



Town of Lake Park Town Commission

Agenda Request Form

EXHIBIT D

Meeting Date: May 17, 2023
Originating Department: Special Events
Agenda Title: Haitian Flag Day Celebration 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: 2023.05.11 17:36:39 -04'00' **Date:** _____

Cost of Item: \$5,004.30 **Funding Source:** _____
Account Number: _____ **Finance Signature:** Jeffrey P. Duvall Digitally signed by Jeffrey P. Duvall
DN: cn=Jeffrey P. Duvall, o, ou, email=jduvall@lakeparkflorida.gov, c=US
Date: 2023.05.11 17:17:01 -04'00'

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

Attachments: Haitian Flag Day Special Event Permit Application
Haitian Flag Day Grant Application

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

Summary Explanation/Background:

On March 28, 2023 the Special Events Department received a Special Event Permit Application from Lesly Berry on behalf of Faith Based Academy of Patriots Returning to Eden (FAPRE) proposing their annual Haitian Flag Day Celebration on Saturday, May 20 from 3:00 pm – 8:30 pm in Bert Bostrom Park. The celebration will include live entertainment by various artists, food vendors, soccer and basketball competitions, bounce houses, races, games and appearances from PBSO Mounted Unit, Motorcycle Unit and SWAT.

On Wednesday, May 3 Town staff met with the organizers of the Haitian Flag Day Celebration to discuss the event logistics. During the meeting, the organizers requested that the Town assist them by providing staffing for the event, the Town generator, tents, tables, chairs, bleachers, and coolers. They also made several waiver requests listed below that can only be approved by the Town Commission.

During the meeting, the event organizers also wanted to discuss the grant that they were recently awarded from the Town. The total amount received consists of \$9,000.00 from the large grant funds and \$1,000.00 from the Special Events Department budget. In the original grant application, the organizers provided an event budget of \$10,700.00 which included payments for live entertainment, advertising, referee service, plaques, refreshments, stage, chairs, bounce house rental and decorations. If they were not granted the requested amount of \$10,000.00 the event organizers would reduce the number of singers, trophies and referees and renegotiate the cost of the sound provider.

However, the event organizers have submitted a revised budget totaling \$12,727.30 and are now asking the Town to make a monetary donation of \$2,727.30 to cover the additional expenses.

At this time FAPRE would like the Town to sponsor the event, as well as approve the following special “wavier” requests and other donations which cannot be granted administratively.

| REQUESTED CATEGORY | VALUE (monetary or other) | TOTAL |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------|
| <p>Additional Monetary Donation</p> <p>The Town is providing the event organizers with a total amount of \$10,000.00 for the event. The total is a combination of the \$9,000.00 from the Town’s grant making process and \$1,000.00 from the Special Events Department budget. The event organizers have submitted a budget of \$12,727.30 and is asking the Town to make an additional monetary donation of \$2,727.30 to cover the additional expenses.</p> | \$2,727.30 | \$2,727.30 (Direct Cost) |
| <p>Staff Fee</p> <p>Four employees from the Public Works Department will be needed to assist the organizers at the event to help with the event set up and breakdown, including parking, the Town generator, tents, tables, chairs, coolers, signage and barricades.</p> | Four employees at \$32.00 Per Hour for 9 Hours | \$1,152.00 (Direct Cost) |
| <p>Restroom Cleaning</p> <p>Additional restroom cleaning for the restrooms located at Bert Bostrom Park.</p> | \$125.00 | \$125.00 (Direct Cost) |
| <p>Refundable Security Deposit</p> <p>Due to the high volume of large vehicles, trucks and vans, that are expected to drive on the field to set up the stage, tents, tables, chairs, etc. staff is expecting to have to repair damage to the sod and sprinklers after the event. The field will have to be ready in time for the Summer Soccer Camp, which will begin on Monday, June 5, 2023. This is an estimated cost that could increase or decrease depending on the damage.</p> | \$1,000.00 | \$1,000.00 (Direct Cost) |
| <p>Park Rental Fee</p> <p>Rental Fee to use Bert Bostrom Park</p> | \$500.00 Flat Rate Rental Fee \$35.00 Tax | \$535.00 (Indirect Cost) |
| <p>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). | No monetary value | No monetary value |

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------|
| <ul style="list-style-type: none"> • Event flyer and information posted on all Town of Lake Park social media accounts. • Event flyers posted at all Town of Lake Park special events. | | |
| <p align="center">Certificate of Insurance Requirement</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. The liability will include the food vendors as well.</p> | No monetary value unless a claim is received | No monetary value unless a claim is received |
| <p align="center">Use of CRA and Town Hall Parking Lots</p> <p>The organizers would like the Town to utilize the CRA Parking Lot and the Town Hall Parking Lot for vendor and event parking.</p> | No monetary value | No monetary value |
| <p align="center">Use of Town Generator</p> <p>The electrical outlets at Bert Bostrom Park are insufficient for the amount wattage the organizers will need for the live entertainment. The organizers would like to use the Town Generator to assist with their electrical needs.</p> | No monetary value | No monetary value |
| <p align="center">Use of Town Tents, Tables & Chairs</p> <p>The organizer would like to use as many Town-owned tents, tables and chairs for the event sponsors, vendors and attendees. The organizer is also renting additional tents, tables and chairs from a local vendor.</p> | No monetary value | No monetary value |
| <p align="center">Sanitation Service</p> <p>Delivery of (10) 95 gallon trash bins and (10) 95 gallon recycling bins (Town staff will deliver the bins on Friday, May 19 and pick them up on Monday, May 22 to avoid additional direct costs).</p> | No monetary value | No monetary value |
| <p><u>TOTAL DIRECT COST REQUESTED: \$5,004.30</u></p> | | |

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