

Memorandum

From the Town of Juno Beach Planning & Zoning Department

To: Joseph Lo Bello, Town Manager
From: Ruben Cruz, Director of Planning & Zoning 
Date: August 2, 2016
Subject: Special Event Request – Craft Show

Background

Staff received a request for a special event from Marianne Kollmer, representing the Jupiter-Tequesta Rotary Club; and will be present during the meeting. **This is a recurring event in Town at the same location along Ocean Drive, and is why staff put it on the Consent Agenda.**

Discussion

The location of the event takes place regularly north of Donald Ross Road, within the Ocean Drive right-of-way, and continues up to the Juno Beach Pier area. The applicant has provided a map depicting this area. It also requires the roadway to be closed during the event. The applicant will be charged the fee of \$500/day and a \$1,000 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 45 days prior to the date, or be subject to late fees and/or cancelation of event.

Finally, the dates of the event are proposed for November 12th and 13th (while the applicant will be proposing to close Ocean Drive from the 11th through 13th) 2016. Staff will apply all of the regular conditions for such an event on their regular application (such as no vendor parking or vendor setup in front of Ocean Royal) plus any identified by the Town Council.

The event is an arts and crafts market, with various vendors and food/beverage and other notable affiliates.

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.



ROTARY CLUB OF JUPITER/TEQUESTA

P.O. BOX 3118
TEQUESTA, FLORIDA 33469-0118

TOWN OF JUNO BEACH
RECEIVED

2016 JUL 19 PM 4:22



July 18, 2016

Mayor Jason Haselkorn and Town Councilmembers
Town of Juno Beach
340 Ocean Drive
Juno Beach, FL 33408

Dear Mayor Haselkorn and Councilmembers:

On behalf of the Rotary Club of Jupiter-Tequesta, I am requesting a Special Events Permit for our 15th annual Juno Beach Craft Festival on the Ocean to be held on November 12th and 13th. The show is put on by American Craft Endeavors, the same organization that has been doing Art Fest by the Sea for so many years. This craft show offers quality, handmade merchandise that is less expensive than art shows.

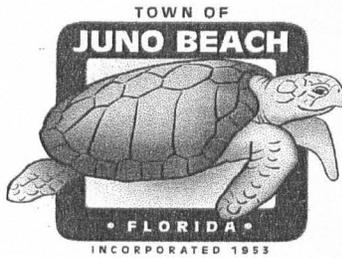
The craft show provides funds for our Rotary club's community projects, some of which are scholarships, construction and maintenance work at the Boy Scout camp, providing dictionaries to area third graders, school supplies and food for needy families.

As always, the club will work with the Juno Beach Police Department and Public Works departments. Please advise me when I need to represent our Rotary club at your town meeting.

Sincerely,

A handwritten signature in cursive script, appearing to read "M Kollmer".

Marianne Kollmer
Rotary Club of Jupiter-Tequesta
Craft Show Committee
712 Bay Colony Dr. S., Juno Beach, FL 33408
mbk@mbkollmer.com
Home 561-626-0699 Cell 561-762-1945



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

*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:

- mk Application Fee is due at time of Application submittal and is not refundable.
- mk Deadline Late Fee is an additional charge and is not refundable.
- mk 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.
- mk 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.
- mk 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.
- mk Failure to comply with restrictions imposed automatically forfeits the Security Deposit.
- mk Town Staff will determine if application will require additional conditions to be added or existing conditions modified, dependent upon each individual event.
- mk 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.
- mk 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: Marianne Kollmer Phone: 762-1945

Relationship to Organization Represented: Member Board of Directors

Address of Applicant/Sponsor: 712 Bay Colony Dr.
Juno Beach, FL 33408

Name, Address, Phone of Organization Represented: Rotary Club of Jupiter, Tequesta
P.O. Box 3118, Tequesta, FL 33469

Principal contact person on Event Day/Phone: Marianne Kollmer 762-1945

Alternate contact person on Event Day/Phone: Gail Nelson 346-1178

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

Address/Location: Ocean Drive between Donald Ross Rd and Marcinski Rd.

