



FACILITY RENTAL INVOICE

NAME: Micailah Lockhart
 ADDRESS: 231 Hawthorne Drive
 Lake Park, FL 33403
 PHONE: 561-351-2498
 EVENT DATE: Thursday, May 21, 2026
 EVENT TIME: 3:30 PM TO 5:00 PM
 SET-UP TIME: 11:00 AM TO 3:30 PM
 BREAK DOWN TIME: 5:00 PM TO 6:00 PM
 EVENT TYPE: Bridal Shower
 LOCATION: Kelsey Park Indoor Pavilion
 # of PEOPLE: 30

EVENT DETAILS			PAYMENT DETAILS		
CODE	COST BREAKDOWN	TOTAL	first PAYMENT DATE:	INSTALLMENT DATE:	BALANCES & DUE DATE:
→	SECURITY DEPOSIT <i>(non-taxable, DUE IN FULL AT INCEPTION & REFUNDABLE)</i>		11/7/2025		YOUR FINAL PAYMENT IS DUE:
DEPPV	Park Pavilions/Gazebos	\$250.00	\$250.00		5/7/26
DEPMB	Mirror Ballroom		\$0.00		
DEPPK	Kelsey Park Rental East/West		\$0.00		
→	RENTAL FEES <i>(7% Sales Tax applied)</i>		For internal accounting purposes		
RFRNT	Resident Fee \$ 75 hrly x 7 hrs	\$525.00			\$525.00
RFRNT	Non-Resident Fee \$ 0 hrly x 0 hrs	\$0.00			\$0.00
RFRNT	Flat Rate Rental Fee				\$0.00
RFRNT	Flat Rate Cleaning Fee	\$150.00			\$150.00
RFRNT	Restroom Attendant Fee \$ 25 hrly x 7 hrs	\$175.00			\$175.00
RFTAX	Sales Tax 6.5% <i>(collected first on balance payment)</i>	\$55.25	\$0.00	\$0.00	\$55.25
RSCUR	Personnel Fee \$ 40 hrly x 7 hrs <i>(NON-taxable)</i>	\$280.00			\$280.00
	TOTAL RENTAL FEES:	\$1,185.25	\$0.00		
FACRENT	COMBINED TOTAL: <i>(security deposit + rental fees)</i>	\$1,435.25	PAID TODAY:	PAID TODAY:	FINAL PAYMENT DUE:
			\$250.00	\$0.00	\$1,185.25

NOTES: Your **final balance** is due 14 days before the event. If paying online, your invoice/reference # is: SP-05212601
 Micailah has requested that the Commission waive the security deposit, facility rental fee, and personnel fee associated with renting the Kelsey Park Indoor Pavilion. Request will go before Commission at a regular Commission Meeting. Date is TBD.
 Deposit due to book event, will be refunded if waived.

THANK YOU AND ENJOY YOUR EVENT!



Town of Lake Park Facility Rental Application

Date of Event: Thursday, May 21, 2026

Time of Event: 3:30 PM **to** 5:00 PM

Set-up Time: 11:00 AM **to** 3:30 PM

Breakdown Time: 5:00 PM **to** 6:00 PM

Rental Facility

Town Hall: Mirror Ballroom

W. Ilex Park: Picnic Pavilion

Kelsey Park (West): Entire Park (*Requires Special Events Permit*) Gazebo

Kelsey Park (East): Entire Park (*Requires Special Events Permit*) Indoor Pavilion

Kelsey Park (East): Picnic Pavilions (North, South, Playground)

Purpose of Rental:

Bridal Shower

Requests: No Alcoholic Beverages No Bounce House
 No Special Events Permit Required

Contact Information:

Name: Micailah Lockhart

Organization: _____

Address: 231 Hawthorne Drive

Lake Park, FL 33403

Home: (____) _____ - _____ Cell: (561) 351 - 2498

Work: (____) _____ - _____ E-mail: meecahmeecah@gmail.com

**I, THE UNDERSIGNED, HAVE READ AND UNDERSTAND EVERYTHING IN THE
FACILITY RENTAL POLICY AGREEMENT.**

Renter: X Micailah lockhart **Date** 11/17/25

Lake Park Staff: X **Date** 11/17/2025



Facility Usage Agreement

This agreement, made the 7th day of November, 2025, by and between THE TOWN OF LAKE PARK, a Florida municipal corporation (Town) and Micailah Lockhart (Renter).

Premises: Town leases to Renter and Renter leases from Town the Kelsey Park Indoor Pavilion (Facility Name)

Term: The hours of rental are from 11:00 AM until 6:00 PM on Thursday, May 21, 2026 (Day/Date).

