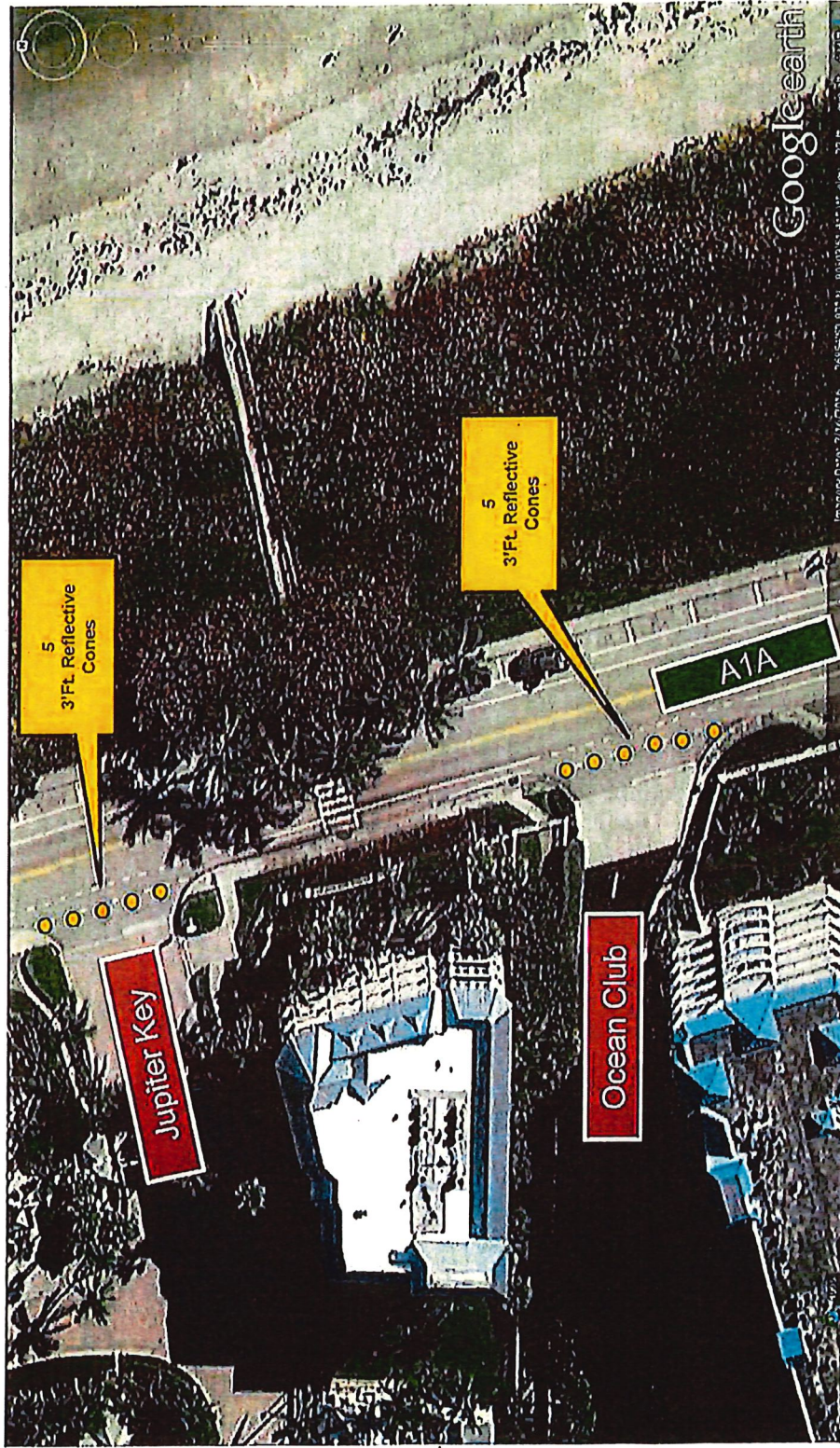
4 – 3FT. Orange Reflective DOT Traffic Cones

