



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 1, 2023
Originating Department: Special Events
Agenda Title: Michael Steinhauer Facility Rental Waiver Request

Approved by Town Manager: *[Signature]* Date: 2/23/2023

Cost of Item: \$120.00 Funding Source: Special Events Department Overtime Salaries
Account Number: 600-14000 Finance Signature: Jeffrey P. Duvall

Digitally signed by Jeffrey P. Duvall
DN: cn=Jeffrey P. Duvall, o=Town of Lake Park, ou=Finance, email=jd@lakeparkfl.com, c=US
Date: 2023.02.23 11:00:23 -0500

Advertised:
Date: _____ Newspaper: _____

Attachments: Michael Steinhauer Facility Rental Application
Michael Steinhauer Facility Rental Invoice/Receipt

Please initial one:
X Yes I have notified everyone
____ Not applicable in this case

Summary Explanation/Background:

On February 1, 2023 the Special Events Department received a Facility Rental Application from Mr. Michael Steinhauer to rent the Indoor Pavilion for a family reunion on Friday, March 3 from 5:00 pm – 9:00 pm. Mr. Steinhauer received an invoice totaling \$787.30 which he paid on February 2, 2023.

At this time, Mr. Steinhauer requests that the Town of Lake Park refund his total payment of \$787.30 (or partial payment) based on the fact that he is a Lake Park resident. Mr. Steinhauer was charged the resident rate for the rental and will continue to have the event if he does not receive a refund. Mr. Steinhauer is here tonight and would like to address the Commission and answer any questions that they may have.

| REQUESTED CATEGORY | VALUE (MONETARY OR OTHER) | TOTAL |
|---|------------------------------|--|
| Indoor Pavilion Refundable Security Deposit | \$250.00 | \$250.00 (This is an Indirect Cost, however fees can occur if there are damages to the facility.) |

| | | |
|--|-------------------------------------|-----------------------------|
| Indoor Pavilion Rental Fee | \$90.00 Per Hour (Resident Rate) | \$270.00 (Indirect Cost) |
| Indoor Pavilion Rental Set Up and Breakdown Fee | \$60.00 Per Hour | \$120.00 (Indirect Cost) |
| Indoor Pavilion Sales Tax | 7% of Rental Rate | \$27.30 (Indirect Cost) |
| Indoor Pavilion Staff Fee | \$30.00 Per Hour | \$120.00 (Direct Cost) |

Recommended Motion:

At the Town Commission's discretion based on the information given above.