Memorandum

From the Town of Juno Beach Planning & Zoning Department

To: Joseph Lo Bello, Town Manager
From: Ruben Cruz, Director of Planning & Zoning
Date: October 2, 2016
Subject: Special Event Request – Palm Beach Holiday Boat Parade

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Background

Staff received a request for a special event from Alyssa Freeman, representing the Marine Industries Association of Palm Beach County, Inc. **This is a recurring event in Town at the same location along the Intracoastal Waterway from North Palm Beach red marker 28 to the Jupiter Lighthouse, and is why staff put it on the Consent Agenda.**

Discussion

The location of the event takes place along the same strip of Intracoastal Waterway. The applicant has provided a map depicting this area. It also requires the Donald Ross Road Bridge to be up during the event. The applicant will be charged the Permit Fee of $100 and a $500 Security Deposit for this event based on the attached adopted fee schedule for Off-Site Special Events. This fee and deposit do not include required costs for outside assistance by Police, or any other necessary support. Those costs are the responsibility of the applicant during the application process.

Based on the event type the applicant will be responsible to provide all outstanding items 14 days prior to the date, or be subject to late fees and/or cancelation of event. Staff will apply all of the regular conditions for such an event on their regular application plus any identified by the Town Council.

Finally, the date of the event is proposed for December 3, 2016, and the event will take place from 6:00 pm to 8:30 pm. The Donald Ross Road Bridge is expected to be closed for 45 - 60 minutes. The event is a Holiday Boat Parade, with a traveling fireworks display and volunteer boats collecting unwrapped toys at docks along the route for Toys for Tots.

Recommendation

Staff recommends that the Town Council consider the request for the Off-Site Special Event proposed in Juno Beach as stated above, subject to all conditions and requirements of the application, including any additional agency reviews/approvals/fees.

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:

Event Type	Deadlines Application/ Obligations	Application Fee	Permit Fee*	Security Deposit	Deadline Late Fee
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:

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

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

AF 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.

AF 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.

AF 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.

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

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

AF 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 cancelation of event.

AF 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. (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: Alyssa Freeman Phone: 561-863-0012

Relationship to Organization Represented: Operations Director / Event Chair.

Address of Applicant/Sponsor: 1208 US Highway 1, Ste. B, North Palm Beach, FL 33408

Name, Address, Phone of Organization Represented: Marine Industries Assn. of PBC 1208 US Highway 1 Ste. B, North Palm Beach FL 33408 561-863-0012

Principal contact person on Event Day/Phone: Alyssa Freeman 561-318-8880

Alternate contact person on Event Day/Phone: Stephanie Brown 561-704-4173

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

Address/Location: Intracoastal Waterway, North Palm Beach to Jupiter Lighthouse.

Name of Subdivision: N/A

- ***Regarding the Special Event Specifics:***

Please describe the special event being requested: Parade of decorated vessels from North Palm Beach to Jupiter led by traveling fireworks display and volunteer toy boats collecting new unwrapped toys at docks for toys for tots. Saturday, Dec 3, 2016

Indicate roadway(s) to be closed: Donald Ross Rd. Bridge

Indicate if amusement rides (type/quantity) are part of the event: N/A

Indicate if alcohol will be served at the event and who will serve: N/A

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: Approx. 20

Number of anticipated attendees for the event: Approx 50 vessels

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): Starts in North Palm Beach at 6:00 pm and should reach Jupiter lighthouse by 8:30 pm. Saturday December 3rd 2016. Donald Ross Bridge closed for 45-60 mins.

- ***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 stationed at the East side of Donald Ross Bridge prior to and just after the parade passes. PBSO will be covering the west side of the Bridge

- ***Please initial to confirm attachments:***

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

Indicate items not submitted and reasons for non-submittal: Event not on private property.

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 — Date: 10/14/16

Alyssa Freeman
Print Name

Office Use Only:

Received By — 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

Officer - $45.00 ***Supervisor (if required) - $55.00***

(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 JSHAVER@JUNOBEACHPD.COM.***

Office Use Only:

_____Officers @ $45.00/hour: total of _____ hours = $_____

_____ Supervisors @ $55.00/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 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

Regular Staff	***$30.00***
Supervisor (if required)	***$40.00***

- ***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 @ $30.00/hour: total of _____ hours = $_____
_____ Supervisors @ $40.00/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