Security Deposit: Event organizer shall deposit with Town the sum of \$ 250.00 as security for the full and faithful performance by event organizer of all of event organizers obligations hereunder. The deposit shall be made at the time the reservation for the premise is made with Town. No interest shall be paid upon the security deposit nor shall Town be required to maintain said deposit in a segregated account. The security deposit shall not be considered prepaid rent. In the event that the event organizer shall default in the full and faithful performance of any of the terms hereof, then Town may, without notice, either retain the security deposit as liquidated damages, or Town may retain the same and apply it toward actual damages sustained by Town by reason of the default of the event organizer. If the event organizer fully and faithfully complies with all of the terms hereof, the security deposit or any balance thereof shall be returned to the event organizer within one month of the event.

Rental Rate: Event Organizer shall pay Town the rental sum of \$ 1,189.50*, fourteen (14) business days prior to the event. Any payment made to the Town after the 14 days must be paid in cash only.

Leases and Assignments: Event Organizer shall not have the right to assign this agreement to any other person or entity.

Rules and Regulations: The rules and regulations included hereto shall be incorporated into and made a part of this agreement.

***Micailah has requested that the Commission waive the security deposit, facility rental fee, and personnel fee associated with renting the Kelsey Park Indoor Pavilion. Request will go before Commission at a regular Commission Meeting. Date is TBD.**

Indemnification: Renter shall, during the term of this agreement, fully protect, indemnify and hold Town harmless from any and all claims, demands, actions, suits, judgments, liabilities, losses, costs and expenses (including reasonable attorney's fees and expenses) of every kind and character arising, or alleged to arise, out of or in connection with any injury to, or the death of, any person or any damage to or loss of any property in any manner growing out of or connected with, or alleged to grow out of or to be connected with, any act, omission, event, condition or casualty in connection with the business or profession conducted on the premises or the use or occupancy of the premises by Renter, his employees, agents, licensees or invitees, or causes by or resulting from, or alleged to be caused by or to result from, the negligence of other conduct of Renter, his employees, agents, licensees or invitees.

General Provisions:

Captions: The captions or titles to the various sections of this agreement are for convenience and ease of reference only and do not define, limit, augment or describe the scope, content or intent of this agreement or of any parts thereof.

Joint and Several Obligations: If event organizer consists of more than one person or entity, the obligation of all such persons is joint and several.

Situs: The agreement shall be construed and interpreted according to the laws of the State of Florida.

In witness whereof, the parties have executed this Agreement, as evidence of their agreement to the information set out therein.

I, THE UNDERSIGNED, HAVE READ AND UNDERSTAND EVERYTHING IN THIS RENTAL AGREEMENT POLICY.

EVENT ORGANIZER: Micaiah Lockhart

(PRINT)

(SIGNATURE)

DATE: 11 / 17 / 25

From: [Meecah Meecah](#)
To: [Riunite Franks](#)
Subject: Re: Town of Lake Park Facility Rental
Date: Friday, January 9, 2026 12:27:51 PM

Hi Riunite,

Unfortunately, my mother won't be able to make it that day as my elderly grandparents need assistance. Had I known about needing to be present for the meeting I would have flown down that week, instead of this week.

I'm happy to answer the questions below:

I've lived in Lake Park since 1996—my parents purchased our home in 1992. Although I moved to New York City for college in 2014 and have remained there due to my career as a Broadway actress, Lake Park has always remained my home. All of my personal records still list Hawthorne Drive as my primary residence, and my parents and extended family continue to live in the area. I return as often as my schedule allows.

Over the past three decades, my family and I have paid local taxes, rented spaces through Kelsey City for family events, and consistently supported and promoted community activities at Kelsey Park. It would mean so much to me to host my bridal shower in the very park where I spent my childhood—after-school afternoons, long walks with family members who are no longer with us, and countless tennis games. It holds deep personal significance.

The event would be professionally documented and shared on social media, providing positive visibility for the park and potentially encouraging future bookings. I truly believe it would be a beautiful representation of the space and the community.

Unfortunately, if the fees cannot be waived, we won't be able to move forward, as it would exceed our overall wedding budget. I completely understand any limitations and appreciate your consideration.

Thank you so much for your time and thoughtfulness.

Warmly,

Meecah

On Fri, Jan 9, 2026 at 11:07 AM Riunite Franks <rfranks@lakeparkflorida.gov> wrote:

Hi Micailah,

So far I have heard: