



**Meeting Name:** Town Council Meeting

**Meeting Date:** November 15, 2023

**Prepared By:** D. Dyess, Town Manager

**Item Title:** Discussion – Town Organization Sponsorship

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**DISCUSSION:**

At the October 25<sup>th</sup> council meeting, staff was instructed to bring back policy on establishing organization sponsorship for special events. There is an ordinance on special events making that the best location for placing rules and regulations. Underlined areas below are new language to the ordinance up for discussion.

- **Sec. 34-1165. - Off-site special events.**

(a) Any person seeking to hold an off-site special event at any location within the town shall be required to file an off-site special event application in the format required by the town, pay the applicable fee and provide all required information and assurances, including, but not limited to, the following:

- (1) Name and contact information of the applicant/sponsor;
- (2) Proposed location and plot/site plan;
- (3) A description of the event, including any proposed roadway closures;
- (4) Number of employees/volunteers;
- (5) Number of anticipated attendees;
- (6) Length of time for the event;
- (7) Town services requested;
- (8) Letters of approval from outside agencies, as applicable;
- (9) Insurance coverage certifications, as applicable; and
- (10) Approval of property owner, as applicable.

(b) A person issued a permit for an off-site special event shall comply with all conditions imposed by the town, including those imposed by town staff and the town council, if applicable.

(Ord. No. 709 , § 3, 2-27-2019)

- **Sec. 34-1166. - Enforcement; penalties.**

Each violation of any condition or requirement applicable to an on-site or off-site special event shall be deemed a violation of the Town Code and each day the violation continues shall be considered a separate violation. Violations may be enforced in accordance with section 1-10 of this Code, through the code enforcement process set forth in chapter 2, article VI of this Code, by forfeiting part or all the deposit depending on the severity of the violation or through any other manner authorized by law, including, but not limited to, injunctive relief.

(Ord. No. 709 , § 3, 2-27-2019)

- **Secs. 34-1167. - Town sponsored organizations.**

It is recognized that some organizations have significant benefits to the Town. These organizations, once recognized as town sponsored organizations, may ask for fee waivers, town sent email blasts of events, flyer placement on town bulletin board, and use of town center for meetings. To be recognized as a sponsored group, the organization must be a not-for-profit or a non-fund raising organization that has the town and its residents as the sole beneficiary of its activities. Town Council approval is required for any organization that wishes to apply to be town sponsored. The organization should have a track record or be able to demonstrate how it has benefited the town and its residents. The organization must use the town logo on its flyers to advertise the sponsorship relationship.

**RECOMMENDATION:**

The current groups that are recognized by council as sponsored organizations are:

Juno Beach Ecology Group  
Juno Beach Civic Association  
Juno Beach Historic Society  
Juno Beach Friends of the Arts  
Juno Beach Police Foundation

The council should discuss and give staff direction.