



Town of Lake Park Town Commission

Agenda Request Form

Exhibit E

Meeting Date: May 7, 2025
Originating Department: Special Events
Agenda Title: Special Event Request - Lake Park Music & Food Festival

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0 **Funding Source:** _____
Account Number: _____

Advertised:
Date: _____ **Newspaper:** _____

Attachments: Lake Park Music & Food Festival Special Event Permit Application

Please initial one:

X Yes I have notified everyone
_____ Not applicable in this case

Summary Explanation/Background:

On February 8, 2025 the Special Events Department received a Special Event Permit Application from Mr. Andy Balasis and Mr. Craig Lemanowicz, owners of TROPICALLY IMPAIRED EVENTS & APPAREL, located at 1401 Old Dixie Highway in Lake Park.

TROPICALLY IMPAIRED EVENTS & APPAREL has partnered with other entities to plan some of Palm Beach County's most recognizable events, including the Garlic Fest in Lake Worth Beach, Jupiter Seafood Festival, Wellington Bacon & Bourbon Fest, the Delray Affair and most recently the very successful Band, Burgers & Brews in Abacoa.

Event Details:

On February 26, 2025, Town staff and representatives from PBSO and PBCFR met with the event organizers to discuss the proposed Lake Park Music & Food Festival's details and requirements. The proposed event (formally the Seafood Festival) is being planned to be held on Saturday, May 24, 2025, from 12:00 PM – 10:00 PM, in Kelsey Park (east side). The event is expected to include live entertainment by various artists, art, crafts, food and beverage vendors, a kid's zone with bounce houses, face painting, games and activities and a VIP area.

Note: The event organizers have met with the Lake Harbour Towers North (501 Lake Shore Drive) Condo Association President to discuss the proposed event and location to address any potential issues and resolutions.

This is a ticketed event, with an expectation of 800 attendees. General admission is \$15.00, VIP admission is \$35.00 and tickets at the gate are \$35.00. VIP tickets are proposed to include event entry, one (1) free drink, private bar and portable restrooms, special seating area and food from 2:00 PM – 5:00 PM (catered by Lake Park Texas Roadhouse).

The event organizers have put together a list of local performers to provide continuous live entertainment throughout the day. The performance schedule is as follows:

- | | |
|------------------------|--------------------|
| • Sweet Justice: | 12:30 PM – 1:45 PM |
| • Ricky Young: | 2:00 PM – 3:00 PM |
| • Andrew Morris Band: | 3:30 PM – 4:30 PM |
| • Hypersona Band: | 5:00 PM – 6:00 PM |
| • 56ACE Band: | 6:30 PM – 7:30 PM |
| • Girlfriend Material: | 8:00 PM – 10:00 PM |

A portion of the event proceeds are proposed to be donated to the Wounded Veterans Relief Fund, The Andrea C. Cameron Foundation, Joanne Benjamin Cancer Fund, Palm Beach County Police Benevolent Association and Little Smiles Florida.

The event organizers have also committed to providing vendor spaces for the Town's CRA and the Friends of the Lake Park Library.

Note: In addition, as a way to ensure that Lake Park residents are able to attend the event, the organizers have pledged to provide 500 free tickets for Town residents.

Parking Plan:

The event organizers recognize that several parking lots and street parking will be required to accommodate the total number of expected attendees. As a result, the following locations are proposed to serve as event parking:

- Kelsey Park South Parking Lot
- Street parking along Lake Shore Drive, Greenbriar Drive and Foresteria Drive
- The outside lanes of Park Avenue from 1st street to 5th street
- Lake Park Public Library Parking Lot
- Town Hall Parking Lot
- CRA Parking Lot
- Publix Plaza Parking Lot

Note: To obtain the event permit, the event organizers will be required to provide written approval/authorization to utilize each of the above private parking lots for the proposed event.

In addition, due to some of the locations not being walking distance to the park, the organizers are planning to use a rideshare service to transport attendees to and from the event.

Event Security:

The event organizers are required to have one (1) Sergeant and five (5) Deputies from Palm Beach County Sheriff's Office working during the event.

The organizers have also hired a private security firm to provide overnight security at the park beginning Friday, May 23, 2025 through Sunday, May 25, 2025.

Town Staff:

In accordance with the Town's facility rental policy, the organizers are required to have Town staff onsite during the times that there will be any event activity within the park, including, but not limited to, pre-set up, day of event, breakdown, etc. Town staff for the event is as follows:

Friday, May 23, 2025

Special Events Department staff will be onsite during regular work hours throughout the day to assist the event organizers with the pre-event set up of the fencing, stage, tents and other needed equipment.

Saturday, May 24, 2025

The organizers are required to have two (2) Public Works employees onsite from 7:00 AM – 11:00 PM. Due to the length of time, PW staff will work in shifts to accommodate the event. In addition, staff members from the Special Events Department will be onsite periodically throughout the day to assist.

Sunday, May 25, 2025

The organizers are required to have one (1) Public Works employee onsite from 7:00 AM – 12:00 PM.

Requests:

At this time, the event organizers would like the Town to sponsor the event and assist with promoting and marketing the event, as well as approve the following special event requests, which are required to be approved by the Town Commission:

REQUESTED CATEGORY	VALUE (monetary or other)	TOTAL
Marketing Assistance The event organizers would like to have the official event flyer posted on the Town of Lake Park website and social media pages.	No monetary value	No monetary value
Extended Park Hours The event organizers would like the Town Commission to extend the hours of operation for Kelsey Park on the day of the event. Currently, the park closes at 9:00 PM. The event organizers are proposing to have their event end at 10:00 PM. As well as, breakdown several tents, tables and chairs after the event is over, that could possibly last until 11:30 PM.	No monetary value	No monetary value
Close Outside Lanes of Park Avenue for Parking The event organizers would like to close the outside lanes of Park Avenue to assist with parking for the event attendees.	No monetary value	No monetary values
Use of Town Hall & CRA Parking Lot The event organizers would like to use the parking lots located at Town Hall and in the CRA for parking and as shuttle stops. The plan is to have a trolley bring attendees to and from the event. The organizers are also reaching out to the owners of the Northlake Promenade Shoppes and other parking lots throughout the town.	No monetary value	No monetary values

<p style="text-align: center;">Rental Fee Reduction</p> <p>The event organizers would like the Town Commission to consider providing them with a rental fee reduction of \$500.00 for renting Kelsey Park. Under the current facility rental fee list, the event organizers will be charged a 3-day resident rate rental fee of \$500.00 per day to rent the park. This includes the time that they will need to begin pre-event set up starting on Friday, May 23, the event day on Saturday, May 24 and the complete breakdown of the event on Sunday, May 25. The suggested reduction of \$500.00 will equal to a 1-day resident rental rate.</p>	<p>Kelsey Park Resident Rate Rental Fee \$500.00 Per Day</p>	<p>\$500.00 (Indirect Cost)</p>
<p style="text-align: center;"><u>TOTAL DIRECT COST REQUESTED: \$0</u></p> <p style="text-align: center;"><u>TOTAL INDIRECT COST REQUESTED: \$500.00</u></p>		

The proposed Special Event request has been reviewed by the Town’s Special Event Department staff, the Public Works Director, the Community Development Director, the Assistant Town Manager/HR Director, PBSO and PBCFR.

Recommended Motion:

The Town Commission is requested to provide consideration of the proposed special event requests to support the proposed 2025 Lake Park Music & Food Festival.