Diagram #8 – 2050 Driveway & A1A
Jupiter Police Department



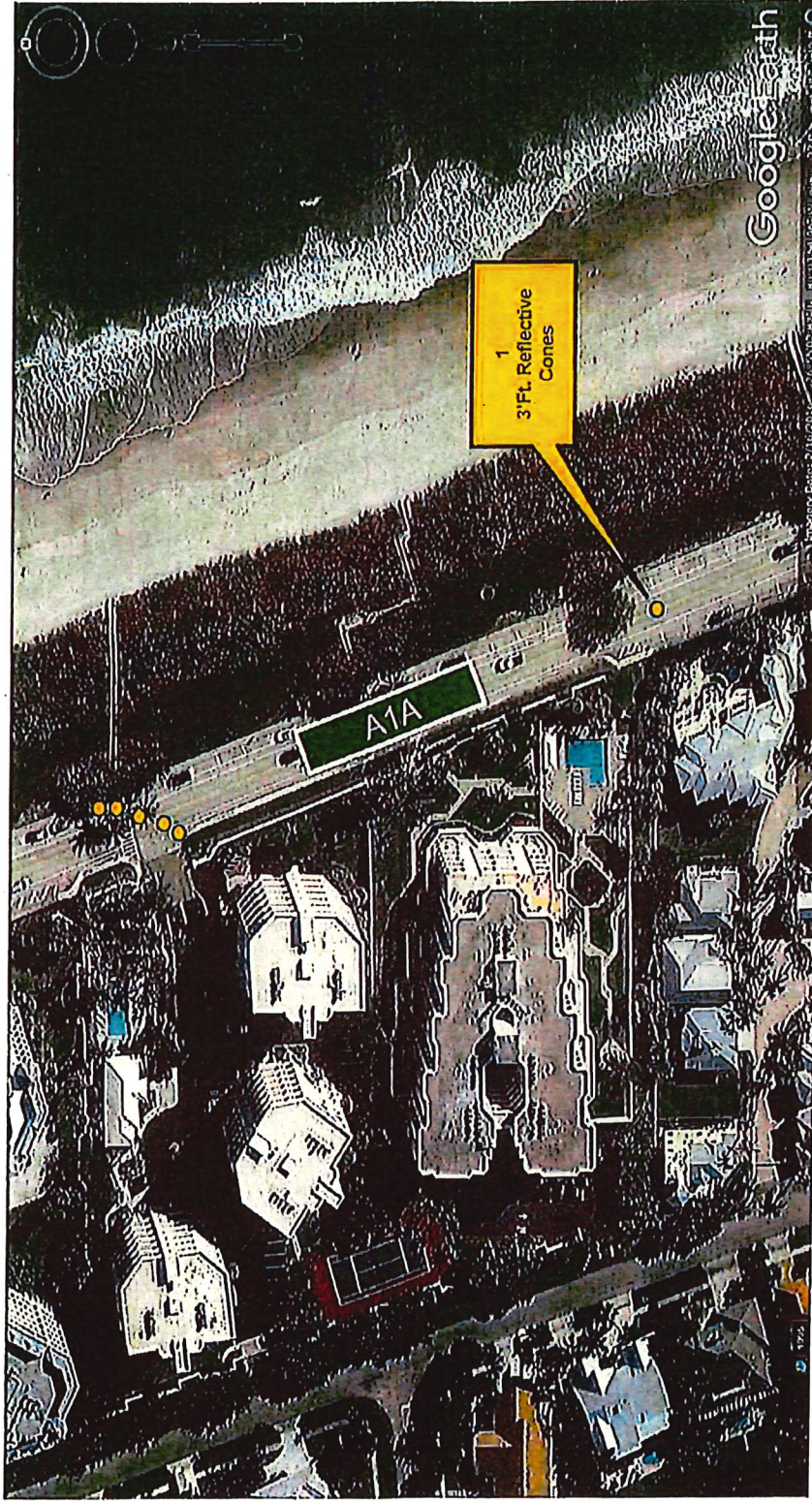
8 – 3FT. Orange Reflective DOT Traffic Cones

