



# FACILITY RENTAL INVOICE

**NAME:** Children's Home Society of Florida - BRIDGES at Lake Park  
**ADDRESS:** 1411 10th Street  
**Lake Park, FL 33403**  
**PHONE:** 561-814-3020 (Ciara Brice)  
**EVENT DATE:** Saturday, February 28, 2026  
**EVENT TIME:** 11:00 AM TO 1:00 PM  
**SET-UP TIME:** 8:00 AM TO 11:00 AM  
**BREAK DOWN TIME:** 1:00 PM TO 2:00 PM  
**EVENT TYPE:** ASP Pop Up Family Event  
**LOCATION:** Kelsey Park - East Side  
**# of PEOPLE:** 75

EVENT DETAILS			PAYMENT DETAILS		
CODE	COST BREAKDOWN	TOTAL	first PAYMENT DATE:	INSTALLMENT DATE:	BALANCES & DUE DATE:
→	<b>SECURITY DEPOSIT</b> <i>(non-taxable, DUE IN FULL AT INCEPTION &amp; REFUNDABLE)</i>		12/18/2025		<b>YOUR FINAL PAYMENT IS DUE:</b>
DEPPV	Park Pavilions/Gazebos		\$0.00		
DEPMB	Mirror Ballroom		\$0.00		
DEPPK	Kelsey Park Rental East/West	<b>\$2,000.00</b>	\$2,000.00		<b>2/13/26</b>
→	<b>RENTAL FEES</b> <i>(7% Sales Tax applied)</i>		For internal accounting purposes		
RFRNT	Resident Fee \$ [ ] hrly x [ ] hrs	\$0.00			\$0.00
RFRNT	Non-Resident Fee \$ [ ] hrly x [ ] 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 [ ] hrs	\$150.00			\$150.00
RFTAX	Sales Tax 7% <i>(collected first on balance payment)</i>	TAX EXEMPT	TAX EXEMPT	TAX EXEMPT	
RSCUR	Personnel Fee \$ 40 hrly x [ ] hrs <i>(NON-taxable)</i>	\$240.00			\$240.00
	<b>TOTAL RENTAL FEES:</b>	<b>\$540.00</b>	\$0.00		
FACRENT	<b>COMBINED TOTAL:</b> <i>(security deposit + rental fees)</i>	<b>\$2,540.00</b>	PAID TODAY:	PAID TODAY:	FINAL PAYMENT DUE:
	PARK PAV/GAZ BALLROOM KELSEY PARK		\$2,000.00	\$0.00	\$540.00

**NOTES:** Your final balance is due 14 days before the event. If paying online, your invoice/reference # is: **SP-02282601**  
 BRIDGES at Lake Park has requested that the Commission waive all fees associated with renting Kelsey Park. Request will go before  
 Commission at a Regular Commision Meeting. Date is TBD.

**THANK YOU AND ENJOY YOUR EVENT!**



# Town of Lake Park Facility Rental Application

Date of Event: Saturday, February 28, 2026

Time of Event: 11:00 AM to 1:00 PM

Set-up Time: 8:00 AM to 11:00 AM

Breakdown Time: 1:00 PM to 2:00 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: ASQ Pop Up Family Event

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

## Contact Information:

Name: Anishka Jordan

Organization: Children's Home Society of Florida - BRIDGES at Lake Park

Address: 1411 10th Street

Lake Park, FL 33403

Contact Ciara Brice for planning purposes

Cell: (561) 814 - 3020

Home: ( ) -

Work: (561) 881 - 5060

E-mail: ciara.brice@chsfl.org

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

Renter: X *[Signature]* Date 1/8/2026

Lake Park Staff: X Date 01/09/2026



## Facility Usage Agreement

This agreement, made the 19th day of December, 2025, by and between THE TOWN OF LAKE PARK, a Florida municipal corporation (Town) and Aniska Jordan - Children's Home Society of Florida - BRIDGES at Lake Park (Renter).

**Premises:** Town leases to Renter and Renter leases from Town the Kelsey Park - East (Facility Name)

**Term:** The hours of rental are from 8:00 AM until 2:00 PM on Saturday, February 28, 2026 (Day/Date).

**Security Deposit:** Event organizer shall deposit with Town the sum of \$ 2000.00 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 \$ \*150.00, 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.