Name of Subdivision: n/a

▪ **Regarding the Special Event Specifics:**

Please describe the special event being requested: 15th Annual Rotary Craft Festival

Indicate roadway(s) to be closed: Ocean Drive between Donald Ross Rd and Marcinski Rd.

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: yes, wine & beer served by Rotarians

Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: Tents for participating Crafters approx 100

Number of employees/volunteers working the event: 12 for parking, 22 Rotarians

Number of anticipated attendees for the event: 4900

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): Friday NOV 11, 12 noon to 6pm for set up
SAT & SUN NOV 12-13- 10am to 5 for craft show
SUN NOV 13- 5pm to 8pm for breakdown

▪ **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):

Public works to set up & take down road closure barricades and police for Sat & Sun.

Please initial to confirm attachments:

- ML Application Fee, and Late Fee, if applicable. (Payable to Town of Juno Beach)
- ML Plot/Site Plan
- ML Outside agency letter(s) of approval - *copy of P.B.Co. Parks & Rec special event application 3/9/16*
- ML Insurance Certificate - *copy of letter to Loggerhead Marine Life Center 7/19*
- ML Notarized Letter from property owner
- ML Copy of Driver License

Indicate items not submitted and reasons for non-submittal: have not received approval as yet from P. B. County

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.

M. Kollmer

Applicant/Sponsor Signature

7/18/16

Date

Marianne Kollmer

Print Name

Office Use Only:

Frank D. Davis
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: _____

2016 JUL 19 PM 4:22

TOWN OF JUNO BEACH
PLANNING DEPT.

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

<i>Regular Staff</i>	<i>\$30.00</i>
<i>Supervisor (if required)</i>	<i>\$40.00</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 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

