



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
JAN 31 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:

TB 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.

TB 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.

TB 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.

TB 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.

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

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

TB 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.

TB 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.

TB

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".

TB

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: National MS Society Phone: 954 676-3926 ext. 56926

Relationship to Organization Represented: Production Company, Event Production Manager

Address of Applicant/Sponsor: 3250 W. Commercial Blvd Suite 340, Ft. Lauderdale

Name, Address, Phone of Organization Represented: same

Principal contact person on Event Day/Phone: Sandy Harslem 817-939-4992

Alternate contact person on Event Day/Phone: Talia Barreau 954-882-5611

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

Address/Location: Please see attached

Name of Subdivision: _____

▪ **Regarding the Special Event Specifics:**

Please describe the special event being requested: _____

Bike MS: Breakaway to the Palm Beaches is a two-day charity bicycle event starting and finishing at Boca Raton Innovation Campus (BRIC). Cyclists will follow the rules of the road. This is not a race.

Indicate roadway(s) to be closed: No road closures needed

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: no

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

Number of employees/volunteers working the event: 75

Number of anticipated attendees for the event: 350

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): Event day is 4/05/2025 from 8am until 3pm. Route marking will take place on Thursday 4/03/2025 and all signs will be removed by 6pm Saturday 4/05/2025.

▪ **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):*

We will hire PD and/or Public works as deemed necessary.

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

TB

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

TB _____ 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.

Talia Barreau

Applicant/Sponsor Signature

01/31/2025

Date

Talia Barreau

Print Name

Office Use Only:

Isabella Hickey

Received By

JAN 31 2025

Jan 31 2025 JH

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

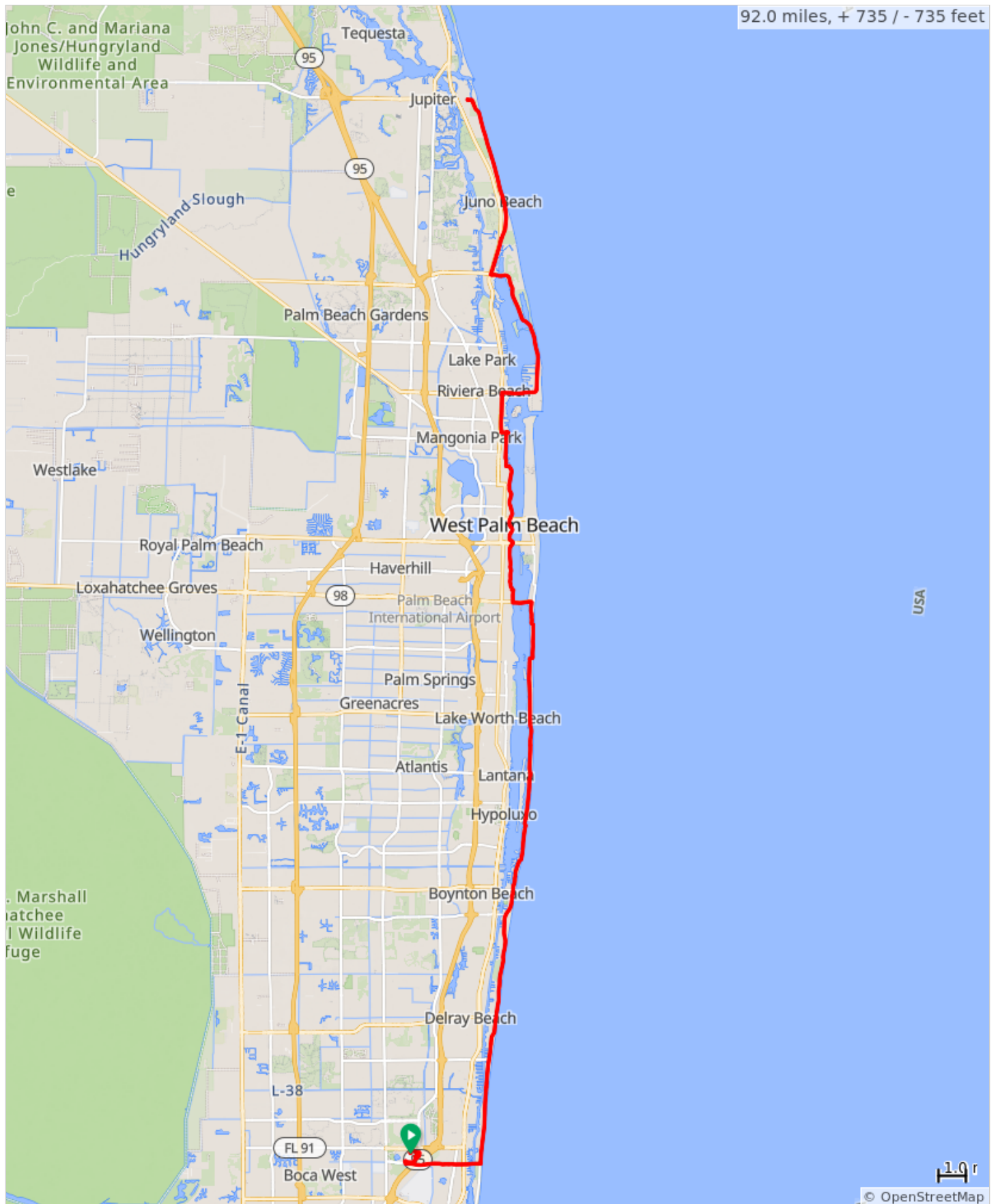
Section VI Post Event Inspection and Security Deposit Status