\*BRIDGES at Lake Park has requested that the Commission waive all fees associated with renting Kelsey Park. 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:** Anishka Jordan  
(PRINT)

  
(SIGNATURE)

**DATE:** 1 / 8 / 2026



REVISED: FEBRUARY 2024



**TOWN OF LAKE PARK  
SPECIAL EVENTS DEPARTMENT  
SPECIAL EVENT PERMIT APPLICATION**

DATE/TIME RECEIVED:

SN  
12/11/2025

**For Events being held on Town Property, Town services may be requested for an additional fee(s). Please schedule a pre-submittal meeting with the Special Events Director at least 60 days in advance of your event by calling 561-840-0160.**

**\*This Application must be completed and submitted by the Event Organizer ("Applicant")\***

If this Event requires a Town facility rental, please contact our Special Events Department at 561-840-0160 regarding the completion of the Facility Usage Application PRIOR to submitting this application.

**Instructions:**

This completed Special Event Permit Application and all relevant attachments must be submitted to the Special Events Department not less than thirty (30) calendar days prior to the date of the proposed Event, For events being proposed wholly or partially on Town Property, the deadline to submit is sixty (60) calendar days prior to the date of the proposed Event, (45) calendar days if applying for Block Party Grant.

**Application Fee Due and Payable Upon Submittal: \$100.00 (\$50.00 for individuals or Non-profit organizations). Note: Application Fees are Non-Refundable.**

**Non-Profit IRS Tax Identification Number (required if Applicant is a non-profit):**

85-8012592486C-4

(If applicable)

**Name of Applicant (i.e. Event Organizer):**

Children's Home Society of Florida - Bridges at Lake Park

**Name of Event:**

ASQ Pop up Event

**Address/Location of Event:**

Kelsey Park (east side) - 601 Federal Highway Lake Park, FL  
33403

**Are you interested in sponsorship from the Town of Lake Park? Yes  No**

**Dates/Times of the event (as applicable):**

Date	Day	Begin Time	End Time
Event Day 1 2/28/25	26 Saturday	8:00 AM	10:00 AM (12:00 PM)
Event Day 2		( ) AM ( ) PM	( ) AM ( ) PM
Event Day 3		( ) AM ( ) PM	( ) AM ( ) PM
Event Day 4		( ) AM ( ) PM	( ) AM ( ) PM
Event Day 5		( ) AM ( ) PM	( ) AM ( ) PM
Event Day 6		( ) AM ( ) PM	( ) AM ( ) PM

**Additional Applicant Information:**Name: Anshka JordanAddress: 1411 10th StreetState/Zip Lake Park, FL 33403CONTACT PHONE: 561-881-5060 (Ciarra Brice)Alternate Phone # 561-814-3020 (Ciarra Brice)

Fax: \_\_\_\_\_

E-mail: Ciarra.brice@chsFL.org (Ciarra Brice)**Description and Purpose of the Event**

Parents with children ages 2 months - 5 yrs old will receive a free developmental screening & learn about activities they can do @ home to support their child's growth & development. They will also receive fun and educational take-aways.  
 Estimated number of participants? 75

Has this event ever occurred in the Town of Lake Park? Yes  No Has this site had a Special Event Permit this calendar year? Yes  No Will there be an admission fee for the Event? If yes, how much? Yes  (\$  ) No

\*\*THE FOLLOWING SECTIONS MAY NOT APPLY TO  
NON-COMMERCIAL EVENTS\*\*

Will your event require road closure?

Yes  No

*If YES, describe the requested street segment closure and time and provide a Traffic Circulation Plan prepared by a Traffic Engineer, including a detour signage plan. You are responsible for notifying affected businesses/entities, including Palm Tran, regarding affected routes: \_\_\_\_\_*  
(Initial to acknowledge statement)

EVENT COMPONENTS (Check the items that will be associated with your event.)

- Road closure (See above)
- Electric service hook-up required
- Water service hook-up required
- Sidewalks blocked
- Municipal park(s) prepared
- Booths or other temporary structures
- Parking lots to be partially or completely closed
- Food Vendors (Liquid Propane Gas Log)
- Town litter pick-up or street sweeping
- Tents (if yes, describe type and size 10x10 2-20x10)
- Barricades ordered
- Alcohol served
- Security/Law Enforcement
- Music, bands, DJ
- Rides or other amusements
- Animals
- Fireworks
- Bleachers
- Designated parking area
- Town Restroom (if yes, please describe Eastside Restroom)
- Portable Restrooms (if yes, please describe \_\_\_\_\_)
- Dumpsters/Trash Receptacles
- Portable stage
- Other (e.g., bounce house, etc.)

