



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 1, 2024

Originating Department: Special Events

Agenda Title: Haitian Flag Day Celebration Requests

Approved by Town Manager:

Bambi McKibbon-Turner

Digitally signed by Bambi McKibbon-Turner
DN: cn=Bambi McKibbon-Turner, o=Town of Lake Park,
ou=Finance Dept, email=bturner@lakeparkflorida.gov, c=US
Date: 2024.04.26 12:45:05 -04'00'

Cost of Item: \$1,152.00

Funding Source: Special Events Department Budget

Account Number: 600-14000

Finance Signature: **Barbara A. Gould**

Digitally signed by Barbara A. Gould
DN: cn=Barbara A. Gould, o=Town of Lake Park,
ou=Finance Dept, email=bgould@lakeparkflorida.gov, c=US
Date: 2024.04.24 11:51:36 -04'00'

Advertised:

Date:

Newspaper:

Attachments: Haitian Flag Day Special Event Permit Application

Please initial one:

☒ X

Yes I have notified everyone

☐ Not applicable in this case

Summary Explanation/Background:

On April 15, 2024 the Special Events Department received a Special Event Permit Application from Lesly Berry on behalf of Faith Based Academy of Patriots Returning to Eden (FAPRE) proposing their annual Haitian Flag Day Celebration on Saturday, May 18 from 3:00 PM – 8:45 PM at Bethlehem Haitian Baptist Church. The celebration will include live entertainment by various artists, food vendors, soccer and basketball competitions, bounce houses, races, games and appearances from PBSO Units and Fire Rescue.

Town staff met with the organizers of the Haitian Flag Day Celebration after the application submittal to discuss the event logistics and the Town's contribution of \$5,000.00 to the event. During the meeting, the organizers requested that the Town assist them by providing staffing (1:00 PM – 10:00 PM), the Town generator, tents, tables and chairs.

In addition, the Town Commission awarded the organizers \$5,226.40 through the Town Grantmaking Program Application.

At this time FAPRE would like the Town to sponsor the event, as well as approve the following special "wavier" requests and other donations which cannot be granted administratively.

REQUESTED CATEGORY	VALUE (monetary or other)	TOTAL
<p style="text-align: center;">Staff Fee</p> <p>Four employees from the Public Works Department will be needed to assist the organizers at the event to help with the event set up and breakdown, including parking, the Town generator, tents, tables and chairs.</p>	<p>Four employees at \$32.00 Per Hour for 9 Hours</p>	<p style="text-align: center;">\$1,152.00 (Direct Cost)</p>
<p style="text-align: center;">Use of Town Generator</p> <p>The electrical outlets at Bert Bostrom Park are insufficient for the amount wattage the organizers will need for the live entertainment. The organizers would like to use the Town Generator to assist with their electrical needs.</p>	<p>No monetary value</p>	<p>No monetary value</p>
<p style="text-align: center;">Use of Town Tents, Tables & Chairs</p> <p>The organizer would like to use as many Town-owned tents, tables and chairs for the event sponsors, vendors and attendees. The organizer is also renting additional tents, tables and chairs from a local vendor.</p>	<p>No monetary value</p>	<p>No monetary value</p>
<p style="text-align: center;"><u>TOTAL DIRECT COST REQUESTED: \$1,152.00</u></p>		

Recommended Motion: At the Town Commission's discretion based on the information provided.