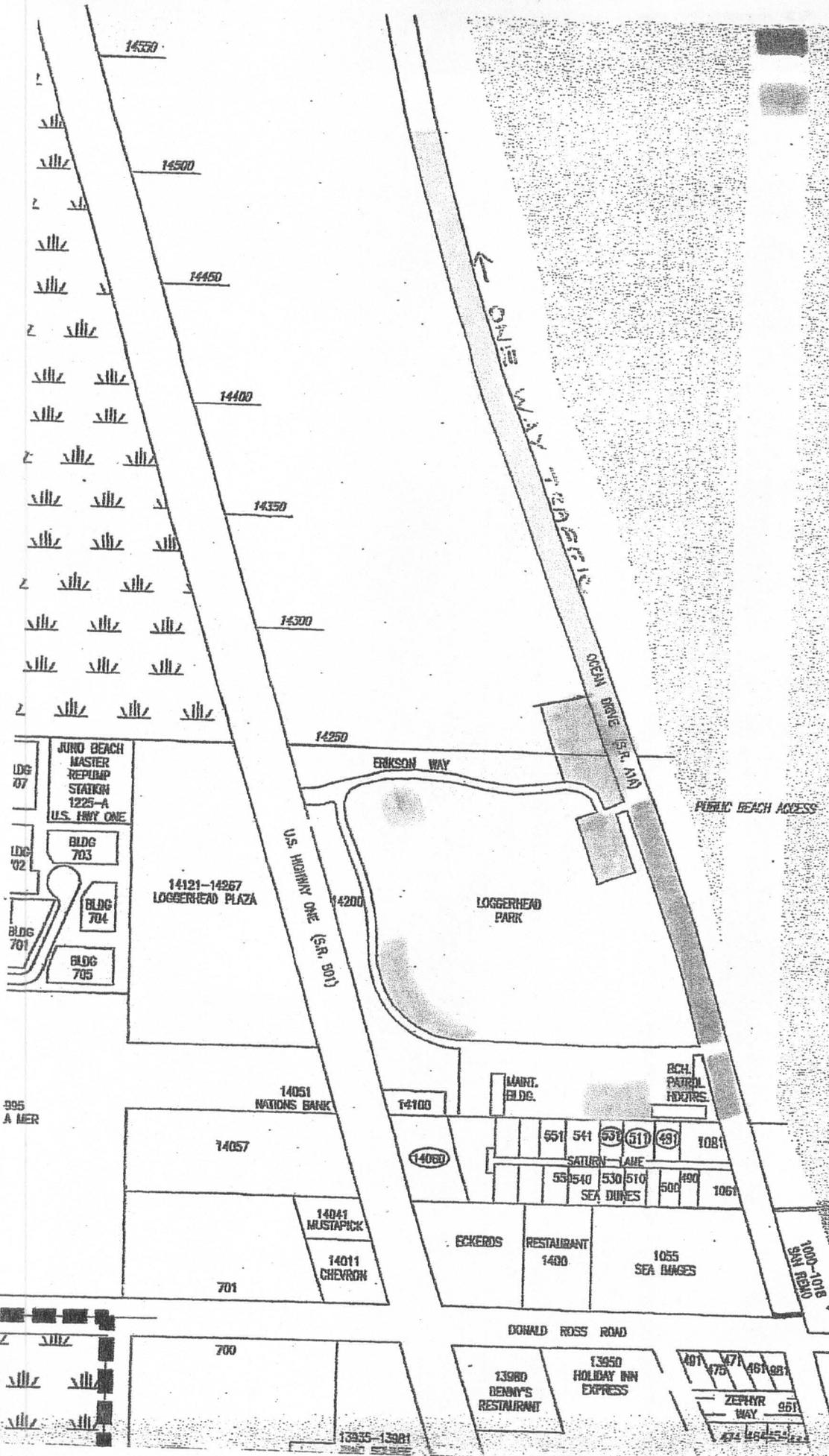
Town Manager

Date

BOOTHS
PARKING



ATLANTIC OCEAN



14550

14500

14450

14400

14350

14300

14250

14200

14100

14057

700

13935-13981

JUNO BEACH
MASTER
REPLUMP
STATION
1225-A
U.S. HWY ONE

BLDG
703

BLDG
704

BLDG
705

14121-14267
LOGGERHEAD PLAZA

ERIKSON WAY

LOGGERHEAD
PARK

U.S. HIGHWAY ONE (S.R. 901)

OCEAN DRIVE
S.E. 1/4

PUBLIC BEACH ACCESS

14051
NATIONS BANK

MAINT.
BLDG.

BCH.
PATROL
HQTRS.

551 541 531 511 481 1081

SATURDAY AME
535 540 530 510 500 1061

14060

ECKERD'S

RESTAURANT
1490

1055
SEA IMAGES

14041
MUSTAPICK

14011
CHEVRON

701

1000-1018
SAN BELO

ROAD CLOSED

DONALD ROSS ROAD

13980
DENNY'S
RESTAURANT

13950
HOLIDAY INN
EXPRESS

491 475 461 481
ZEPHYR
WAY 961

950



Marcinski Road

BARRICADE

Ocean Dunes Ct

Yogi Ln Juno Ocean Walk

Seaview Dr

Juno Beach Fishing Pier

Ocean Dr

A1A

HOLIDAY CRAFT FESTIVAL

1

Erickson Way

Saturn Ln

Donald Ross Rd

BARRICADE





PALM BEACH COUNTY PARKS AND RECREATION SPECIAL EVENTS APPLICATION

2700 6th Avenue South
Lake Worth, FL 33461
www.pbcparcs.com/specialevent
deasley@pbcgov.org

Your event qualifies as a special event if you or your organizers are planning an activity which involves one or more of the following:

- Fundraising
- Advertised as open to the public
- Admission fee, ticket exchange, or a requested donation
- Alcoholic beverage sales
- Sale of food, non-alcoholic beverages, merchandise, or other items
- Attendance exceeding the carrying capacity of the desired facility
- In variance of the general use of the park
- Creates additional impact to the general park use
- Takes place in an unmanaged park or area