EVENT VENDOR(S) LIST ALL NAMES (identify which ones are food trucks)

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Will the event require the use of electricity? Yes  No   
 Will the event require water hook-up? Yes  No   
 \*Will food and/or beverages be served? Yes  No   
 \*Will the event have vendors or concession sales, including food? Yes  No

*\*If the answer to the above question is YES, the Applicant/Event Organizer is responsible for securing all respective Palm Beach County and State of Florida Health Certificates for food vendors, as well as copies of all other commercial vendor licenses.*

**WILL THE EVENT INCLUDE FOOD TRUCKS?** Yes  No

*\*If the answer to the above question is YES, all food trucks must have the proper State license, PBC Business Tax Receipt, and a current PBC Fire Rescue Safety Inspection Report. Copies of these documents must be provided to the Town no later than fourteen (14) calendar days prior to the event.*

*For events on Town property, the Liquid Propane Gas tanks will be inspected the day of the event for leaks prior to operating any gas appliances. Applicants must provide staff with their LPG Log at each event to ensure proper safety measures have been followed.*

*For events on Town property, Applicants must also provide to the Town a Certificate of Insurance issued no more than thirty (30) days prior to the date of the event and naming the Town of Lake Park (and the CRA, if the event is taking place within the CRA area) as certificate holder and an additional insured with respect to commercial general liability. The required limits are \$1 million per occurrence and \$2 million aggregate. \$100,000 damage to rented premises must also be provided.*

Applicants who are found to have attempted to circumvent this requirement by using another person/entity for the purposes of obtaining the required insurance coverage shall be barred from obtaining another special event permit within the Town for three years.

AJ  
(Applicant initial to acknowledge statement)

*The Applicant holds full responsibility and liability for its vendors.* AJ  
(Initial to acknowledge statement)

\*\*Will alcoholic beverages be served? Yes  No

*\*\*If the answer to the above question is YES, additional liquor legal liability insurance usual to the insured's operations with a \$1million limit must be included on the Certificate of Insurance.*

\*\*\*Are you proposing signage? Yes  No

*\*\*\*If the answer to the above question is YES, please fill out the Signage Permit Application available in the Community Development Department. An additional \$100.00 application fee is required for this signage application. This application will be deemed incomplete if signage is proposed and a signage application is not submitted.*

Will the event have an official "Flyer" and/or promotional materials? Yes  No   
If yes, please provide a copy of the "Flyer". *Flyer will be created by Early Learning Coalition of Lee County*

**Please provide a sketch of the Special Event site including: Proposed location of parking, tent(s), concession stand(s), booth(s), stage(s), etc.**  
**OR provide an attachment:**

*use w/ permit  
pop-up*

**NOTE:** Public parking spaces are on a first-come, first-serve basis, and may be metered depending on where your event is being held.

**IF TENTS ARE BEING UTILIZED:**  
**MAXIMUM ALLOWABLE TENT SIZE IS 35' X 45'.**

**For ALL tents larger than 10 ft. x 10 ft. (pop-up style), a *Certificate of Flame Resistance* is required and must accompany this Special Event Permit Application.**



• Space for vendor setup  
 $\alpha = 10 \times 10$   
 $X = 20 \times 20$

(All requirements imposed by any of the reviewing entities below, will be communicated to the Applicant early-on and must be secured no later than 14 calendar days in advance of the event, with verification provided to the Town prior to the issuance of the Special Events permit)

**(FOR OFFICE USE ONLY)**  
**SIGNATURES/APPROVALS:**

Please Sign and Date

**SPECIAL EVENTS DIRECTOR:**

DATE: \_\_\_\_\_

**PUBLIC WORKS DIRECTOR:**

DATE: \_\_\_\_\_

**PALM BEACH COUNTY SHERIFF:**

DATE: \_\_\_\_\_

**PALM BEACH COUNTY FIRE-RESCUE:**

DATE: \_\_\_\_\_

**RISK MANAGEMENT:** (If applicable)

DATE: \_\_\_\_\_

ADA Requirements

Insurance Requirements

**CRA ADMINISTRATOR:** (If applicable)

DATE: \_\_\_\_\_

**COMMUNITY DEVELOPMENT DIRECTOR:** A copy will be provided to the Staff Member and/or Code Officer if on duty.

DATE: \_\_\_\_\_

**Additional Comments (reviewers may include attachments):**

535 PARK AVENUE, LAKE PARK, FLORIDA • Phone 561-881-3318 • Fax 561-881-3323

Special Event Permit Application

Revised: January 2025

Previous Editions Obsolete

APPLICANT SIGNATURE: 

APPLICANT PRINTED NAME: ANISHKA JORDAN DATE: 12/10/2025

PROPERTY OWNER: *(If Property Owner is not the Applicant)*

\_\_\_\_\_  
DATE: \_\_\_\_\_

PROPERTY OWNER PRINTED NAME:

\_\_\_\_\_  
DATE: \_\_\_\_\_