



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 18, 2023

Originating Department: Special Events

Agenda Title: 2023 Vets Day Car Show Requests

Approved by Town Manager: John D'Agostino Digitally signed by John D'Agostino
DN: cn=John D'Agostino, o=Town of Lake Park,
ou=Town Manager,
email=jdagostino@lakeparkflorida.gov, c=US
Date: 2023.10.09 15:34:39 -04'00' **Date:** _____

Cost of Item: \$930.00 **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: 2023 Vets Day Car Show Facility Rental Application

2023 Vets Day Car Show Special Event Permit Application

Please initial one:

X Yes I have notified everyone

_____ Not applicable in this case

Summary Explanation/Background:

A special event permit application was submitted by Stefanie Scott as the organizer of the Vets Day Car Show. The permit application is proposing the event to be held in Kelsey Park on Sunday, November 12, 2023 from 9:00 am – 3:00pm. Stefanie Scott is the wife of the original Vets Day Car Show organizer, Mike Scott who passed away in 2022. Stefanie is now working with the Town's Special Events Department and is requesting that this event be co-sponsored by the Town of Lake Park. The Town has co-sponsored this event on an annual basis for several years. The event is an asset to the Town and the organizer is committed to continuing this partnership on an annual basis. Co-sponsoring would provide the organizer some relief on our Town application, facility rental and deposit and personnel fees. At this time, the organizer requests the following:

REQUESTED CATEGORY	VALUE (monetary or other)	TOTAL
<p align="center">Marketing Assistance</p> <ul style="list-style-type: none"> • The use of the Town of Lake Park logo on all event marketing material • Event flyer and information posted on the Town of Lake Park website (Special Events Department page and Town calendar) • Event flyer and information posted on all Town of Lake Park social media accounts 	No monetary value	N/A
<p align="center">Certificate of Insurance</p> <p>The organizers would like the Town to waive the requested Certificate of Insurance requirement for special event permits. This waiver would require the Town of Lake Park to take on the liability for the event.</p>	No monetary value unless a claim is received	No monetary value unless a claim is received
<p align="center">Security Deposit</p> <p>The organizer would like to have the Kelsey Park Refundable Security Deposit Fee waived.</p>	\$1,500.00	\$1,500.00 (Indirect Cost)
<p align="center">Rental Fee</p> <p>The organizer would like to have the Kelsey Park Rental Fee waived.</p>	\$600.00 flat rate rental fee \$42.00 tax	\$642.00 (Indirect Cost)
<p align="center">Application Fee</p> <p>The organizer would like to have the Special Event Permit Application Fee waived.</p>	\$50.00	\$50.00 (Indirect Cost)
<p align="center">Staff Fee</p> <p>The organizer would like to have the Staff Fee waived.</p>	\$30.00 per hour	\$300.00 (Direct Cost)
<p align="center">Public Works Department</p> <p>The organizer would like to have the Sanitation Service Fee from the Public Works Department waived. Sanitation Service – Delivery of (6) 95 gallon cans, with after-event emptying and disposal. (3) hours at \$35.00 per hour.</p>	\$35.00 per hour	\$105.00 (Direct Cost)
<p align="center">Public Works Department</p> <p>The organizer would like to have the Special Event Parking Set Up Fee from the Public Works Department waived.</p>	\$525.00 flat rate special event parking set up fee	\$525.00 (Direct Cost)
<p align="center"><u>TOTAL WAIVERS REQUESTED</u></p> <p align="center">Direct Costs - \$930.00</p> <p align="center">Indirect Costs - \$2,192.00</p>		

Recommended Motion:

I move to accept the requests made by the organizer of the 2023 Vets Day Car Show.