Special Events requires submission of a completed event application for events hosted in a Palm Beach County owned and operated park. Submission of a special events application does not guarantee you will be issued a Special Events Permit. It is strongly recommended that any event should not be published or advertised until final approval is received. Applications must be submitted a minimum of 3 months in advance for Non-profit events and 6 months in advance for For-Profit events. We accept applications up to 1 year in advance. A \$200.00 booking fee and all other documentation must accompany your application at time of submission. Fees and requirements may be quoted, but not confirmed until the application is received and reviewed. You will be notified of fees, security deposit and event requirements upon review of the event application. All fees and requirements are due prior to receiving a permit to host the event.

APPLICANT INFORMATION

Organization hosting event Rotary Club of Jupiter-Tequesta

Organization website jupiterrotary.com

Please check one:

Organization is a Non-Profit For Profit Government Agency

Other, please specify _____

If applicable, attach current verification of 501 (c) (3) status.

If applicable, attach current FL State Tax Exempt Certificate

Applicant Name Gail Nelson

Mailing Address P.O. Box 3118

City Tequesta State Florida Zip 3346

Applicant's Contact Information: Office Phone 561-626-5354 Cell 561-346-1178

E-Mail gfnelson@bellsouth.net Event Web Site artfestival.com

Alternate Contact Name Marianne Kollmer Cell 561-762-1945

EVENT COORDINATOR OR PROMOTER INFORMATION

Name of Coordinator/Promoter Helayne Stillings Cell 813-361-3636

Business Name American Craft Endeavors E-Mail helayne@artfestival.com

Mailing Address 270 Central Boulevard, Suite 107B

City Jupiter State Florida Zip 33458

EVENT DETAILS

Name of Event Juno Beach Craft Festival on the Ocean

Event Description/Purpose Craft Show

Proceeds of approximately \$4,000 used for service projects and scholarships.

First Time event in a PBC Parks & Recreation Facility No

Returning event Yes How many years? 15

Name of Park Loggerhead Park Specific Location/Pavilion Ocean Drive adjacent to park

Anticipated Overall Attendance 4900 Number of Volunteers 25

Number of Attendees Participating in Sporting Event N/A Number of Spectators _____

Set-up Date: 11/11/16 Set-up Hours: 12:00 AM or PM to 6:00 AM or PM

Event Date: 11/12 & 11/13 Event Hours: 10:00 AM or PM to 5:00 AM or PM

Registration Time: N/A AM or PM to _____ AM or PM

Tear-Down Date: 11/13 Tear-Down Hours: 5:00 AM or PM to 8:00 AM or PM

The event is: Open to General Public X Private _____

TYPE OF EVENT: *Check all that apply*

- | | | |
|--|--|--|
| <input type="checkbox"/> Athletic event (type _____) | If yes, is this a Palm Beach County Sports Commission event? _____ | |
| <input type="checkbox"/> Charity benefit | <input type="checkbox"/> Home/garden/trade show | |
| <input checked="" type="checkbox"/> Art/Craft show | <input type="checkbox"/> Children's/senior event | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Biking event (type _____) | <input type="checkbox"/> Church event | <input type="checkbox"/> Picnic/luncheon/dinner |
| <input type="checkbox"/> Beer and/or Wine Festival | <input type="checkbox"/> Club/convention meeting | <input type="checkbox"/> Political fundraiser/rally |
| <input type="checkbox"/> Boating/ski/swim event | <input type="checkbox"/> Food festival | <input type="checkbox"/> Theatre/concert performance |
| <input type="checkbox"/> Business/education/lecture | <input type="checkbox"/> Fishing event | <input type="checkbox"/> Other: _____ |

All special events hosted in a Palm Beach County Parks and Recreation facility require insurance from the organization hosting the event. A Certificate of Commercial General Liability Insurance, in the amount of \$1,000,000 listing Palm Beach County Board of County Commissioners as an additional insured and the certificate holder is required of the permittee as well as all caterers, vendors, entertainers, etc. If a master policy is used, the Certificate of Insurance submitted by the Permittee must clearly state that all such entities are "Named Insured". Additional insurance may be required depending on the event.

