



Town of Lake Park Town Commission

Agenda Request Form

Exhibit B

Meeting Date: April 16, 2025
Originating Department: Special Events
Agenda Title: Special Event Request - Haitian Flag Day Celebration

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$1,152.00 **Funding Source:** Special Events Department Budget
Account Number: 600-14000 **Finance Signature:** _____

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

Attachments: Haitian Flag Day Celebration Special Event Permit Application

Please initial one:

X Yes I have notified everyone
_____ Not applicable in this case

Summary Explanation/Background:

On March 2, 2025, the Special Events Department received a Special Event Permit Application from Faith Based Academy of Patriots Returning to Eden (FAPRE) proposing their annual Haitian Flag Day Celebration to be held on Saturday, May 17, 2025, from 3:00 PM – 9:00 PM, at Bethlehem Haitian Baptist Church.

The celebration is being planned to include live entertainment by various artists, food, art & craft vendors, soccer and basketball competitions, bounce houses, races, games and appearances from PBSO Auxiliary Units and Palm Beach County Fire Rescue.

Town staff met with the organizers of the Haitian Flag Day Celebration to discuss the event logistics and the Town's contribution of \$10,000 (FY 2025 Budget – General Fund). However, during the meeting, the organizers requested that the Town provide additional assistance, including additional unbudgeted financial support, for the event:

REQUESTED CATEGORY	VALUE	TOTAL
Tents, Tables, Chairs, Coolers, Barricades & Cones The event organizers request Town-owned tents, tables, chairs, barricades and cones.	No monetary value	No monetary value
Staff Fee Four (4) Town employees (Public Works Department) requested to assist with set up and breakdown, including Town tents, tables chairs, coolers, barricades and cones.	Four (4) employees at \$32.00 Per Hour for 9 Hours	\$1,152.00 (Direct Cost)
<u>TOTAL DIRECT COST REQUESTED: \$1,152.00</u>		

The proposed Special Event requests have been reviewed by the Town's Special Event Department staff and the Public Works Director.

Recommended Motion:

The Town Commission is requested to provide consideration of the proposed special event requests (i.e., event equipment and unbudgeted funding) to support the proposed 2025 Haitian Flag Day Celebration.