



**TOWN OF JUNO BEACH**  
**PLANNING AND ZONING DEPARTMENT**  
**340 OCEAN DRIVE**  
**JUNO BEACH, FL 33048**  
 PHONE 561.626.1122 • FAX 561.775.0812

For Official Use Only  
 Date Stamp

## **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:**

<b><u>Event Type</u></b>	<b><u>Deadlines Application/ Obligations</u></b>	<b><u>Application Fee</u></b>	<b><u>Permit Fee*</u></b>	<b><u>Security Deposit</u></b>	<b><u>Deadline Late Fee</u></b>
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 (if applicable) 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 Department 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 cancellation 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.

\_\_\_\_\_ If it is determined that your event will require Police staff to be present, you must contact Extra Duty solutions in order to schedule the required Officers prior to your application being approved. Please note that the Extra Duty Solutions obligations shall be submitted 30 days prior to the event. Additional information on Extra Duty Solutions is provided in “Section III”.

\_\_\_\_\_ If any road closures are proposed, attach maintenance of traffic (MOT) plan. The individual preparing the MOT must be certified by the Florida Department of Transportation (FDOT) or equivalent to prepare a MOT. The MOT plan is required 45 days prior to the event. Police Officers may be required to direct traffic, and if so, a fee will be assessed.

<b>Section I      <u>Instructions for Applicant</u></b>
---

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.

<b>Section II      <u>Required Information</u></b>
--

▪    ***Regarding the Applicant:***

Name of Applicant/Sponsor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to Organization Represented: \_\_\_\_\_

Address of Applicant/Sponsor: \_\_\_\_\_

Name, Address, Phone of Organization Represented: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal contact person on Event Day/Phone: \_\_\_\_\_  
\_\_\_\_\_

Alternate contact person on Event Day/Phone: \_\_\_\_\_  
\_\_\_\_\_

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

Address/Location: \_\_\_\_\_  
\_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

▪ ***Regarding the Special Event Specifics:***

Please describe the special event being requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate roadway(s) to be closed: \_\_\_\_\_  
\_\_\_\_\_

Indicate if amusement rides (type/quantity) are part of the event: \_\_\_\_\_  
\_\_\_\_\_

Indicate if alcohol will be served at the event and who will serve: \_\_\_\_\_  
\_\_\_\_\_

Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of employees/volunteers working the event: \_\_\_\_\_

Number of anticipated attendees for the event: \_\_\_\_\_

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

▪ **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 each line 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

\_\_\_\_\_  
Print Name

**Office Use Only:**

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date (Please Date Stamp)

### Section III Police Department-Special Event Requirements



**The following are additional obligations your organization may have to meet.**

To schedule the required Police Officers for your event please visit Extra Duty Solutions at <https://portal.extradutysolutions.com> to submit your request, if this is your first time using the Extra Duty Solutions customer portal please register as a new customer. You can also reach our Extra Duty Solutions account team at 561-437-4499 or [JunoBeachFL@extradutysolutions.com](mailto:JunoBeachFL@extradutysolutions.com). 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

**Regular Staff - \$35.00**

**Officer - \$68.94**

**Supervisor (if required) - \$80.43**

**(Rates are subject to a \$15.00 an hour premium on Town designated Holidays.)**

**\*An additional 10% scheduling fee will apply to all police department pay rates**

- ***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.***

#### **Office Use Only:**

\_\_\_\_\_ Officers @ \$68.94/hour: total of \_\_\_\_\_ hours = \$ \_\_\_\_\_  
\_\_\_\_\_ Supervisors @ \$80.43/hour: total of \_\_\_\_\_ hours = \$ \_\_\_\_\_  
Additional Fee(s): \_\_\_\_\_ \$ \_\_\_\_\_

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>\$35.00</i>
<i>Supervisor (if required)</i>	<i>\$45.00</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 SHALLOCK@JUNO-BEACH.FL.US.***

#### **Office Use Only:**

\_\_\_\_\_ Regular Staff @ \$35.00/hour: total of \_\_\_\_\_ hours = \$ \_\_\_\_\_  
\_\_\_\_\_ Supervisors @ \$45.00/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: \_\_\_\_\_

<b>Section V     <u>Application Review</u></b>
--

\_\_\_\_\_  
Director of Planning & Zoning

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project/Risk Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date

<b>Section VI     <u>Post Event Inspection and Security Deposit Status</u></b>
--

Post event Comments, Issues List and recommended Security Deposit withheld:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<p>* _____ <i>Amount and Date Returned of the Security Deposit.</i></p> <p><i>Amount                      Date</i></p>
--

\_\_\_\_\_  
Director of Planning & Zoning

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project/Risk Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date