



# Exhibit J

## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** April 15, 2026

**Originating Department:** Special Events

**Agenda Title:** Special Event Permit Application - Garage Sale & Craft Market - VFW Post 9610 – May 16, 2026 (8 a.m. to 2 p.m.)

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Cost of Item:** \$0 **Funding Source:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Finance Signature:** \_\_\_\_\_

**Advertised:**

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** VFW Post 9610 Garage Sale & Craft Market Special Event Permit Application

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**Please initial one:**

X Yes, I have notified everyone.

\_\_\_\_\_ Not applicable in this case

**Summary Explanation/Background:**

On March 31, 2026, the Special Events Department received a special event permit application from VFW Post 9610 proposing to host a Garage Sale & Craft Market on Saturday, May 16, 2026, from 8:00 a.m. to 2:00 p.m., at the VFW Building - 354 10<sup>th</sup> Street, Lake Park.

The proposed event would provide free admission and parking to the public; however, participating vendors would be required to pay \$10.00 for a booth outside and \$20.00 for a booth inside the building. Food & beverages are expected to be available for sale inside the building.

The event organizer has requested that the Town Commission approve the following requests, which may not be granted administratively:

REQUESTED CATEGORY	VALUE	TOTAL
<p style="text-align: center;"><b>Marketing Assistance</b></p> <ul style="list-style-type: none"> <li>• The use of the Town of Lake Park logo on all event marketing material.</li> <li>• Event flyer and information posted on the Town’s calendar.</li> <li>• Event flyer and information posted on the Town’s social media accounts.</li> </ul>	<p>The tasks that would need to be taken by the Town’s Marketing Specialist would include reviewing the event flyer and posting it on the Town’s website and social media accounts. These tasks would take approximately 15 minute to complete. Based on the Marketing Specialists’ current salary, at 15 minutes, the total value of time spent completing the tasks would be \$9.42</p>	<p style="text-align: center;">\$9.42 Total value of time spent on tasks.</p>

**If approved, the Marketing Specialist would review the event flyer and post it on the Town’s calendar and social media pages.**

**Recommended Motion:**

The Town Commission is requested to provide consideration and direction on the proposed special event permit request from VFW Post 9610 to host their Garage Sale & Craft Market at the VFW Post 9610 on Saturday, May 16, 2026 (8 a.m. to 2 p.m.).