ACTIVITY DETAILS

- | | | | |
|---------------------------------|---|--------------|---|
| Donation | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | Entry fee | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no |
| Registration fee | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | RV | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no |
| Fireworks (Special Permit Only) | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | Gated Event | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no |
| Road Closure Request | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | Ticket Sales | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no |
| Unarmed Security | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | Raffle | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |

EVENT COMPONENTS

- | | | | |
|----------------------|---|-------------------|---|
| Audio | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | Projection/Visual | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no |
| Barricades | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | Cones | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |
| Fencing | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | Coffee Pot | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no |
| Freezer/Refrigerator | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | Ice Machine | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no |
| Generator | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | Grill/Cook Top | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |
| Lighting | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | Tables/Chairs | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |

Palm Beach County Parks and Recreation does not provide equipment. You as the event organizer are responsible for providing your own equipment including necessary traffic control and safety equipment such as traffic cones, barricades, directional signage, fencing etc. It is your responsibility to properly place the equipment prior to your event and remove it upon conclusion of the event.

Having amplified sound and/or music?

- Amplified sound for announcements only
- Amplified sound for music (check one) CD/iPod for DJ music
- Small 4-5 piece live band
- Large 6+ piece live band
- Other 1 or 2 individual musicians with short range amplified music
- Times of amplified sound 10:00 AM or PM to 5:00 AM or PM
- No amplified music at event

Amplified sound is permissible in select areas. Sound levels must adhere to Palm Beach County noise ordinances. Police, Park Ranger and Special Event staff may require the volume to be turned down or off.

Using electrical power?

- Using onsite electricity, if available*
- Bringing in generators**
- No need for electricity at event

*An electrical worksheet may be required depending on electrical needs. If there is insufficient electricity, you will be responsible to supplement with generators.
 **Must obtain permission from PBC Parks and Recreation for use of generators.

Having alcoholic beverages at your event?

- Yes*, alcohol sales, serving, sampling, consumption, use at event.
- No alcohol at event.

*If yes, complete Addendum B

Having food and non-alcoholic beverages at your event?

- Vendors preparing food onsite
- Food trucks
- Food and non-alcoholic beverages being dropped off/delivered-vendors not onsite-not selling
- All food and non-alcoholic beverages handled by organizer; bringing in no outside vendors
- No food or beverages at event

Having selling and/or informational vendors at your event?

- | | |
|--|---------------------------------|
| <input checked="" type="checkbox"/> Vendors selling food/non-alcoholic beverages | # <u>Determined by promoter</u> |
| <input checked="" type="checkbox"/> Vendors selling merchandise/service | # <u>Determined by promoter</u> |
| <input checked="" type="checkbox"/> Vendors passing out information only | # <u>Determined by promoter</u> |
| <input type="checkbox"/> Vendors giving out samples | # _____ |
| <input type="checkbox"/> No selling or informational vendors at event | |

Having kids activities?

- Inflatable bounce house # _____ Dimensions? _____
- Inflatable bouncer slide # _____ Dimensions? _____
- Rock climbing wall Height _____
- Arts & Crafts (i.e. craft making, face painting)
- Petting zoo
- Pony rides
- Other _____
- No kid activities at event

All vendors require a certificate of commercial general liability insurance in the amount of \$1,000,000 listing Palm Beach County Board of County Commissioners as an additional insured and the certificate holder. Automobile liability coverage may also be required for some vendors. Mechanical rides, water slides, and slip n slides are not permitted.

Any additional elements unique to your event but not asked above?

Yes. Describe _____

No

TEMPORARY STUCTURES

Tents & Canopy tents: Stakes are not permitted. Tents must be weighed.