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

* _____ <i>Amount and Date Returned of the Security Deposit.</i>	
<i>Amount</i>	<i>Date</i>

_____ Director of Planning & Zoning	_____ Date
_____ Police Chief	_____ Date
_____ Public Works Director	_____ Date
_____ Finance Director	_____ Date
_____ Town Manager	_____ Date

2025 Bike MS: Breakaway to Palm Beaches Day 1 - 92M



2025 Bike MS: Breakaway to Palm Beaches Day 1 - 92M

Num	Dist	Prev	Type	Note	Next
1.	0.0	0.0	📍	Start of route	0.0
2.	0.0	0.0	←	L onto Blue Lake Dr/T-Rex Ave	0.1
3.	0.1	0.1	→	R onto Teleco m Dr E	0.2
4.	0.3	0.2	←	L onto 50th St	0.1
5.	0.4	0.1	→	R onto Technol ogy Way	0.7

0.4 miles. +2/-0 feet

Num	Dist	Prev	Type	Note	Next
6.	1.2	0.7	←	L at the 1st cross street onto Broken Sound Blvd	0.1
7.	1.2	0.1	←	L at the 1st cross street onto NW 40th St/ Spanis h River Blvd	2.7
8.	3.9	2.7	←	L onto A1A / Ocean Ave	10.2

3.5 miles. +36/-28 feet

Num	Dist	Prev	Type	Note	Next
9.	14.1	10.2	→	R to access rest stop 1	0.0
10.	14.1	0.0	💧	Rest Stop 1: Ocean Front Beach Park - 6415 N Ocean Blvd., Ocean Ridge, FL 33435	5.9
11.	20.0	5.9	→	R to access rest stop 2	0.0

16.1 miles. +41/-45 feet

Num	Dist	Prev	Type	Note	Next
12.	20.0	0.0	💧	Rest Stop 2: Lake Worth Beach Park - 10 S Ocean Blvd., Lake Worth, FL 33460	4.3
13.	24.4	4.3	↑	At the traffic circle, take the 2nd exit onto Souther n Blvd	0.7

4.3 miles. +39/-35 feet

Num	Dist	Prev	Type	Note	Next
14.	25.1	0.7	→	R at the 1st cross street onto S Flagler Dr	0.5
15.	25.6	0.5	→	R onto Washington Rd	0.3
16.	25.9	0.3	↑	Continue onto S Flagler Dr	4.3
17.	30.2	4.3	←	L to stay on N Flagler Dr	0.1

5.9 miles. +21/-19 feet

Num	Dist	Prev	Type	Note	Next
18.	30.3	0.1	→	R at the 1st cross street onto N Flagler Dr/ Poinsettia Ave	1.2
19.	31.5	1.2	→	R to access rest stop 3	0.0

1.3 miles. +5/-3 feet

Num	Dist	Prev	Type	Note	Next
20.	31.5	0.0	⬇️	Rest Stop 3: Manatee Lagoon - 6000 N Flagler Dr., West Palm Beach, FL 33407	0.2
21.	31.7	0.2	↑	Continue West onto 59th St	0.2

