

Memorandum

From the Town of Juno Beach Planning & Zoning Department

To: Joseph Lo Bello, Town Manager
From: Ruben Cruz, Director of Planning & Zoning 
Date: July 12, 2016
Subject: Special Event Request – REEF Lionfish Derby Festival 2016

Background

Staff received a request for a special event by Bill Parker, Loggerhead Marinelife Center Campus Operation Manager, to hold a festival which consist of a chef competition, music, award presentations and Lionfish preparation demonstration. **This is the first time this applicant has made a request for such an event, and includes the use of public property.**

Discussion

The special event requested is an event in the form of a Contest Festival to educate the public about the Lionfish invasion on Florida's ocean ecosystem. The event will take place at Loggerhead Park and will utilize the Gail F. Nelson Pavilion and two other smaller pavilions. The application provided indicates an anticipated attendance of under 1,000 attendees and 30 employees/volunteers working the event. The date and time being requested is for Sunday, August 14, 2016, from 5:00am - 8:00pm (setup will begin at 5:00am, the festival will take place between 12:00pm - 5:00pm and the teardown will be completed by 8:00pm). The public beach accesses are not being requested to be closed during the event, as to not disturb beach goers. The proposed transportation to the event will be by the attendees privately owned vehicles, and the attendees will use the public parking area located in Loggerhead Park.

As indicated in the attached application, the event will be required to obtain various agency and department approvals during the application process should the Town Council approve the event.

Also, as with previous events, the applicant will be responsible during the permitting process to coordinate and pay for any police details or services required by that department. The applicant will be charged the fee of \$100/day and a \$500 Security Deposit for this event based on the attached adopted fee schedule for Off-Site Special Events. Those costs are the responsibility of the applicant during the application process.

Recommendation



Staff recommends that the Town Council consider the request for the Special Event proposed in Juno Beach as stated above, subject to the applicant being responsible for the application process for special events and all conditions and requirements following said application, including any additional agency, and department reviews/approvals/fees.

Frank Davila

From: Bill P <bparker@marinelife.org>
Sent: Friday, July 08, 2016 1:50 PM
To: Frank Davila
Cc: Tommy Cutt; Ruben Cruz
Subject: Application for Off-Site Special Event - REEF Lionfish Derby Festival 2016
Attachments: REEF_Lionfish_Derby_2016 Site Plan and Schedule.pdf; REEF_Lionfish_Derby_2016 Juno SE App.pdf

Frank,

Attached please find an Offsite Application for Off-Site Special Event for a REEF Lionfish Contest Festival and a document containing a Site Plan and Event Schedule. I have applied for the Special Event Permit with PBC and received from Derrick Easley a letter detailing the remaining requirements. Below is a detailed description of the event.

The REEF Lionfish Contest and Festival to be held on Sunday, August 14, 2016, is a festival event supporting a Lionfish eradication contest held in the days leading up to the festival. The Festival is in Loggerhead Park utilizing the Gail F. Nelson Pavilion and the two smaller Pavilions closest and south of the Gail F. Nelson Pavilion and the grassy area between the parking lot, the pavilions and Loggerhead Marinelifelife Center.

Set-up Date: August 14, 2016 Set-up Hours: 5:00 AM or PM to 10:00 AM or PM

Event Date: August 14, 2016 Event Hours: 12:00 AM or PM to 5:00 AM or PM

Tear-Down Date: August 14, 2016 Tear-Down Hours: 5:00 AM or PM to 8:00 AM or PM

This Event will be co-sponsored by LMC and Reef Environmental Education Foundation ("REEF"), a non-profit organization. The purpose of this festival event is to educate the public about the Lionfish invasion on Florida's ocean ecosystem. At the festival, we will be granting awards for the Lionfish eradication contest conducted in the days leading up to the festival. We will also have approximately 8-12 chefs competing with one another for the best Lionfish preparation. We will have Lionfish preparation demonstrations throughout the day. Attendees will be able to purchase a opportunity to taste the chef's contest entries and vote for the best preparations. Recorded music will be played during the event. A small 16' by 16' stage will be used for announcements and demonstrations. The height of the stage will be 18". 2-4 exhibitors will have tents and be passing out information. We will have a children's craft area managed by LMC staff and volunteers. LMC staff and volunteers will operate a beverage area which will include water, soft drinks and beer. Civiche prepared by REEF will be available for free to all guests. 100 percent of the festival activities will be situated inside LMC, the Loggerhead Park Pavilions and in the grass area between LMC and the parking area to the east.