No tents being set-up at event No canopy tents being set up at event

Size (s): _____ Total number: _____

Name of tent supply company: The Tent Guys Phone number: 561-746-6615

Delivery date and time: 11/11/16 - noon Removal date and time: 11/13 - 5:00 PM

Canopy: Sizes 10 x 10 Total number 100

Stage/Platforms No stage or platform at event

Name of stage/platform vendor: _____ Phone number: _____

Stage/Platform Dimensions: Length _____ Width _____ Height _____

Delivery date and time: _____ Removal date and time: _____

Restrooms: You are responsible for providing restrooms to accommodate your event expected attendees and participants. Depending on event type, size and location, you may have to supplement existing restrooms with portable toilets.

Name and telephone number of company supplying port-o-lets: N/A - park restrooms are adequate

Number of units: _____ Number of handicap units: _____

Delivery date: _____ Time: _____ Removal date: _____ Time: _____

Dumpsters: You are responsible for cleaning up after your event. Depending on the size and location of your event, you may be responsible to rent dumpsters.

Name of dumpster company: Waste Management Phone number: 888-807-2266

All vendors which include but not limited to rental equipment, port-o-lets, stage, dumpster etc. require a certificate of commercial general liability insurance in the amount of \$1,000,000 listing Palm Beach County Board of County Commissioners as an additional insured and the certificate holder.

EVENT MARKETING/ADVERTISING

How will the event be promoted (please check all that apply)?

TV Radio Newspaper Posters Invitations Website Social Media Other

If your event is open to the public and you plan to promote it on TV, radio, and or newspaper, please detail which stations, publications, websites, and the estimate number of times in which your ad will run?

PROCEEDS/REPORTING

Are patron admission, entry or participant fees required? yes no

If yes, please provide amounts: _____

Anticipated gross event revenues & projected proceeds from this event? \$ _____ \$ _____

_____ % of revenue paid to the promoter. _____ % of revenue paid to non-profit.

Promoter pays a flat fee to Rotary Club of Jupiter-Tequesta. Club sells beer & wine.

MISCELLANEOUS

Please describe or list any important details about your event not already asked on this application.

LAW ENFORCEMENT

Based upon anticipated attendance, site location and ability to assure public safety requirements, police detail may be required.

Club hires 2 Juno Beach Police Officers for the event.

EMERGENCY MEDICAL

Depending on the size and nature of the event, you may be required to provide on-site emergency medical assistance/ambulance. You may coordinate services with Palm Beach County Fire Rescue or through a private company.

PBCFR Station 15 is located within 1/2 mile.

OTHER PERMITS

Please note that all components of the event are subject to Palm Beach County Parks & Recreation Department approval and may require approval by and/or permits from other County and/or City agencies. Palm Beach County Parks & Recreation Department approval does not constitute permission from other agencies.

PARKING

It is essential to consider the impact your event will have on parking in the area. Depending on the size of your event, alternative parking locations may have to be secured at the expense of the event organizer. A parking plan will need to be submitted outlining overflow lots. Additionally, providing a shuttle service is another way to lessen the impact to the immediate areas.

INCLEMENT WEATHER

All events are held rain or shine. In cases of severe weather when the parks are closed, refunds or rescheduling may be permissible.

SECURITY DEPOSIT

Any organization or individual that holds an event on County property that does not abide by the authorized use, rules, and regulations, or that causes additional costs to the County may lose all or a portion of its security deposit. A minimum of \$50 will be deducted from the security deposit for any occurrence. Any amount due over and above the security deposit will be billed directly to the organization/individual and must be paid upon receipt. Examples of situation that may require the loss of a security deposit, loss of permit privileges and/or event cancellation include, but are not limited to the following:

- property damage
- additional maintenance needed to restore or repair the facility
- additional need for crowd control
- failure to follow park rule and regulations

CANCELLATION POLICY

Events cancelled less than 45 days of the event date are subject to loss of all or a portion of the \$100.00 booking fee and/or facility rental fees. Cancelled events are subject to a \$50.00 processing fee.