0.2 miles. +1/-1 feet

Num	Dist	Prev	Type	Note	Next
22.	31.8	0.2	→	R at the 1st cross street onto Broadway	1.4
23.	33.3	1.4	→	R onto Blue Heron Blvd	1.2
24.	34.5	1.2	↑	Continue onto N Ocean Dr	0.1

2.8 miles. +10/-15 feet

Num	Dist	Prev	Type	Note	Next
25.	34.6	0.1	↑	Continue straight onto Florida A1A N/ State Hwy 703/N Ocean Dr	4.8
26.	39.5	4.8	→	R at the 1st cross street onto US-1 N/ U.S. Hwy 1 N	1.2
27.	40.6	1.2	→	Slight R	0.2

6.2 miles. +26/-19 feet

Num	Dist	Prev	Type	Note	Next
28.	40.8	0.2	↑	Merge onto Ocean Dr	5.2
29.	46.0	5.2	←	L onto E Indiantown Rd	0.1
30.	46.1	0.1	→	R to access rest stop.	0.0

5.5 miles. +39/-50 feet

Num	Dist	Prev	Type	Note	Next
31.	46.1	0.0	i	Rest Stop 4: Maltz Jupiter Theatre Inc. - 1001 E Indiantown Rd., Jupiter, FL 33477	0.0
32.	46.1	0.0	←	L onto E Indiantown Rd to exit rest stop	0.1

0.0 miles. +0/-0 feet

Num	Dist	Prev	Type	Note	Next
33.	46.3	0.1	→	R at the 1st cross street onto Florida A1A S	5.2
34.	51.5	5.2	←	L onto US-1 S	1.4
35.	52.8	1.4	←	L onto Florida A1A S/ State Hwy 703/ Jack Nicklaus Dr	5.2

6.7 miles. +62/-55 feet

Num	Dist	Prev	Type	Note	Next
36.	58.0	5.2	↑	Continue straight onto Blue Heron Blvd	1.0
37.	59.0	1.0	←	L onto Broadway	1.4
38.	60.4	1.4	←	L onto 59th St	0.2
39.	60.6	0.2	→	R onto N Flagler Dr/ Poinsettia Ave	0.0

7.8 miles. +16/-5 feet

Num	Dist	Prev	Type	Note	Next
40.	60.6	0.0	⬇️	Rest Stop 5: Manatee Lagoon - 6000 N Flagler Dr., West Palm Beach, FL 33407	1.2
41.	61.8	1.2	←	L to stay on N Flagler Dr	0.1

1.2 miles. +3/-5 feet

Num	Dist	Prev	Type	Note	Next
42.	61.9	0.1	→	R at the 1st cross street to stay on N Flagler Dr	2.3
43.	64.3	2.3	→	R onto S Flagler Dr	2.0
44.	66.2	2.0	↑	Continue onto Washington Rd	0.3
45.	66.6	0.3	←	L onto S Flagler Dr/ Greenwood Dr	0.5

4.8 miles. +19/-19 feet

Num	Dist	Prev	Type	Note	Next
46.	67.1	0.5	←	L onto Southern Blvd	0.7
47.	67.8	0.7	↑	At the traffic circle, take the 1st exit onto S Ocean Blvd	4.3
48.	72.1	4.3	←	L to access rest stop 6	0.0

5.5 miles. +40/-40 feet

Num	Dist	Prev	Type	Note	Next
49.	72.1	0.0	🚰	Rest Stop 6: Lake Worth Beach Park - 10 S Ocean Blvd., Lake Worth, FL 33460	11.3
50.	83.4	11.3	🚰	Rest Stop 7: Anchor Park - 340 S Ocean Blvd., Delray Beach, FL 33483	4.8

11.3 miles. +99/-87 feet

Num	Dist	Prev	Type	Note	Next
51.	88.2	4.8	➔	R at the 1st cross street onto NE Spanish River Blvd	2.7
52.	90.8	2.7	➔	R at the 2nd cross street onto Broken Sound Blvd	0.1

7.5 miles. +27/-36 feet

Num	Dist	Prev	Type	Note	Next
53.	90.9	0.1	➔	R at the 1st cross street onto Technology Way	0.4
54.	91.3	0.4	➡	L onto Network Way	0.1
55.	91.5	0.1	➔	R onto Telecom Dr E	0.5
56.	92.0	0.5	➔	R onto T-Rex Ave	0.0
57.	92.0	0.0	📍	End of route	0.0

1.1 miles. +3/-3 feet