We expect 300 contestants in the Lionfish eradication contest. This is the first time we have hosted this event at LMC and conducted a festival as described above. We expect total attendance over the five hour festival to be under 1000 people. Parking will be contained in Loggerhead Park.

Please reply or call me if you have any additional questions. Thank you.

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Bill Parker

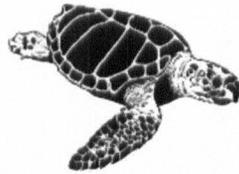
Cell: (561) 246-8616

Campus Operations Manager

Loggerhead Marineline Center

14200 U.S. Highway One

Juno Beach, FL 33408



LOGGERHEAD

MARINELIFE CENTER

**Palm Beach County REEF Lionfish Derby
Loggerhead Marinelifelife Center
2016**

1st Annual Lionfish Festival





Overview

Loggerhead Marinelifelife Center (LMC) will host the Palm Beach County REEF Lionfish Derby in 2016, providing space for the 1st annual Lionfish Fest and Culinary Competition at the east side of Loggerhead Park, a free event that serves to promote invasive species awareness and raise funds for future REEF efforts. Lionfish from the Derby will be scored and fileted for chefs to prepare a signature dish for guests to sample throughout the evening. Selected chefs will prepare signature dishes at stations for pre-registered bracelet holders. Derby and culinary awards, as well as live music, will be held on a central stage during the event after fish are all measured and checked in and derby contestants have voted for their favorite culinary dish.

Timeline

Friday, August 12, 2016

- | | |
|-----------------|--|
| 5:00pm – 5:30pm | Set-up Captain's Meeting |
| 6:00pm – 6:30pm | Late registration for Derby |
| 6:30pm – 7:30pm | Captain's Meeting; Derby Rules & Regulations |
| 7:30pm – 8:00pm | Extended late registration for Derby |

Saturday, August 13, 2016

- | | |
|------------------|-------------------------|
| Sunrise – 4:00pm | Teams may begin hunting |
|------------------|-------------------------|

Sunday, August 14, 2016

- | | |
|------------------|--|
| 9:00am – 11:30am | Festival set-up & chef arrival |
| 9:00am – 12:00pm | Catch drop-off at LMC |
| 12:00pm – 4:00pm | Lionfish Festival <ul style="list-style-type: none">• Lionfish scoring• Preparation demonstrations• Lionfish tastings (ceviche)• Live music• Children's craft area• VIP Bracelet holder area with guest chefs• Turtle Yard Tours for bracelet holders (pre-sign up at bracelet registration) |
| 2:00pm | Culinary Competition voting ballots turned in |
| 3:00pm | Culinary Competition winners announced / Chefs awarded |
| 4:00pm | Event concludes |





- | | |
|--|---|
| ■ Children's crafts/Area | ♂ ♀ Restrooms |
| ☆ Registration (bracelets) | ⋯ Main walking path |
| △ Chef stations | ✓ Available seating |
| ⊗ Scoring Station/registration (Derby) | ■ Stage (music/judging/awards) |
| ■ Beverage tent | ● REEF booths (scoring/fileting/ceviche/raffle items) |
| ● Additional vendor space (FWC, LMC) | ➔ Entrance to VIP Bracelet holder area |
| | ▨ Fish drop-off area (9am - 12pm) |



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:

- WP Application Fee is due at time of Application submittal and is not refundable.
- WP Deadline Late Fee is an additional charge and is not refundable.
- WP 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.
- WP 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.
- WP 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.
- WP Failure to comply with restrictions imposed automatically forfeits the Security Deposit.
- WP Town Staff will determine if application will require additional conditions to be added or existing conditions modified, dependent upon each individual event.
- WP 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.
- WP 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: Loggerhead Marinelife Center, Inc. Phone: (561) 627-8280

Relationship to Organization Represented; N/A

Address of Applicant/Sponsor: 14200 U.S. Highway One, Juno Beach, FL 33408.