Diagram #9 – Jupiter Key & Ocean Club Entrance/Exit
Jupiter Police Department



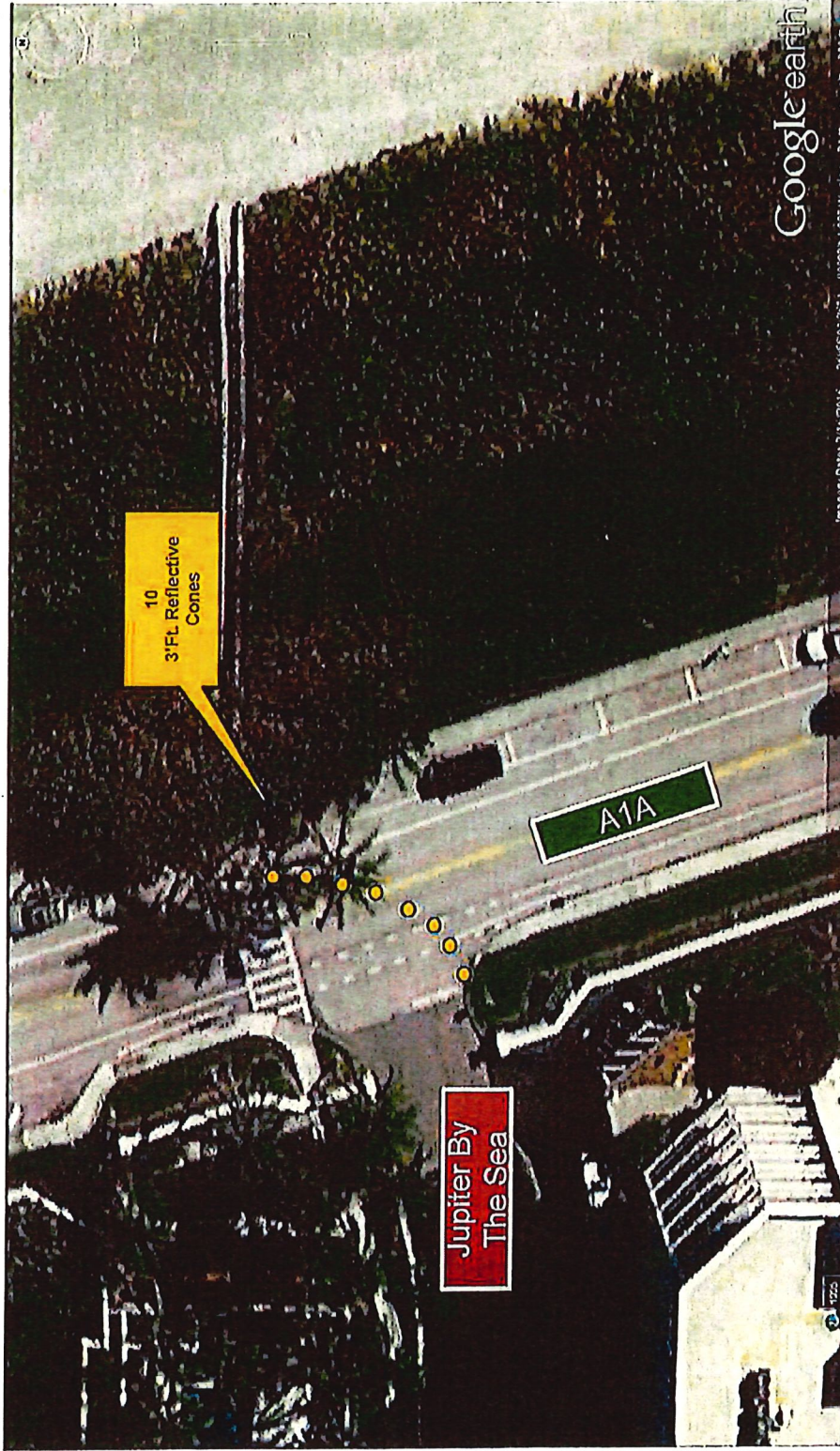
10 – 3FT. Orange Reflective DOT Traffic Cones (At two (2) noted locations)