ADDENDUM B

Alcohol

Instructions: Please complete each field below. If not applicable to your event, please mark N/A.

Please check type of alcohol use:

Alcohol Sales

N/A Event providing at no charge

N/A Sampling

What type of alcohol will be at event? Check all that apply:

Beer

Wine

Alcohol

Name of event/entity carrying liquor license? Rotary Club of Jupiter-Tequesta

What are the hours that alcohol will be served or sold? 10:00AM or PM to 5:00 AM or PM

Please explain your plan to ensure the safe sale or distribution of alcohol at your event:

N/A Will you be using wristbands?

Who will be dispensing the alcoholic beverages? Rotarians

Who will be responsible for checking I.D.'s? Rotarians

N/A Who will be responsible for making sure alcohol does not leave restricted areas? _____

**If alcohol is sold at an event, the applicant is required to obtain a temporary liquor license from the Division of Alcoholic Beverages and Tobacco and users must obtain permission from PBC Parks and Recreation. Additional insurance requirements and police enforcement will be required.*

Internal Revenue Service

Date: March 14, 2006

JUPITER-TEQUESTA ROTARY
FOUNDATION INC
% ROTARY INTERNATIONAL ROTARY
CLUB
PO BOX 3118
TEQUESTA FL 33469-1001 184

**Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201**

Person to Contact:
Ms. Julius 3108345
Customer Service Representative
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
31-1676150

Dear Sir or Madam:

This is in response to your request of March 14, 2006, regarding your organization's tax-exempt status.

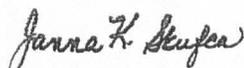
In March 2000 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services

THE JUPITER-TEQUESTA ROTARY CLUB
P O BOX 3118
TEQUESTA FL 33469

03/15/16

Date

1831
63-515/670
36

Pay to the
Order of

ABC BOYS

\$ 200.00

Dollars

Security
Required on
Checks



Seacoast
NATIONAL BANK
TEQUESTA, FLORIDA-33469

For

Craft fest app.

[Signature]

MP

⑆057005158⑆

⑆387090⑆01⑆0183⑆



THE ROTARY CLUB OF JUPITER-TEQUESTA

P.O. Box 3118
Tequesta, FL 33469

July 19, 2016

Mr. Jack Leighton, President
Loggerhead Marinelife Center
14200 US Hwy One
Juno Beach, FL 33408

Re: The Rotary Club of Jupiter-Tequesta - 15th annual craft festival

Dear Jack:

Our Rotary club will be holding our 15th annual craft festival this coming November 12-13th on A1A in Juno Beach.

As you are aware our annual event is centered in Loggerhead Park and as usual we are providing a tent and table set up for your gift shop. Please let Kate know the date so she can be prepared.

We are looking forward to another great event. If you have any questions, please let me know.

Sincerely,

A handwritten signature in cursive script, appearing to read "M. Kollmer", followed by a long horizontal line extending to the right.

Marianne Kollmer
Craft Show Chairman
mbk@mbkollmer.com
561-762-1945

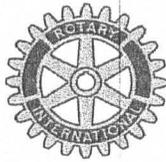
cc: Town of Juno Beach Planning and Zoning Department

Florida *The Sunshine State*
DRIVER LICENSE CLASS E
K456-542-45-718-0

MARIANNE BARBARA
KOLLMER
712 BAY COLONY DR S
JUNO BEACH, FL 33408-2163
DOB: 06-18-1945 SEX: F
ISSUED: 06-16-2011 HGT: 5-06
EXPIRES: 06-16-2013
REST: A
ENDORSE:
REPLACED: 11-18-2010

ORGAN DONOR
SAFE DRIVER

Operation of a motor vehicle constitutes consent to any sobriety test required by law.



