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 – Wedding Ceremony on Beach

Background

Staff received a request for a special event by Theodore Spies, father of the groom; to hold a wedding ceremony on the beach area East of Mercury Road. **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 wedding ceremony that will take place on the beach area that is located at the East end of Mercury Road (see site plan). The applicant has provided a secondary location, Town owned property located directly East of 241 Mercury Road, if excessive winds prevail on the beach. The application that has been provided by the applicant to Town Staff for approval indicates an anticipated attendance of 35 guests. The date and time that is being requested is Friday, December 23rd, 2016 from 3:30 pm – 7:30 pm. Transportation to the event will be by the guests' privately owned vehicles; the guests will use the public parking area located along Mercury Road.

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 fee schedule for a "low-impact event" indicates a ***$100 fee plus a $500 deposit*** (which is refunded to the applicant after the event if there are no additional damages or encumbrances on the Town by the event).

Recommendation

Staff recommends that the Town Staff 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.

TOWN OF JUNO BE
RECEIVED
2013 OCT 20 PM 3:5

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:

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

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

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.

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.

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.

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

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

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.

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: THEODORE SPIES Phone: 561 624 3424

Relationship to Organization Represented: FATHER OF THE GROOM

Address of Applicant/Sponsor: 291 MERCURY CIR, APT 3, JUNO BEACH, FL

Name, Address, Phone of Organization Represented: _____

Principal contact person on Event Day/Phone: TED SPIES TSPIES1@GMAIL.COM
CELL 312 2022 HOME 624-3424

Alternate contact person on Event Day/Phone: MIKE SPIES
CELL 561 543-8579

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

  Address/Location: BEACH AT END OF MERCURY CIR

  Name of Subdivision: _____

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

  Please describe the special event being requested: WEDDING CEREMONY

  Indicate roadway(s) to be closed: NO

  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: ARBOR/TENT ? CHAIRS CANOPY

  Number of employees/volunteers working the event: 4 TO 5

  Number of anticipated attendees for the event: 35

  Length of time proposed for the event to take place, including set-up and tear down, (dates/times): DECEMBER 23 4 HRS ~~3:30PM - 6:30PM~~ 3:30PM - 7:30PM

- ***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:***

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

Indicate items not submitted and reasons for non-submittal: No outside agency approval Required. Notarized letter from property owner required.

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.

Theodore R. Spies — Applicant/Sponsor Signature

10/20/2016 — Date

THEODORE R SPIES — Print Name

Office Use Only:

Received By

Date (Please Date Stamp)

2016 OCT 13 PM 2:20 TOWN OF JUNO BEACH RECEIVED

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***

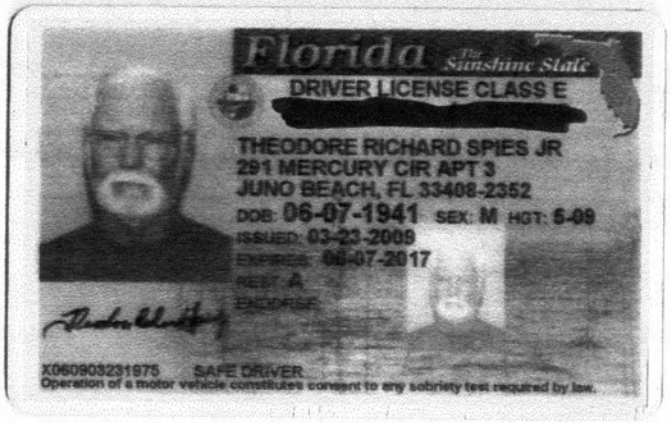
Director of Planning & Zoning _____ Date _____

