



# Town of Lake Park Town Commission

## Agenda Request Form

**Meeting Date:** February 5, 2025

**Originating Department:** Special Events

**Agenda Title:** Bridges at Lake Park Pop Up Family Event Requests

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

**Cost of Item:** \$285.00 **Funding Source:** Special Events Department Budget

**Account Number:** 600-14000 **Finance Signature:** Jeff DaSilva

Digitally signed by Jeff DaSilva  
DN: cn=Jeff DaSilva, o=Town of Lake  
Park, ou=Finance Department,  
email=jdasilva@lakeparkflorida.gov,  
c=US  
Date: 2025.01.22 12:41:16 -05'00'

**Advertised:** \_\_\_\_\_

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

**Attachments:** Bridges at Lake Park Facility Rental Application

Bridges at Lake Park Special Event Permit Application

**Please initial one:**

X Yes I have notified everyone

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

### Summary Explanation/Background:

The Special Events Department received a Facility Rental Application and Special Events Permit Application from BRIDGES at Lake Park proposing a Pop Up Family Event on Saturday, February 22, 2025 from 9:30 AM – 2:00 PM in Kelsey Park. The event will include free developmental screenings for children 2 months – 5 years old, educational activities and giveaways. BRDIGES at Lake Park would like the Town to sponsor the event as well as approve the following special waiver requests, which cannot be granted administratively.

REQUESTED CATEGORY	VALUE (monetary or other)	TOTAL
<b>Staff Fee</b> One employee from the Public Works Department will be needed onsite during the event.	One employee at \$32.00 Per Hour for 5 Hours	\$160.00 (Direct Cost)
<b>Restroom Cleaning</b> Additional restroom cleaning for the restrooms located in Kelsey Park.	\$125.00 (Flat Rate)	\$125.00 (Direct Cost)

<p><b>Special Event Permit Application Fee</b></p> <p>The Town requires a \$50.00 fee to process special event permit applications from non-profit organizations.</p>	<p>\$50.00 (Flat Rate)</p>	<p>\$50.00 (Indirect Cost)</p>
<p><b>Refundable Security Deposit</b></p> <p>The Town requires a \$1,500.00 refundable security deposit fee for any special event held in Kelsey Park. This will only become a direct cost if the Town has to use funds to cover any damages done to the park during the event.</p>	<p>\$1,500.00 (Flat Rate)</p>	<p>\$1,500.00 (Indirect Cost)</p>
<p><b>Certificate of Insurance Requirement</b></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>	<p>No monetary value unless a claim is received</p>	<p>No monetary value unless a claim is received</p>
<p><b><u>TOTAL DIRECT COST REQUESTED: \$285.00</u></b></p>		

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