Name, Address, Phone of Organization Represented: N/A

Principal contact person on Event Day/Phone: Bill Parker, Campus Operations Manager.
Cell: (561) 246-8616

Alternate contact person on Event Day/Phone: Tom Longo, Marketing Manager
Cell: (561) 502-7408

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

Address/Location: Loggerhead Park

Name of Subdivision: _____

▪ **Regarding the Special Event Specifics:**

Please describe the special event being requested: See Attached Exhibit "A"

Indicate roadway(s) to be closed: N/A

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: _____
LMC Staff and Volunteers will be selling/serving Beer

Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: See Attached Exhibit "A"

Number of employees/volunteers working the event: 15 LMC Staff, 5 REEF Staff

Number of anticipated attendees for the event: 10 Volunteers

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): See Attached Exhibit "A"

▪ **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):*

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

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

Applicant/Sponsor Signature

Date

Bill Parker, Campus Operations Manager
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

<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



Palm Beach County Parks & Recreation Department
Special Events Section
2700 6th Ave South
Lake Worth, FL 33461
(561)966-7049

Resived July 11, 2016

Bill Parker
Loggerhead Marinelife Center
14200 US Highway One
Juno Beach, FL 33408

Dear Bill,

Thank you for your interest in hosting a special event in a Palm Beach County Parks and Recreation Department facility. I have reserved the **Gail Nelson Pavilion at Loggerhead Park** for your event on Sunday, August 14, 2016. Your total fee for the event permit is \$1,000.00. Due to the logistics of your event, a refundable damage deposit of \$300.00 is also due. Please mail or hand-deliver one or two separate checks to the address above for the following or complete the attached credit card authorization form. If a check or credit card is submitted for the damage deposit, the payment will be deposited then refunded if no additional damages or charges occur. If a non-profit credit card is used, please include a clear copy of the front of the card and only the last 4 -digits of the credit card number.

Balance due: **\$1,000.00*** Damage Deposit: **\$300.00**
***\$500 Impact Fee and \$500 Alcohol Sales**

Please make the checks payable to: **P.B.C. Board of County Commissioners or PBC BOCC**

The below mentioned items are due by Friday, July 29, 2016, 4:00 p.m.

- Balance Due
- Damage Deposit
- A \$1,000,000.00 commercial general liability insurance and alcohol liability policy listing Palm Beach County Board of County Commissioners or PBC BOCC as the "certificate holder" and an "additional insured."
- A list of vendors. All vendors must provide a \$1,000,000.00 commercial general liability insurance policy listing Palm Beach County Board of County Commissioners or PBC BOCC as the "certificate holder" and an "additional insured." Vendors are companies providing a service such as tents, massages, chiropractic, a Disc Jockey (DJ), dumpsters, port-a-lets, timing company, bounce houses, distributing food or selling items at the event.
- Temporary Liquor License
- A list of exhibitors. Exhibitors are companies that pass out information or brochures.
- Are you going to video tape or photograph the event? If so, what equipment will you use?
- Tents must be weighed not staked.
- Fill out Electrical Worksheet **DUE: August 2, 2016**
- Site plan indicating where all activities, and tents will be located.

I look forward to assisting you with your Special Event! If you have any questions, please do not hesitate to contact me: deasley@pbcgov.org or (561) 966-7049.

Sincerely,

*Derrick Easley,
Recreation Specialist II, Special Events*

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