



## Town of Lake Park Centennial Celebration Committee

### Agenda Request Form

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**Meeting Date:** August 15, 2023

**Originating Department:** Special Events

**Agenda Title:** Centennial Celebration Gala

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Cost of Item:** \$0.00 **Funding Source:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Finance Signature:** \_\_\_\_\_

**Advertised:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** Centennial Gala Ticket List, C'est Si Bon Menu Selections  
Bonner Mobile Bar Open Bar Proposal, Bonner Mobile Bar Drink Ticket  
Proposal

**Please initial one:**

\_\_\_\_\_ Yes I have notified everyone

X Not applicable in this case

### Summary Explanation/Background:

#### EVENT INFORMATION

The Centennial Celebration Gala will be held on Saturday, October 14 from 6:00 pm – 11:00 pm in the Mirror Ballroom. The event will include guest speakers, dinner, dancing and live entertainment. Event tickets are \$100.00 per person and are currently available on a first-come, first-served basis. The Mirror Ballroom has a limited capacity of 100 guests.

#### TICKETS

As directed in our last meeting, staff has sent a letter to former Town Mayors and Commissioners offering them one free ticket to the gala. As of today, we have not heard back from anyone. Forest Development/Nautilus 220 has formally notified staff that they will only use 10 of their 20 tickets. Also, the Centennial Celebration Gala invitation was featured in the Town's August newsletter, however we have not received any inquiries regarding purchasing event tickets.

## **EVENT PROGRAM**

Town staff is working on the event program. So far, the template includes

6:00 pm – 7:00 pm: Champagne Reception

7:00 pm – 7:30 pm: Welcome and Introductions (Chair and Vice Chair)

7:30 pm: Dinner Served (Background Music Playing)

8:00 pm: Remarks (Mayor, Town Manager)

8:15 pm: Musical Selection (Band)

8:30 pm: Cake Cutting

8:35 pm: Presentations (Committee, Sponsor)

9:00 pm: Dancing

11:00 pm: End of Gala

More detailed information will be provided at the next committee meeting.

## **PROGRAM BOOKLET**

Town staff will be working on the program booklet design and content. At this time, Forest Development/Nautilus 220 is the only sponsor that will receive a full page advertisement in the booklet. No other sponsors qualify for an ad based on their level. Staff would like to know if the committee would like to offer free ad spaces to the remaining sponsors.

## **DECORATIONS**

Town staff is working with Absolute Party Rental and A Beautiful Occasion to provide gold chiavari chairs, blue table linen and floral centerpieces. We are focusing on blue, gold and white décor.

## **GALA GIFT BAGS**

The Centennial Celebration Commemorative Book is currently being printed and will be ready in time for the Centennial Celebration Gala. Each attendee will receive a book inside of their event gift bag.

The gift bags will also include either a Centennial Celebration coffee mug or pint glass and a keychain.

In addition, Town staff has been approached by two different companies to provide specialized desserts for the gift bags. Voice Chocolate (located in Lake Park) would like to create a chocolate box designed specifically for the centennial. They could include a mold of the Centennial Celebration Logo and the Town Logo. Also, Happy Day Creations would be able to design cookies with Centennial Celebration Logo or the Town Logo on top. At this time, staff would like the committee to discuss if they would like to proceed with one of the choices.

## **FOOD**

Town staff met with the owners of Sabatino's Catering and C'est Si Bon catering, both are located here in Lake Park. Sabatino's Catering are not available to provide what will be needed for the event. However, C'est Si Bon is available and have provided the attached proposal for catering. C'est Si Bon

will also provide the china, silverware, glassware, napkins and staffing. At this time, staff would like the Committee to discuss the menu options and make selections based on what is provided.

### **BEVERAGES**

Town staff reached out to Bonner Mobile to discuss possible bar options for the event. At this time, staff would like the committee to discuss the two proposals that were received. One is based on having an open bar and the other is based on providing drink tickets for attendees.

The total amount for each selection:

#### **OPEN BAR SELECTIONS**

4- Hour Standard Open Bar Selections: \$2,500.00

4-Hour Premium Open Bar Selections: 2,800.00

4-Hour Beer/Wine Open Bar Service: \$2,100.00

4-Hour Mixer Bar Selections: \$1,400.00

#### **DRINK TICKET SELECTIONS**

Standard Cash Bar w/ Full Bar Ticket: \$1,100.00

Standard Cash Bar with Beer & Wine Ticket: \$900.00

We will also have a champagne reception from 6:00 pm – 7:00 pm that would cost a total of \$400.00.

### **Recommended Motion:**

1. **I motion to have the following menu selections from C'est Si Bon Catering**.
2. **I motion to have the Bonner Mobile Bar**.