ROTARY CLUB OF JUPITER-TEQUESTA

P.O. BOX 3118, TEQUESTA, FLORIDA 33469

July 18, 2016

Mr. Dan Weisberg, P.E.
Director, Traffic Division
Department of Engineering and Public Works
P.O. Box 21229
West Palm Beach, Florida 33416-1229

Dear Mr. Weisberg:

Re: Request to Close A1A (Ocean Drive) November 11, 12 & 13, 2016
The Juno Beach Craft Festival on the Ocean.

We are requesting permission to close A1A for The Juno Beach Craft Festival on the Ocean to be held on November 12 & 13, 2016. This show is hosted by the Rotary Club of Jupiter-Tequesta. The road would close at noon on Friday, November 11, and re-open by 9:00 p.m. on Sunday, November 13, 2016. The closure would be from Donald Ross Road to Marcinski Road.

We are working with the Juno Beach Police Department on this event and Juno Beach will assume responsibility for all law enforcement. They will coordinate the road closure with the Jupiter Police Department. Juno Beach will post all necessary signs and will notify the media of the road closing. Please call the Juno Beach Police Department at 626-2100 should you need any additional information. We look forward to a favorable response.

Sincerely,

A handwritten signature in cursive script, appearing to read "M. Kollmer", with a long horizontal line extending to the right.

Marianne Kollmer
Craft Show Committee

Copy: Juno Beach Police Department and Planning Department, Derrick Easley,
Palm Beach County Parks & Recreation, American Craft Endeavors

JB Police



ROTARY CLUB OF JUPITER-TEQUESTA

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Marianne Kollmer
Craft Show Committee

Copy: Juno Beach Police Department and Planning Department, Derrick Easley,
Palm Beach County Parks & Recreation, American Craft Endeavors



CERTIFICATE OF LIABILITY INSURANCE

7/1/2017

DATE (MM/DD/YYYY)
7/17/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LOCKTON COMPANIES 500 West Monroe, Suite 3400 CHICAGO IL 60661 (312) 669-6900	CONTACT NAME: Lockton Companies PHONE (A/C No. Ext): 1-800-921-3172 E-MAIL ADDRESS: rotary@lockton.com	FAX (A/C, No): 1-312-681-6769
	INSURER(S) AFFORDING COVERAGE	
INSURED 1393456 All Active US Rotary Clubs & Districts Rotary Club of Jupiter-Tequesta Attn: Risk Management Department 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER A: Lexington Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES ROTIN01 **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY 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 INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability <input type="checkbox"/> Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			015375594	7/1/2016	7/1/2017	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ XXXXXXXX
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
								\$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			015375594	7/1/2016	7/1/2017	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
							BODILY INJURY (Per person)	\$ XXXXXXXX
							BODILY INJURY (Per accident)	\$ XXXXXXXX
							PROPERTY DAMAGE (Per accident)	\$ XXXXXXXX
								\$ XXXXXXXX
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE	\$ XXXXXXXX
							AGGREGATE	\$ XXXXXXXX
								\$ XXXXXXXX
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			NOT APPLICABLE			PER STATUTE	
							E.L. EACH ACCIDENT	\$ XXXXXXXX
							E.L. DISEASE - EA EMPLOYEE	\$ XXXXXXXX
							E.L. DISEASE - POLICY LIMIT	\$ XXXXXXXX

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is included as Additional Insured where required by written contract or permit subject to the terms and conditions of the General Liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER Town of Juno Beach 340 Ocean Drive Juno Beach, FL Rotary Club of Jupiter Tequesta 15th Annual Juno Beach Craft Festival on the Ocean November 12 - 13th, 2016	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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CERTIFICATE HOLDER Palm Beach County Board of County Commissioners c/o Derrick Easley Palm Beach County Parks and Recreation Department 2700 6th Avenue South Lake Worth, FL 33461 Rotary Club of Jupiter Tequesta 15th Annual Juno Beach Craft Festival on the Ocean November 12 - 13th, 2016	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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