



# FACILITY RENTAL INVOICE

TOWN OF LAKE PARK - REVENUE  
REC#: R00016961 1/9/2026 7:24 AM  
TRAN: DEPMB Deposits-Mirror Ballroom  
OPER: TOLP1 TERM: 1  
TKBY : MAR

APRIL 24 25026 500.00

NAME: Coastal Middle & High School  
ADDRESS: 750 5th Street, Lake Park, FL 33403  
PHONE: 561-875-9208  
EVENT DATE: ~~Friday, April 24, 2026~~ **Friday, April 17, 2026**  
EVENT TIME: 7:00 PM TO 10:00 PM  
SET-UP TIME: 4:00 PM TO 7:00 PM  
BREAK DOWN TIME: 10:00 PM TO 11:00 PM  
EVENT TYPE: Prom  
LOCATION: Mirror Ballroom  
# of PEOPLE: 100

EVENT DETAILS		
CODE	COST BREAKDOWN	TOTAL
→	SECURITY DEPOSIT (non-taxable, DUE IN FULL AT INCEPTION & REFUNDABLE)	
DEPPV	Park Pavilions/Gazebos	
DEPMB	Mirror Ballroom	\$500.00
DEPPK	Kelsey Park Rental East/West	
→	RENTAL FEES (7% Sales Tax applied)	
RFRNT	Resident Fee \$ <input type="text"/> hrly x <input type="text"/> hrs	
RFRNT	Non-Resident Fee \$ <input type="text"/> hrly x <input type="text"/> hrs	
RFRNT	Flat Rate Rental Fee	
RFRNT	Flat Rate Cleaning Fee	\$150.00
RFRNT	Restroom Attendant Fee \$25 hrly x <input type="text"/> hrs	
RFTAX	Sales Tax 7% (collected first on balance payment)	TAX EXEMPT
RSCUR	Personnel Fee \$40 hrly x <input type="text"/> hrs (NON-taxable)	\$240.00
	TOTAL RENTAL FEES:	\$390.00
FACRENT	COMBINED TOTAL: (security deposit + rental fees) PARK pav/gaz BALLROOM KELSEY PARK	\$890.00

PAYMENT DETAILS		
first PAYMENT DATE:	INSTALLMENT DATE:	BALANCES & DUE DATE:
1/6/2025		YOUR FINAL PAYMENT IS DUE:
\$0.00		<del>4/18/26</del> 4/3/26
\$500.00		
\$0.00		
For internal accounting purposes		
		\$0.00
		\$0.00
		\$0.00
		\$150.00
		\$0.00
TAX EXEMPT	TAX EXEMPT	TAX EXEMPT
		\$240.00
\$0.00		
PAID TODAY:	PAID TODAY:	FINAL PAYMENT DUE:
\$500.00	\$0.00	\$390.00

NOTES: Your final balance is due 14 days before the event. If paying online, your invoice/reference # is: SP-04232601

Coastal Middle & High School has requested that the Commission waive all fees associated with renting the Mirror Ballroom.

Request will fo before Commission at a Regular Commission Meeting. Date is TBD.

THANK YOU AND ENJOY YOUR EVENT!

1/6/2026



# Town of Lake Park Facility Rental Application

Date of Event: ~~Thursday, April 23, 2026~~ **Friday, April 17, 2026**

Time of Event: \_\_\_\_\_ to \_\_\_\_\_

Set-up Time: 1:30 PM to 5:00 PM

Breakdown Time: \_\_\_\_\_ to \_\_\_\_\_

## 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:

Setup for Coastal Middle & High School Prom

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

## Contact Information:

Name: Alysha Cosby-Mosley

Organization: Coastal Middle & High School

Address: 730 5th Street

Lake Park, FL 33403

Home: ( ) - Cell: ( 561 ) 875 - 9208

Work: ( 561 ) 875 - 9206 E-mail: amosley@coastalmiddleandhighschool.com

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

Renter: **X** Alysha Cosby-Mosley Date 16-26

Lake Park Staff: **X** Sara Notgarnie Date 01/07/2026





# Town of Lake Park Facility Rental Application

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Coastal Middle & High School Prom

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

**Renter:** ☒ Alysha Cosby-Mosley **Date** 1-6-26

**Lake Park Staff:** ☒ Sara Notgarnie **Date** 01/07/2026



## Facility Usage Agreement

This agreement, made the 6th day of January, 2026, by and between THE TOWN OF LAKE PARK, a Florida municipal corporation (Town) and Alysha Cosby-Mosley of Coastal Middle and High School (Renter).

**Premises:** Town leases to Renter and Renter leases from Town the Mirror Ballroom (Facility Name)

**Term:** The hours of rental are from 4:00 PM until 11:00 PM on ~~Friday, April 24, 2026~~ (Day/Date). And 1:30 PM until 5:00 PM on ~~Thursday, April 23, 2026~~  
Friday, April 17, 2026 Thursday, April 16, 2026

**Security Deposit:** Event organizer shall deposit with Town the sum of \$ 500.00 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 \$ \*390.00, 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.

\*Coastal Middle & High School has requested that the Commission waive all fees associated with renting the Mirror Ballroom. 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 constructed and interpreted according to the laws of the State of Florida.

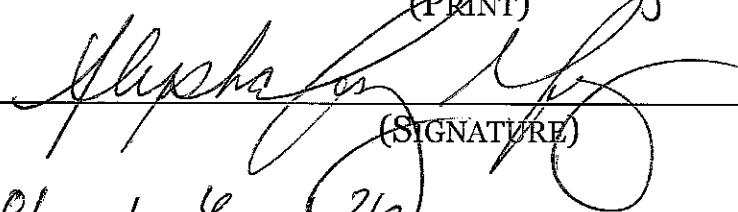
In witness whereof, the parties have executed this Agreement, as evidence of their agreement to the information set out therein.

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

**EVENT ORGANIZER:**

Alusha Cosby-Mosley

(PRINT)



(SIGNATURE)

**DATE:**

01 / 1 / 2026