Diagram #10 – Runners Turnaround
Jupiter Police Department



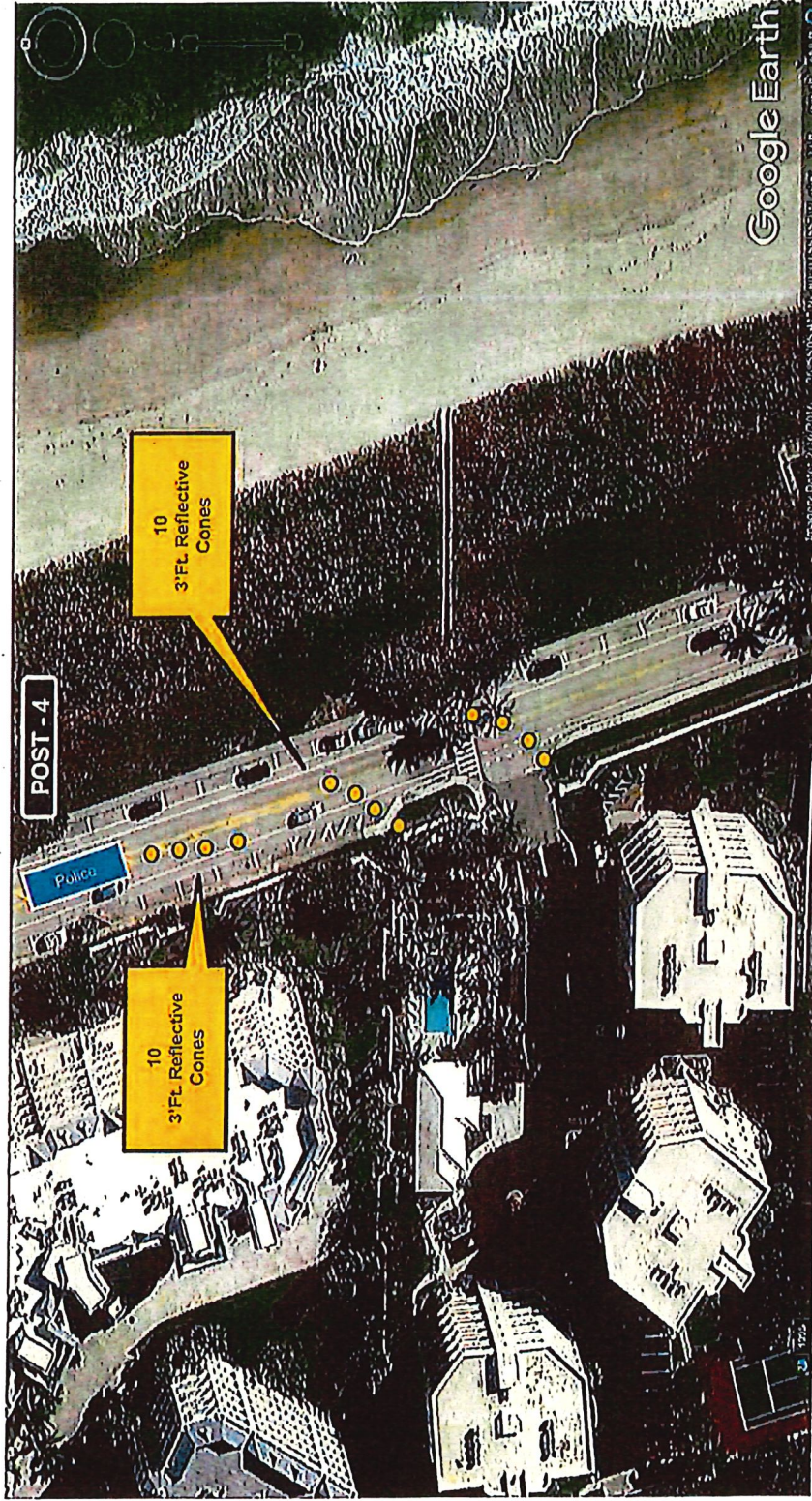
1 – 3FT. Orange Reflective DOT Traffic Cones

Diagram #11- Jupiter By The Sea
Jupiter Police Department



10 - 3FT. Orange Reflective DOT Traffic Cones

Diagram #12— Direct All Traffic Northbound
Jupiter Police Department (Post #4)

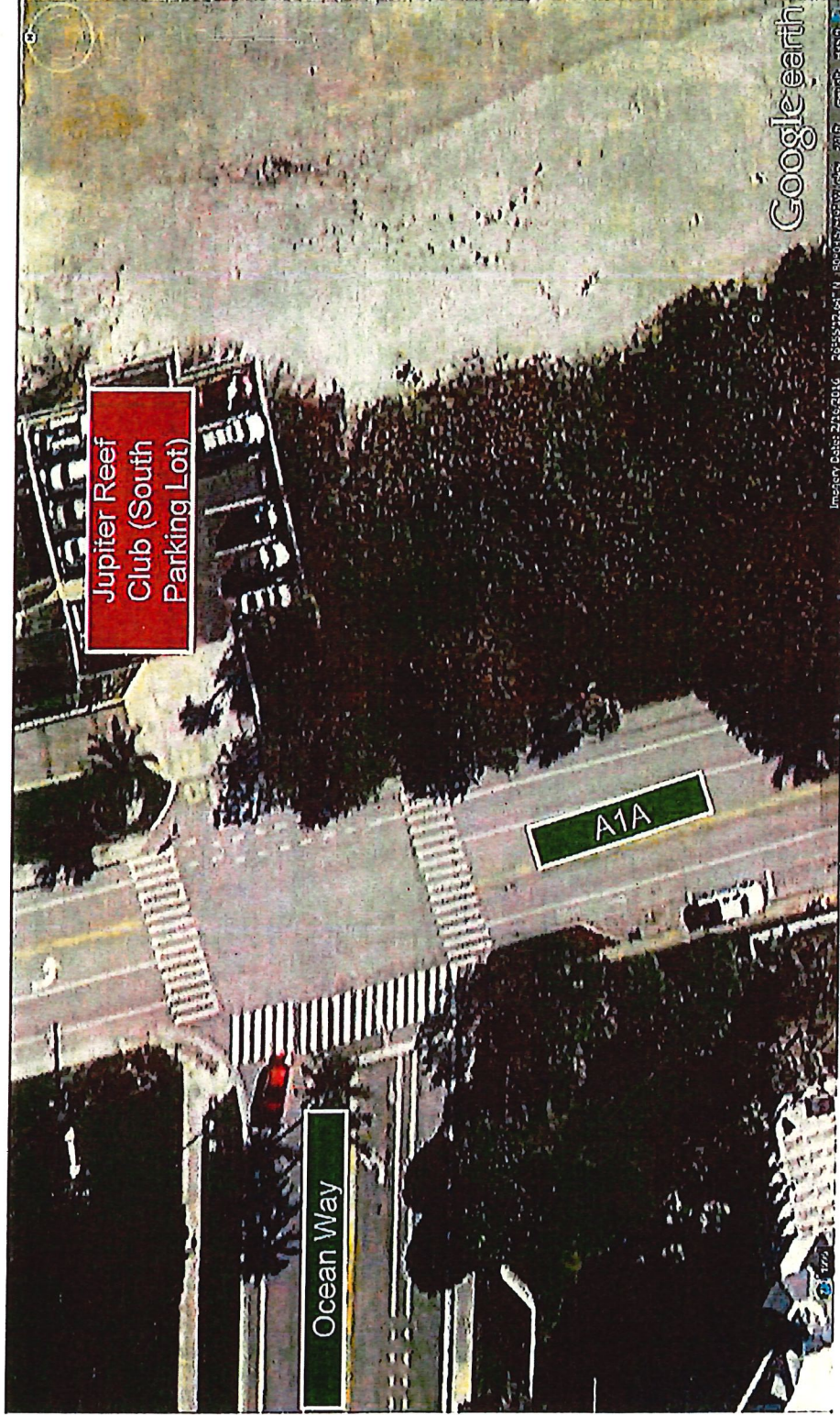


20 – 3FT. Orange Reflective DOT Traffic Cones (At two (2) noted locations)

1 – Marked Police Vehicle

1 – Uniformed Police Officer

Diagram #13 – Ocean Way & A1A
Jupiter Police Department



1 Week Prior – VMB south of Ocean Way on A1A for southbound traffic