Police Chief _____ Date _____

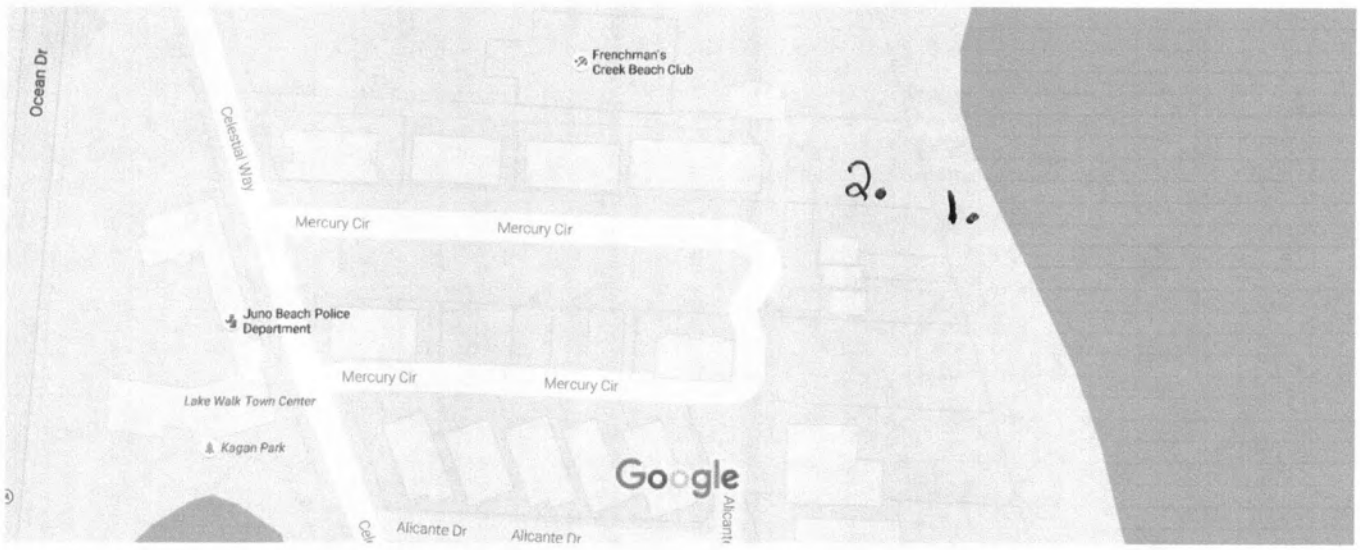
Public Works Director _____ Date _____

Finance Director _____ Date _____

Town Manager _____ Date _____


Florida
The Sunshine State
DRIVER LICENSE CLASS E
[redacted]
THEODORE RICHARD SPIES JR
291 MERCURY CIR APT 3
JUNO BEACH, FL 33408-2352
DOB: 06-07-1941 SEX: M HGT: 5-09
ISSUED: 03-23-2009
EXPIRES: 06-07-2017
REST: A
ENDORS:
X060903231975 SAFE DRIVER
Operation of a motor vehicle constitutes consent to any sobriety test required by law.

Google Maps



Map data ©2016 Google 100 ft

1. PRIMARY LOCATION (ON BEACH)
2. SECONDARY LOCATION (GRASS AREA JUST WEST OF SEA GRAPES – USED IF EXCESIVE WINDS PREVAIL ON BEACH, TOWN PROPERTY)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/20/2016

PRODUCER

East Main Street Insurance Services, Inc.
Will Maddux
PO Box 1298
Grass Valley, CA 95945
Phone: (530) 477-6521 Email: info@theeventhelper.com

THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

theodore spies
291 mercury cir., apt 3
juno beach, FL 33408

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Evanston Insurance Company	35378
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	Y	**GENERAL LIABILITY**					
		[X] COMMERCIAL GENERAL LIABILITY	3DS5450-M1456603	12/23/2016	12/24/2016	EACH OCCURRENCE (INCLUDES BODILY INJURY & PROPERTY DAMAGE)	$ 1,000,000
		[ ] CLAIMS MADE [X] OCCUR				MED EXP (Any one person)	$ 5,000
		[X] Host Liquor Liability	3DS5450-M1456603	12/23/2016	12/24/2016	PERSONAL & ADV INJURY	$ 1,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE	$ 2,000,000
		[X] POLICY [ ] PRO-JECT [ ] LOC				PRODUCTS - COMP/OP AGG	$ 1,000,000
		[ ] Retail Liquor Liability				DEDUCTIBLE	$ 1,000
							$
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	$
		[ ] ANY AUTO				BODILY INJURY (Per person)	$
		[ ] ALL OWNED AUTOS				BODILY INJURY (Per accident)	$
		[ ] SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	$
		[ ] HIRED AUTOS					
		[ ] NON-OWNED AUTOS					
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	$
		[ ] ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	$
		[ ] OCCUR [ ] CLAIMS MADE				AGGREGATE	$
							$
		[ ] DEDUCTIBLE					$
		[ ] RETENTION $					$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				[ ] WC STATU-TORY LIMITS [ ] OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	$
						E.L. DISEASE - POLICY LIMIT	$
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.
Attendance: 35, Event Type: Wedding.

CERTIFICATE HOLDER

theodore spies
Juno Public Beach
east end mercury rd., juno beach, FL 33408

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ~~ENDEAVOR TO~~ MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, ~~BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.~~

AUTHORIZED REPRESENTATIVE Will Maddux

© ACORD CORPORATION 1988

Policy Number: 3DS5450-M1456603

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
theodore spies Juno Public Beach east end mercury rd., juno beach, FL 33408
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

A. In the performance of your ongoing operations; or

B. In connection with your premises owned by or rented to you.

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/20/2016

PRODUCER

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INSURED

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INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Evanston Insurance Company	35378
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

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INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	Y	**GENERAL LIABILITY**				EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE	$ 1,000,000
		[X] COMMERCIAL GENERAL LIABILITY	3DS5450-M1456603	12/23/2016	12/24/2016	MED EXP (Any one person)	$ 5,000
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		GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMP/OP AGG	$ 1,000,000
		[X] POLICY [ ] PRO-JECT [ ] LOC				DEDUCTIBLE	$ 1,000
		[ ] Retail Liquor Liability					$
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	$
		[ ] ANY AUTO					
		[ ] ALL OWNED AUTOS				BODILY INJURY (Per person)	$
		[ ] SCHEDULED AUTOS					
		[ ] HIRED AUTOS				BODILY INJURY (Per accident)	$
		[ ] NON-OWNED AUTOS					
		[ ]				PROPERTY DAMAGE (Per accident)	$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	$
		[ ] ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	$
		[ ] OCCUR [ ] CLAIMS MADE				AGGREGATE	$
							$
		[ ] DEDUCTIBLE					$
		[ ] RETENTION $					$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				[ ] WC STATU-TORY LIMITS [ ] OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	$
						E.L. DISEASE - POLICY LIMIT	$
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.
Attendance: 35, Event Type: Wedding.

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Town of Juno Beach
340 ocean drive
juno beach, FL 33408

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AUTHORIZED REPRESENTATIVE Will Maddux

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Policy Number: 3DS5450-M1456603

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

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COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

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Town of Juno Beach 340 ocean drive juno beach, FL 33408
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

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